

**New England Chapter APWA
Minutes of the March 16, 2022
Executive Committee Meeting
Zoom Conference Call – 11:00 AM**

1. **Call to order EC Board Meeting:** Meeting called to order by President Mattscheck. Roll called by Connors. Guests/Committee Chairs included Art Baker and Frank Marinaccio.
2. **Concerns, etc.:** None
3. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote*
 - a. **Approval of Minutes:** February 16, 2022 minutes were reviewed and approved.
 - b. **Treasurer Report:** Connors reported that we are doing good. Registrations coming in for the Spring Conference. She continues to send out invoices for money still owed to the Chapter.
 - c. **Finance Committee:** Bechard shared that they held a good meeting on March 11th with great attendance. Bechard will connect with Otero to collaborate on notes from that meeting.
 - d. **Delegate's Report:** Benevento stated that the Delegate onboarding is March 22nd.
 - e. **Education:** Shea thanked Otero for her assistance on sending out the announcements to the Spring and Summer Conference presenters. Otero was told to wait on the location for Fall before sending those announcements out, should be finalized soon.
 - f. **Awards:** Benevento reported that eighteen awards were submitted, sixteen accepted. Two were disqualified; Meriden, Connecticut's submission was disqualified because they have submitted before and Zach Blodgett had a drop in membership. The requirement is to be a member for 5 consecutive years and National would not accept his submission because of that. The hearing is in April. Appointment for the PACE awards will be held on June 2nd. Benevento mentioned he is on the National Award Task Force. He's wondering if they're going to change things up. They have a meeting planned within the next two weeks. Chapter awards are expanding, we haven't aligned with National.
 - g. **Membership:** Roy was happy to report that we have 991 members, just shy of a thousand. Garro mentioned it's the highest it's been within the last 5 years. The committee held a meeting last month. National is advertising half price membership for new member for their first year which is \$111.00.
 - h. **PWAC:** Benevento said his team held a great meeting on March 9th. There are 6 sessions of Chapter Connects this year. The next Chapter Connects is Tips for Dealing with the Public on March 24th. They have been working on a press release template to share Public Work success stories and such. There's a Public Works video in talks. Promotional items are being picked out for 2022. The Admin event's registration is opening soon. The PWAC committee list 5 goals each meeting. They meet the 2nd Wednesday of each month.
 - i. **Sponsors:** Yanulis reported that new sponsors are coming in. Some sponsors still owe money. Garro brought up that Lisa needs sponsorship boards for her event, BETA will take care of those. Yanulis/Leger will take care of the boards for the Spring conference, they need 2-3 to spread out. Webb reported he received some calls about sponsorship for his event.
 - j. **Government Affairs:** Bechard mentioned that he attended the APWA Infrastructure webinar held on 3/10/22. He will share the slides with the Board. Bipartisan Infrastructure Law (BIL) has been kicked down the road.
 - k. **Scholarship/Charity:** Severance reported that we have 2 O'Leary scholarship and 1 PWX scholarship that was submitted on time. Asking the Board to extend the deadline. Yanulis said we have to get the word out, suggested a letter from our State Directors (Yanulis for MA, Roy for CT) to the Chairman of Engineering at state schools and others with engineering programs. Schools would post the letter on bulletin boards or send virtually. Yanulis asked if the YPs had a list, Marinaccio reported that they didn't have a list. Mattscheck said he would have his connections in RI put it on their websites as well. Sheppard also said he would send a letter out.
 - l. **Newsletter:** Mattscheck mentioned that this committee needs content. Benevento will send him National Awards and then Chapter Awards for the Chapter Chatter. Merson said the reprints from the Reporter is allowed. Benevento concurred and said we just need to give them credit. Webb mentioned that Tom Modzelewski from his department, Town of Ellington will submit an article, "Winter doesn't end in March".

