

**New England Chapter APWA
Minutes of the May 17, 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 by Connors. Guests/Committee Chairs included Christine King, Frank Marinaccio, Lauren Nicholson, 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:** April 19, 2023, minutes were reviewed.
 - b. **Treasurer Report:** Connors reported that Otero sent out the Statement of Activities yesterday. There's a lot of money out there, deposits are being made for events, and people are sending in payments for their registrations. We are looking good.
 - c. **Finance Committee:** Roy reported they will meet on June 9th, 10:30 AM at the BETA office in Worcester, MA. They will be looking at next year's budget. Roy asked everyone to send in their budget requests for next year. Connors mentioned that the budget is due in August, this gets sent to National. Westerling asked if there would be a zoom link. Roy stated that he would like this meeting to be held in person and that if we don't have enough participation, he would open it up to a zoom call.
 - d. **Delegate's Report:** Westerling reported that National Public Works Week is May 21-27th. He said there is a Steering Committee meeting this Thursday, the 18th. Focus groups for upcoming PWX. The next APWA Chapter Leader's training will be on June 12th focusing on year-end finance stuff. Those training sessions are good for Connors, Otero, and even Roy to attend. Emerging Leaders Academy Applications are due July 28th, applications can be found on the APWA website.
 - e. **Education:** No report.
 - f. **Awards:** Benevento reported that we have 13 National Award applications submitted with 7 wins this year. That brings us to 97 overall wins over the last 9 years. The National award winners will be announced at the NPWW Luncheon because not everyone has the opportunity to travel to PWX. Two Public Works First Responder awards will also be given out at the NPWW Luncheon. The winners of that award will not be able to make the Luncheon. Connors asked if all had been notified. She doesn't have the names for the NPWW Luncheon. Benevento will send an email to all to ask them to let Connors know if they will be attending the Luncheon. Connors also asked the Board to share the names of who will be attending for name tag purposes. Benevento also reported that the committee met to discuss the selections for Chapter Awards and the Member of the Year. The Member of the Year will be going to Donna Shea from the CT T2 Center. **Please see attached for the list of award winners for 2023.** King is working on pulling everything together for the PACE award. Connors will send over the registration numbers to King.
 - g. **Membership:** Field reported that their committee met yesterday. At this time, we have 984 members. Their plan is to nudge the delinquent members. Bechard asked if he could share that list with the Board every once in a while. Field sent the list while we were meeting.
 - h. **PWAC:** Benevento reported that Peabody Billboards will be displaying National Public Works Week message. He shared this with National. California connections have been displaying messages as well. He encourages all to take advantage of the free media time to post messages. Will Paulitz, City of Peabody and Joe Foti, MASSDOT would be happy to help you should you have any questions. Piacentini said to add the National encouraged hashtags on social media posts. Benevento said Marty Williams at National is happy to share news to their social media pages or to their website, so send things along to him. Otero will share National Public Works Week image on social media. Benevento shared that the Admin Workshop was well attended and appreciated. It's a great program and we look forward to next year because it's a great way to celebrate the glue, they work very hard to keep their organizations running. He thanked Lexington, MA for allowing us to use their facility at no charge. Schaeffler stated that she received the Vermont Proclamation today. Otero will share the Vermont Proclamation on the Chapter Facebook page.
 - i. **Sponsors:** Yanulis reported that they will be stuffing bags in Brookline in a few weeks and is looking forward to the Summer Conference on the Cape.
 - j. **Scholarship/Charity:** Severance reported that all the scholarships have been awarded. They are in process of getting back to Connors about who can attend the awards at the Luncheon. He thanked the committee for all the help they provided.
 - k. **Newsletter:** No report.
 - l. **Website and Social Media:** Ciancarelli reported the new website's live date will be July 12th. He opened registration for the Summer Conference a little early. Connors thanked him for all of his help with listing that event to our website as it took a while.

