

**New England Chapter APWA
Minutes of the March 15, 2023
Executive Committee Meeting
Zoom Conference Call – 11:30 AM**

1. **Call to order EC Board Meeting:** Meeting was called to order by President Bechard. Roll was called. Guests/Committee Chairs included Brenda Codella, Christine King, Conrad Leger, Frank Marinaccio, and Kris Surette.
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 15, 2023, minutes were reviewed, two minor edits that Otero shared on her screen.
 - b. **Treasurer Report:** Connors reported that with the help of National, we reconciled up to July 2022. They found the bank was adding items and coding them in their own way. We will make sure the bank is not linked going forward and input everything ourselves. Going forward we will reconcile every month once we are caught up from July 2022. Sponsor money is still coming in.
 - c. **Finance Committee:** Roy reported that they will have a meeting on March 20th at 2:00 PM. To review Chapter events and Sponsorship money. He asked that everyone holding an event to send in their budgets for this fiscal year. Bechard stated he would talk to his committee and prepare a budget.
 - d. **Delegate's Report:** Westerling is happy to report that Lawlor received a National Life Membership status. National has thirteen Chapter Awards in total and he's wishing everyone the best. PWX housing and registration is opening soon. Westerling thanked everyone for their reports, the Winter Activity Report is complete. He will send us the link to where it will be on the website along with other's reports. Lots of great info being posted. They are in the process of selecting the next Region 1 Director. Westerling is the chair of that committee. The interviews will be happening this month. The next Chapter Leader Meeting, Membership Resources, Chapter Management, and Best Practices for Chapters will be on April 10th. Emerging Leadership Academy applications are being accepted for the 2023-2024 program. This is a year long National program that provides participants with intensive public works related leadership and management training. They suggest that after graduation, 46% end up in service as APWA leadership and 22% end up in APWA National leadership position.
 - e. **Education:** Field reported that Otero has been doing a great job. She has been contacting and confirming the speakers for the NEAPWA 2023 conferences. The response has been very positive from the selected speakers. The Committee has offered to help the YP group find a speaker for their technical tour (if they need assistance- waiting to hear back from them). We are trying to help the Administrative Professionals Day planning committee find a speaker for their session (hoping for some response to our outreach this week). The New England Chapter Connects committee is working hard on the upcoming sessions. The September session has just been finalized and will be on Grant Writing (we anticipate this to be a very popular topic). The EC Chairs drafted a proposed vision for a potential combined "Education and Professional Development Committee" – the draft is currently being reviewed by the PD Chairs.
 - f. **Awards:** Benevento reported we have thirteen award candidates and five projects of the year. They should be congratulated for being accepted. We should hear back from National mid-April then we will be getting together for our Chapter awards. Lawlor asked what is the anticipated process for nomination of the Chapter Awards? Benevento replied that he sends out an email to the membership and the Awards Committee get together and certain names will be brought up. He stated that he received emails over the course of the year with folks wanting to nominate someone. He has talked about expanding the Chapter awards a little bit over the years. Connors mentioned that we post the form on the website and that we should get that up on the Constant Contact too.
 - g. **Membership:** Field reported that the committee will be meeting soon.
 - h. **PWAC:** Benevento reported that they have their first NEC Connects a week from tomorrow. Connors stated that Hadley emailed his report to the Board prior to the meeting. Hadley's report: Administrative Assistant Appreciation Workshop: Hadley reported Committee had discussions re: another successful workshop via emails and zoom calls meetings. One was with Liz Brunner of Liz Brunner Communications, who gave us a couple of proposals (2/14), but we were financially unable to accept her proposals. Pinsonneault is looking at possible speakers from various organizations and if we are unable to find one, we will be contacting the speaker from last year. The goal is to still have it on April 26 in Lexington. PWAC Line of Duty Death Benefit: Hadley reported he, Collins, Stinson, Merson, Barrett, Nason have been working on getting Public Works Employees included in the line of duty death benefit legislation for the past 6+ years and continue to work on this. Representative David Linsky has filed a bill, (HD1040) Representative Jay Livingstone filed a bill (HD2252) both attached, and Senator Pacheco (S1720) also filed a bill. We are working with the MMA Public Works subcommittee whose chairman is from Western Massachusetts and is concerned about his community's financial situation if Public Works Employees were included. We would like to have the support of the subcommittee so hopefully the MMA Executive Board would support the proposed legislation. The money to fund the "In line of duty death benefit" does not come from the community. The funds are paid from line item 0612-0105, "Public Safety Employees Line of Duty Death Benefit" It appears to be a level

funded budget, but it looks like they overspent \$300,000 in 2018 and 2020, which mean sadly means Public Safety Employees died in the line of duty. Money requested by the Treasurer is transferred to account 0612-0105 from line item 1599-3384 "Judgements, Settlements and Fees". We've been working with the AFSCME Legal Counsel as they also have a vested interest in seeing that not only Public Works Employees are included but others they represent. We are hoping for a meeting with the Treasurer and possibly the Lt. Governor.

