

**New England Chapter APWA
Minutes of the Executive Committee Meeting –May 20th, 2020
Zoom Conference Call**

1. Call to Order – The meeting was called to order by 1st V.P. Garro. Roll was called. Guests included King, Field, Valenti, Whitehouse and Leger.

2. Concerns, etc. – Schaeffler said nothing was in the April minutes re: the cancellation of the VT Municipal Highway Association. Connors said she would correct the minutes.

3. Consent Agenda.

a. Approval of minutes – April 9, 2020 minutes were reviewed and approved.

b. Treasurer Report – No activities, no report. All monies for the Spring Conference have been returned. Connors reported National has switched to QuickBooks which is completely different from the Quicken Program the Chapter is now using. Transactions for 7/1/19 through April, which were transferred from Quicken, only show debits and credits, not the Check #, Payee/memo, Codes or Tags. Will continue to work with National to rectify.

c. Finance Committee – Garro reported meeting has been set up for Tuesday, May 26th at 3:30. He's been collaborating with Connors with respect to budget items.

d. Delegate's Report – No report

e. Education – Goober said the Committee has been kicking around ideas informally via email. He said there are 16 papers in the queue (six for Spring Conference and 10 for Summer Conference) and asked what options might be available or what were other folks considering. Discussion started with Education Comm possibly collaborating with Sponsor Comm. Zoom was mentioned but someone would need to be a facilitator, would need to co-ordinate with speakers, so Garro suggested another meeting be held with Goober, Yanulis et al. Merson mentioned Nat'l was having a Winter Operations Summit virtual event to substitute for the S&I Conf. that was cancelled. Yanulis said other agencies/companies have been doing this for years. Valenti said he had a contact at Nat'l who could be helpful in setting up.

f. Awards – Benevento said the Chapter received 7 of the 18 applications submitted. He then read all the winners and awards. Info will be posted on the website. So far the NEC has won 71 National Awards. He then provided the winners for the Chapter Awards (will also be posted on the website) and said the Committee had a meeting scheduled for next Friday. Garro said on behalf of Pres. Barrett, he wanted to congratulate all of the winners.

g. Membership – Roy said not much to report as all events have been cancelled. A meeting is scheduled for June and they will use this year as a strategic planning tool.

h. Sponsors – Leger said the Committee met on May 7th via Zoom. The purpose was to poll sponsors on how to use the money. A quick survey was taken and 15 sponsors responded. Questions asked included receive a full refund, roll over contribution to 2021, use money for another event after Covid, or make a charitable contribution on behalf of the sponsors to a needy organization. Majority voted positively on the last two. Conversation continued re: on-line courses, one large single event, sponsors as guests at the Holiday event... Yanulis mentioned using money for scholarships. Benevento mentioned the event held after the 2010 Congress where sponsors and all those who worked were invited. Lots to think about. For the next meeting the hope is to get some recommendations to bring to the sponsors.

i. Newsletter – Myers reported content not flowing in this past month. Targeting a Spring date, but needs more content, especially from Sponsors and PWAC. Due to lack of events, etc., the *Chatter* will be focusing on the Award recipients and the sponsorships. Loosen the guideline a little and give them a chance to talk about themselves.

j. Government Affairs – No report.

k. Summer Conference – King reported we could potentially schedule a new event if PWX is cancelled. Cannot move forward at this time.

l. NPWWL – Connors/Piacentini – Connors reported a new contract has been signed and approved by National. New date is May 19th, 2021.

m. Fall S&I/Snow Plow Roadeo – Not sure right now what will happen. Not sure with Covid19 what numbers will be allowed to congregate in the fall. Right now RI is only 50. We would need at least 150 to participate. If we don't have 150 by October, he suggests we cancel. The National Snow Plow Roadeo has been cancelled but more because of optics. The mid-west folks have been furloughed. Valenti said the speakers are good to go as is the venue and food...just hoping for the best. Mattscheck said RI DOT has cancelled all funding. It looks dim.

n. PWX Chapter Dinner – **Cancelled**. \$3500 deposit to B.B. King's to be credited to the Chapter VISA.