- m. **Young Professionals:** Kris Surette reported that they met as a group a week ago to plan the next couple months. In June they plan to have a walking tour/Complete Streets education component in Newport, RI sometime in June. They planned for another WooSox night on August 8th in which they need to identify the ticket costs. Lauren Nicholson stated that last year the WooSox event turnout was great. The third event that is being planned will be a Wachusett's Dam nature hike, which will be a 2-mile hike. Someone from DCR will be out there for an educational component. Blodgett mentioned that they had a YP sponsored a vendor appreciation event in Vermont the night before the show. We plan on making that event more successful in the future. The YPs were well represented but many of the vendors did not show up or didn't know that someone in their office registered them. Next year there will be more information sent out to the folks that registered reminding them weeks before.
- n. **Professional Development & Knowledge MGMT:** No report.
- o. **Past President Advisory Council:** Mattscheck reported that they met yesterday to go over the Bylaws, awards, and new Slate of Officers. They plan to meet again in two weeks. They have small edits to make to the Bylaws.
- p. **Spring Conference:** Sopelak reported that Roy is stepping down from the Committee and that Tom Modzelewski, Town of Ellington offered to step into the co-chair seat for next year. They are looking to possibly move the venue. The Spring Conference had 160 registered this year. Connors mentioned a place that reached out to her in the past, in Bristol, CT. Sopelak replied that he knew of the place and that they just opened, he will add it to his list of places to research.
- q. **Admin Event:** Pinsonneault reported that they held a really good event. They had 45 registrations and everyone that attended had positive feedback. They are looking to hold this event in Worcester, MA next year. They have been lucky to get venues at no cost and might need some funds for next year. Piacentini mentioned that it will be the same week in April every year and reminded people to put it in their calendars to be able to have more participation.
- r. **Vermont Municipal Equipment Show and Field Day:** Schaeffler reported that the Vermont event went well. Their numbers were higher than last year. They had 522 municipal registrations (about \$7,800) and 63 vendors (about \$38,000). Otero has been sending out invoices to the folks that have not paid yet. She kept us on task and was a wonderful help this year. Next year we need more help during lunch. Schaeffler thanks all that did help to make 2023 a success. Blodgett urged other people to support this event and come out to help next year. He mentioned that Otero took goods notes, and we will meet again soon. Otero reached out to Shea to see if the UCONN T2 Center could create the survey. Shannon O'Loughlin from T2 Center created the survey and Otero sent it out to the vendors. Benevento asked if this is a NEAPWA event. Schaeffler replied that it is a NEAPWA event. Mattscheck said in the past, Vermont was hopeful to have their own association and that didn't happen. If it does, we make a decision then but as for right now, it's our event and we need to have a budget for it. Connors stated it should be named like all the other events including the NEAPWA within the event title as some were bothered that it wasn't. Schaeffler said they will rework the name.
- s. **Summer Conference:** King reported that the Summer Conference registration is open. She encouraged all to register early to help us out. The hotel block rate is only good until May 22nd. Benevento asked if Otero could send one more email blast through Constant Contact. The committee met two weeks ago where they delegated tasks for golf, cornhole, etc. They will be picking up the gifts for the golf and cornhole tournament. Sea Crest sent an email about 2024 and the deposit that is needed. Benevento asked if they were considering moving this event around. King stated that they looked into a lot of different places that would accommodate us. Bechard jumped in and stated that he created the Program Committee to look into venues for events in the future.
- t. **Mechanics Workshop:** No report.
- u. **NPWW/MOTY Awards Luncheon:** Connors reported that we are good to go. They have 280 registered at this time. There is a 10 AM session but no guest speaker. She requested that people send in their guest's names as there will be name tags this year. Benevento mentioned that our 10 AM session with Mary is free, that she never charges us. Connors reported that they pay for her hotel stay and will give her a gift card to thank her for her time.
- v. **PWX Chapter Dinner:** Field reported that they need to decide on the pricing for the Chapter dinner. He urged people to book their hotel rooms if they haven't already as three hotels are sold out. Connors stated she would send Myers the sponsor amount for their event. Otero will send a Chapter Dinner "Save the Date" out to the membership. Connors said she would send Field what monies were contributed from the sponsors for the dinner that evening. Roy stated that we might have the ability to modify that once we get beyond July 1st.
- w. **Sustainability:** Weissberg reported that we can remove this line item from the agenda. This topic will roll up within the Education Committee.
- x. **Director of Region 1:** Benevento reported that they have a National Board meeting on June 1st and 2nd in Greenville, TN. Regional Directors will provide more meaningful direction to the Council of Chapters, delegates, and Steering Committee. Benevento needs to submit the Regional 1 Director's report. He needs more participation from others within Region 1 such as Canada.

4. Approval of Consent Items

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

6. Action on Items Removed from the Consent Agenda

None

7. Other Business and Correspondence

Connors asked Bechard if he had more details for the Larry Bombara event in July? Bechard is working on it and hopes to finalize things soon.

8. Adjournment

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

Respectfully submitted,

Molly Otero
Chapter Administrator