- m. **Website and Social Media:** Ciancarelli stated he has been keeping up with content, posting jobs and committees are up to date. NE Connects schedule has been posted. Marinaccio asked if we have the updated website running. Ciancarelli reported that we do not and they're already working on another update after the update.
- n. **Young Professionals Report:** Marinaccio reported that the virtual National YP Summit was a great success. He presented at this event. There were 6-8 from our region. He is working on the YP structure, making changes by moving YP social sites. He is also working on the event schedule this year.
- o. **Professional Development & Knowledge MGMT:** No Report
- p. **Diversity, Equality, and Inclusion Committee:** No Report
- q. **Past President Advisory Council:** Garro reported the committee will meet on April 5th to discuss edits/recommendations as a group. They will also create the Slate of Officers for the Board's approval.
- r. **Mechanics Workshop:** No Report. Connors questioned when the Spring Mechanics was approved by the Board. In the November minutes for the Mechanics Workshop it reads, "Collins will get an email out in April or May to find a site". In December 2021, January, and February of 2022 the minutes read "no report". There also need to be a Board vote to raise the cost from \$65.00 to \$75.00. Mattscheck said he would reach out to Collins to see if this event can take place in August. Mattscheck says he can't imagine moving it to be an issue. Yanulis asked if the budget was sent in. Bechard received the budget. Benevento mentioned that the event needs to be approved by the Finance Committee and then it goes to the Board for approval. Our Policy and Procedures will be shared with the Board.
- s. **Spring Conference:** Webb reported that registrations are open. Currently, we have 38 registered to attend. Speakers have all been notified. Spring Committee will meet for a walk through at Rentschler on March 30th.
- t. **VMESFD:** Baker reported for Schaeffler, he said that Schaeffler is doing a heck of a job, that she takes such pride in this event and that it's a highlight for the State. The backhoe event will be stationary. They will change it up with what they saw at National. There are 50 vendors and the committee still receives calls daily. Schaeffler has been moving things around so more can be accommodated. Garro spoke up to let us know he would be helping Schaeffler with the Sponsorship signs. Yanulis mentioned that this will be added to the Sponsorship form next year. Connors suggested that we provide a few gifts that will be purchased by the Chapter. Thoughts included two (2) APWA memberships (special right now, \$111.00 for first time members), tickets to the Summer Conference this year and the Spring Conference next year, and/or Home Depot gift cards. Piacentini will create the name tags for the APWA lanyards that Connors will purchase. Benevento said that PWAC will provide a bag for attendees. Mattscheck mentioned we will have a booth.
- u. **NPWW/MOTY Awards Luncheon:** Connors and Piacentini visited the venue, good to go. Connors working on a guest speaker. Everything is coming together nicely.
- v. **Summer Conference:** No report. Connors mentioned that booking rooms for the Summer Conference is the responsibility of the attendees, not the Board.
- w. **PWX Chapter Dinner Charlotte, NC:** Mattscheck reported that this committee is in Charlotte now. There's a rumor that PWX will announce the opening of the hotel room block soon. The committee hotel recommendation is the JW Marriot with Westin as a backup. Requesting the Board to vote for JW Marriot as the Chapter hotel. Both hotels are located directly across from each other and the Convention Center. They have a feeling the JW Marriot will sell out fast.
- x. **Fall/Snow & Ice Conference/Snow Plow Rodeo:** Mattscheck spoke with Capelle. The **Snow Plow Rodeo** is scheduled for August 17th, in Boxborough, MA. The venue location in Marlborough was trying to charge \$1,000 for using their parking lot. Boxborough will only charge \$99 for their parking lot. There will be box lunches for attendees and judges. Registrations are handled by the Rodeo Committee. The **Fall Conference** (Fall/Snow & Ice Conference) is scheduled for October 19th and will be held in Boxborough, MA. From here on out, we will dissolve the "NEAPWA Fall Conference and Snow Plow Rodeo", they will be standalone events.
- y. **Sustainability:** No Report
- z. **Holiday Executive Committee Board Meeting:** Dexter reported that they looked at 3 different venues and decided on Newport, RI. The history is amazing, people can enjoy walking around the shops, viewing the wharf, and the mansions are all decorated for the holidays. Gurney's wanted a minimum of \$24,000, the 2nd place cost \$7,000 and the Marriott, which is the nicest and cleanest is \$15,000. The YPs will be

able to hold an event offsite at a local establishment. The meeting times will be revised for this year's event. The contract was emailed to Dexter, he will share it with the committee members. Connors mentioned to make sure there's a note on the contract about a snow event and being able to get our deposit back. Connors requested the contract so that she can email it to National and asked if the Marriott needed a deposit now; Dexter replied that they do. Our contact at the Marriott is Laura Kennedy. Benevento stated that he would be happy to look at all contracts before they go to National. Mattscheck recommended that the contracts be shared with the finance chair as well.

4. Approval of Consent Items

Above Consent Items approved on a motion by Benevento/Roy.

5. Action on Items Removed from the Consent Agenda

A motion by was made by Webb/Connors, and approved, to provide 2 raffles packages at \$500 per, up to \$1,000 total at the Vermont Municipal Equipment Show and Field Day.

A motion was made by Garro/Webb, and approved, to name the JW Marriott as the host hotel with the Weston hotel as backup at PWX. Both hotels are located directly across from each other and the convention center.

6. Other Business and Correspondence

Stinson was not in attendance but did email the finance committee a proposal to raise registration fees by \$5 for each event held in the future, for a 3-year period on March 15th. The money raised would benefit the APWA Foundation. The policy and procedures need to be followed and this proposal will be spoken about at the next finance committee meeting before the April 20th EC Board meeting.

7. Adjournment

There being no further business, the meeting was adjourned on a motion by Benevento/Bechard.

Respectfully submitted,

Molly Otero
Chapter Administrator