- i. **Sponsors:** Leger reported that the last report he had back in January was that they were in the process of finalizing the Contributors Form and sent that out. March 10th was the deadline for Sponsors to return that form with payment. We have 12 gold sponsors, 5 silver sponsors, and 8 bronze. As of right now we raised \$65,000. For historical facts, in 2022 we brought in \$56,000 and in 2018 we brought in \$38,100. From 2019 until now, that's more than a 70% increase. They finished the sponsor signage and sent it to Otero and Myers. The sponsor boards are all set up as well. Leger will be sending the images to the spring and summer chairs to show at the technical sessions as that's an advantage that the gold sponsors receive. He thanked all the sponsors that are on this call and Betsold and Yanulis for their continued support and assistance. Leger is hoping to schedule the next committee meeting in the Fall. Connors said she sent an update on the money spent last year, that didn't include all the details. She will send another updated report to Leger. Leger stated he will also be on the FinCom meeting Monday. Sopelak asked for the list for the Spring Conference. Leger said he would send the slide to go up between the sessions to Roy and Sopelak. Connors said she will send the report to Leger and Sopelak. Pinsonneault mentioned that he'd like to see the Admin event included on the sponsorship form as prices are rising everywhere. Benevento stated that in the past, money came out of the PWAC budget for the Admin event but now that exceeds the PWAC budget.
- j. **Scholarship/Charity:** Severance reported that all the scholarships are listed on the website and notice went out to the membership.
- k. **Newsletter:** Myers reported the draft newsletter is complete but needs help with a couple of short writeups. They reached out to all twenty-three sponsors for their spotlight section. They are looking to release the newsletter March 15th.
- l. **Website and Social Media:** Ciancarelli reported that he's keeping up with the job postings. He needs the final sponsor list from Leger. The Chapter Connects schedule was also posted to our webpage. Piacentini mentioned that they were having trouble with one logo on the website. Ciancarelli will give Piacentini the name of who can help with that. King brought up summer registration and how the Chapter loses money when credit card payments are made. She asked if we add an automatic fee that applies the 3.34% to cover the fees that National takes. Connors mentioned she didn't see that to be a problem and that Marinaccio did it for his YP event. Bechard said that a vote will be made at the end of our meeting.
- m. **Young Professionals:** Blodgett reported that they met last week. They spoke about two topics; to increase membership and what events to hold this year. They went over the goals and strategies to increase membership and to have others reach out and spread the word. They would like to have six events this year. The Woo Sox was a hit and would like to do that again along with the YP receptions at both the Summer Conference and the Holiday event, Director's breakfast, and thoughts about an educational walk. He asked if they could have an education session in the future and possibly offer CEUS. Bechard doesn't see anything wrong with that, but they already went through the education sessions with the conference chairs. Bechard suggested that if it's something they want to offer, we can put out another solicitation this year. Blodgett also reported that the YP group would like to partner and help out at the Vermont event.
- n. **Professional Development & Knowledge MGMT:** Blomquist reported that they met with the Education Committee, and they are working on a proposal for Bechard and the Board about combining the Professional Development and Knowledge Management Committee with the Education Committee.
- o. **Past President Advisory Council:** Mattscheck reported that they will hold a meeting shortly. First on their list is the Bylaws. They are working on the language for Otero's position. After that they will be working on the Slate of Officers.
- p. **Spring Conference:** Roy thanked Shea for the meeting they held to be able to select their presenters. **Roy requested a motion** to charge \$100.00 for the registration price which was what we charged last year. He asked the Board if they needed Board approval for the caterer or venue. Connors said they do not need to get approval, they are all set. Sopelak stated that prices are through the roof and they rely on the a la cart vendors and that has dropped over the years. Last year we had six and in 2018-2019 we had twelve. Connors said they can take online registrations, they didn't last year. Roy mentioned he was afraid to lose registrations if we didn't offer online registration. Sopelak asked if we can add the credit card fee if we do. Roy said let's plan on adding the percentage and putting it online.
- q. **Summer Conference:** King reported they had a site visit last week. The location is different from what we are used to. Yanulis made mention of the prices and how much more this event costs. King stated that we might have made a mistake last year by not raising the cost. There might be sticker shock this year. Hoping to have more information in March when they will make decisions on how to handle the fees. They are considering a casino night and not a

comedian. The estimate from the casino event provider could increase costs. The committee will talk about speakers and reduced registration fees in the future, kicking it to next year. Merson needs to step back this year due to personal reasons. He is pleased with the educational sessions. King reported that the room block will be public very soon, the venue is big, they aren't worried about space. There will be a quad to be grouped together like we've done in the past. The sponsors will be the first to book rooms. May 22nd will be the cut off date for the rooms. Salvucci and McCabe are planning the golf. It will cost \$50.00 per person. Next month they will talk about creative suggestions on how to move forward. King will speak to Leger and Yanulis about posting a last chance to sponsor the summer event to try and gain more sponsors for this event. King suggested dropping the Welcome Grill and having lunch at the golf course. She stated that the Welcome Grill has declined the last couple of years. They are thinking about vouchers for the entire event that can be used as people wish. The Stormy Awards will take place at the Summer Conference this year. The conversation ensued about the Sea Crest rooms and layouts.