o. PWAC – Benevento said Committee met on May 6th and 14th to get things going due to cancellations. Discussed how do to recognize Award winners. Working with Myers to have a special letter mailed to all winners. He mentioned MassDOT billboards, celebrating NPWW, on Rtes. I-95, 128, and Rte. 1. He then recommended reaching out to Food Banks in all five states, by sending each \$500.00. Lawlor mentioned volunteers at Rentschler Field and CT channels 8 and 3 making strong reference to APWA and NPWW. Barrett mentioned MassCor cannot produce 1st responder flags so Johansen ordered 25 flags and need to be reimbursed \$763.36. Vote to be taken at end of meeting under #4.

p. Website and Social Media – Ciancarelli said job postings have declined over the past month. Zoom meeting was put on-line and on YouTube. He said Gallagher suggested opening an Instagram account. They will work together on it.

q. Young Professionals Report – No report.

r. Professional Development and Knowledge Management – Lawlor said eight students from across the country are enrolled in the program. Spoke about scholarships for the students.

s. Diversity Committee – Whitehouse reported they will be having a meeting within the next couple of weeks.

t. Mechanics Workshop – No report.

u. Past Presidents Advisory Council – Daring said they had a meeting yesterday and Committee was reminded that it is recommended that the By-Laws be reviewed on a 3-year cycle. We last updated ours in 2017. This falls on the Past Presidents to initiate. If there are any items worth reviewing, please give Gordon a call.

v. Scholarship Committee – Schaeffler reported O'Leary Scholarship winners have been verbally notified. Connors waiting to send letters based on Board decision re: payment process. Garro said National has certain requirements for payment. Checks are not disbursed until the end of each semester with proof of grades and expenses. He would like to pay the money up front now. Connors said she can't pay Fiscal 21 scholarships out of Fiscal 20 budget. Schaeffler continued that since PWX was cancelled, the Committee would like the 2020 winner carried over to PWX 2021. It was suggested there be two for next year the winner of 2020 and the winner of 2021. All agreed. Yanulis recommended closing the Money Market account and opening up a checking account, then using that money to add to the number of scholarships or increasing the money allowed. To be discussed further.

w. Spring Conference – No report.

x. Holiday Board Meeting – A spreadsheet was sent to EC Board re: approximate cost of event. Looking for a \$500 deposit for the Sheraton Portsmouth. Five rooms have been reserved for Friday,

December 4th and 15 rooms for Saturday, December 5th. Benevento suggested maybe recognizing the Sponsors. Gold would receive 4 invitations, Silver 3 and Bronze 2. More discussion needed.

y. Approval of Consent Items. Above consent items approved on a motion by Benevento/Mattscheck.

4. Action on items removed from the Consent Agenda

A *motion* was made by Mattscheck/Schaeffler and approved to reimburse Dave Johannsen \$763.36 for flags that he had ordered and paid for.

5. Other Business and Correspondence

- **VT vacancy** - Benevento said he had spoken to Justin Rabidoux re: his VT Director's position on the EC Board. Justin thanked him for reaching out but said he cannot commit to our needs at this time, so he is stepping down. Benevento spoke to Schaeffler who recommended Zach Blodgett, City Engineer from Montpelier, VT. Zach is enrolled in National's Emerging Leaders Academy, is a YP and is a member of the PWAC.
A motion was made by Schaeffler/Hadley and approved for Blodgett to fill the remainder of Rabidoux's term which ends December 2020.
Rich Benevento then swore in Blodgett as an Officer and Schaeffler (who had not as yet been sworn in for 2020).
- **Stormy Awards Update** - Announcement will be made with a brief description of the awardees in a few weeks. Possibility to fall back on the NEWEA Stormwater Specialty Conference in November.
- **Prepared meal for first responders and/or other important group** - Leave for next meeting.

Schaeffler said the cancellation of the VT Municipal Highway Association was not included in the April minutes. Connors said she will add to the April minutes.

6. Adjournment

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

Respectfully submitted,

Jaqui Connors
Secretary-Treasurer