- r. **Mechanics Workshop:** Mattscheck reported that he spoke with Collins who will not be able to co-chair due to medical issues. In 2020 and 2021 Collins handed this event over to NBM and it's scheduled for April. Mattscheck hopes we can find a new chair to keep this event going as it's profitable for our organization. Bechard thanked him for bringing this to our attention. Connors mentioned to reach out to Webb about Taylor Olsen, lead mechanic; he would be a good contact and to see if he has interest. Mattscheck said he could go visit him in Ellington and said if anyone can arrange a Mechanic Workshop, you just need a DPW host with space that is adequate, and lunch from a local establishment. Then you work on setting a fee and getting the trainer. We are lacking the connection with trainers right now. Webb will give Taylor's contact info to Mattscheck. Yanulis asked if we could co-sponsor with state associations, he just threw that out there as something to think about. Mattscheck mentioned C.N. Wood, and another might provide training, we don't want sales pitch, nothing specific with brand names. ATG can help, they have so many different brands. He'll reach out to Gene at ATG for the next one in Meriden. Lawlor stated there is no timeline, he'd like to offer their location when the time comes. Mattscheck mentioned that signup would be the dilemma, it's difficult to align in short time. Connors asked if it could be held in September or October, Spring already has many events. Bechard said to let Mattscheck find a trainer and he'll be in touch. He appreciates Lawlor being open to moving it within the year. Connors asked Lawlor if the location is free. Lawlor was proposing to do it at his facility, no mention of cost. Mattscheck will reach out to Lawlor.
- s. **Vermont Municipal Equipment Show and Field Day:** Schaeffler reported they secured Tim Clougherty at the NH PW to be one of the guest speakers. The vendor applications are coming in, and due back by March 1st. The municipality's applications will be due April 15th. We secured our guest speakers. She stated that Otero is doing a great job keeping the committee updated on what has come in.
- t. **NPWW/MOTY Awards Luncheon:** Connors reported that we are good to go. She and Piacentini are working on a session from 10-11 and a guest speaker. Threw out to the Board any thoughts about not having a guest speaker. Bechard mentioned how it went last year without one and it ran well. Roy said less is more. Connors and Piacentini will talk about it and let everyone know what they come up with.
- u. **PWX Chapter Dinner:** Myers reported they were successful securing the venue. The PWX hotels will open up the blocks on March 15th. The team has a few things to iron out at the next meeting.
- v. **Sustainability:** No report.
- w. **Director of Region 1:** No report.

4. Approval of Consent Items

Above Consent Items were approved on a motion by Connors/Mattscheck.

6. Action on Items Removed from the Consent Agenda

A motion was made by Connors/Mattscheck and approved to accept the slate of the education sessions for the conferences.

A motion was made by Mattscheck/Goobar and approved to raise the PWX scholarship to \$3,000.00 for 2023 and going forward until we need to raise it again.

A motion was made by Mattscheck/Dexter and approved to add 3.34% credit card fee to all online registrations for events going forward (this does not include the Vermont event and we will leave that alone because of the way that event is set up).

We removed scholarship funds, but Lawlor said he wasn't prepared for a motion and just wanted a discussion. He feels it's necessary to consider the use of scholarship funds to support our institution. Bechard agreed. Mattscheck suggested they meet with FinCom first because of the financial impact of moving and using money. He believes it

should be used in any way for our education purposes. Then Lawlor can present it to the Board and the Board will support anything they both come up with.

We removed Spring registration fee, Connors said there is no need to vote on it, the fee is the same as last year.

7. Other Business and Correspondence

Alt Wheels would like the NEC to co-sponsor again this year. We put their event on our website and send out a Constant Contact flyer. There is no cost to us and it's to our advantage to help out. **A motion was made by Mattscheck/Pinsonneault and approved** to co-Sponsor AltWheels

Roy mentioned creating a contact list to share with Board members only. Bechard mentioned we haven't done this in the past because people can easily be found but he supports sharing the list. Bechard asked Otero to create a contact list. Connors has one that she updates every year. Otero will send an email to the Board requesting their contact information. This information will not be posted to our website.

8. Adjournment

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

Respectfully submitted,

Molly Otero
Chapter Administrator