

**New England Chapter APWA
Minutes of the May 15, 2024, 11:30 AM
Executive Committee Meeting
Zoom Conference Call**

1. **Call to order EC Board Meeting:** Meeting was called to order by President Roy. Otero noted attendance. Guests/Committee Chairs included Amanda Bazinet, Nichole Davis, Christine King, Conrad Leger, 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 8, 2024, minutes were reviewed.
 - b. **President's Report:** Roy reported that the State Awards have been given out in Connecticut, Vermont, and New Hampshire and it's been a huge success. There will be a press release for the New Hampshire awards. Roy proposed adding two new Directors from Massachusetts and asked about the process. Roy inquired if these positions could be filled mid-year, as we have the necessary membership numbers and vacancies. He reviewed the Bylaws and believes these positions constitute "vacancies" on the Board and can be filled by the Executive Committee. Bechard expressed that, while replacing someone who had to leave is different, he was unsure of midterm additions. He prefers to include new Directors in the Fall Slate. Merson recalled a similar discussion during his presidency in 2015, emphasizing membership size and designation without over-representing one state. Pinsonnault questioned the term length if they were added now. Roy responded that their term would start retroactively from January 2024, with renewal in 2026. Bechard suggested consulting Lon Hultgren and Past Presidents at the upcoming National Public Works Week Luncheon. Roy agreed this was a good idea. Field wondered why not add the Directors now if there is capacity. Roy mentioned ethical considerations and proposed hiring an attorney for up to \$5,000 for the New England Chapter. This funding was approved by the Finance Committee. Westerling reported contacting the State Ethics Commission, which provided advice on travel and sponsorship, recommending consulting an attorney for official guidance. Mulleavey stated ACEC has an attorney and he's sure that APWA has one for any legal advice. Connors, who worked with National and the RI Commission, advised consulting National, which would be cost-free. Westerling confirmed he was already contacting National to inquire about available legal assistance.
 - c. **Treasurers Report:** Otero reported that deposits were made for the 2024 PWX Chapter Dinner at the Football Hall of Fame in Atlanta, GA and the 2024 Holiday event at Marriott Mystic. Invoice were sent out for the Spring Conference, Vermont Municipal Equipment Show & Field Day, Admin Workshop, Luncheon, and some Summer Conference invoices on request prior to the event. As of today, we have \$7,795.00 in outstanding invoices with more to create. Checks are coming in for these events as well. Our bank account is reconciled through April 30, 2024. Otero stated that she is working on the logistics of our September EC Board meeting while in Atlanta, GA.
 - d. **Finance Committee:** Schaeffler reported that the committee has a standing meeting on the first Monday of every month. Their last meeting was on April 6th, where they discussed event late fees. They decided to implement an early bird rate and a higher price after the cut-off date. All funding requests have been submitted. They plan to approve these requests with conditions and will submit them for Board approval.
 - e. **Delegate's Report:** Westerling reported that APWA has 31,975 members at this time. Registration for PWX will be opening soon as well as hotel accommodations in Atlanta, GA. Call for Presentations are out for the Snow 2025 Conference which is April 6th-9th in Grand Rapids, MI. National has a DEI Roadmap Toolbox on their website, apwa.org. Emerging Leaders Academy applications for the 2024-2025 Program are on the website as well. He stated there is a Click, Listen, and Learn webinar tomorrow so if anyone is interested, register online today.
 - f. **Diversity, Equity, and Inclusion:** Adams expressed her satisfaction upon hearing Westerling mention the DEI Toolbox on National's website. She reported that Otero had included the Chapter's Mission Statement and goals in the meeting package sent with the invite, which she then read to the Board. They plan to include this information in the Newsletter and will contact Amanda Bazinet for assistance. Additionally, they aim to collaborate with all conference chairs to ensure a comfortable environment for event attendees. They are reviewing policies and procedures regarding awards and speakers with the Board to ensure inclusivity.
 - g. **Past President's Advisory:** Bechard stated they met early this week and unanimously voted on the Distinguished Award and that will be kept under wraps until the Summer Conference.
 - h. **PWAC:** Piacentini reported that they did not meet last week. She requested that anyone who takes pictures during events share them with Amanda Bazinet for the newsletter and to add to the website. She also asked for any proclamations to be sent over for inclusion on the website.
 - i. **Award Committee:** Pinsonneault reported that Otero included Stinson's update with the outlook invite ([attached](#)). We have received 8 national wards to date. There are two outstanding awards which are the Pace award which is due by June 3rd and the Distinguished Service to Public Works to be decided by mid-June, voted by the Board of Directors. Notices sent to all national award recipients regarding NPWWL. The committee is all set for the NPWW Luncheon and the Summer Conference. Roy mentioned that he distributed the Vermont state awards and traveled to New Hampshire the following day to present the awards there.

- j. **Scholarship:** Mulleavey reported that there were 4 Crombie Scholarships, 2 Career Advancement Scholarships, and 8 O'Leary Scholarships submitted. Kristen Wright was selected as the Crombie Scholarship winner. Karen Adams and Justin LaPerle won the Career Advancement Scholarships. The O'Leary Scholarships went to Madeline Gallentine, Chris Hawley, Elizabeth Collins, Alexandra Lavenia, and Jennifer Bouchard. Some of the winners will be attending the NPWWL. Connors is preparing the citations that Roy and Benevento need to sign before presenting them.
- k. **NPWW Luncheon:** Connors reported that we are good to go. The programs are done and gave the final count today. She asked anyone with food restrictions to please reach out. We are down in numbers this year, about 270 as of today. Pinsonneault stated he has 10 to add and will send the registration sheet to Otero and Connors.
- l. **PWX Chapter Dinner:** Meyers reported that the deposit for our Chapter dinner was made to the Football Hall of Fame. This past Monday, they sent an email with an additional hotel recommendation for the Chapter, as the Epicurean Hotel block sold out quickly. The Board meeting typically takes place on Tuesday morning during PWX, but Meyers questioned whether it should be held on Monday morning instead. Otero suggested reviewing the PWX schedule first to determine the best day. Westerling proposed not holding the meeting while at PWX and instead scheduling it for after we return. Roy outlined three options: Monday morning, Tuesday morning, or after we return. Leger mentioned that there will be a Chapter event late Tuesday afternoon.
- m. **Summer Conference:** Bazinet reported on a site visit to Water's Edge in Connecticut, describing it as a beautiful location. A few tweaks are being made to the contract, and the deposit is expected to be sent this week once the contract is finalized. King reported that hotel block numbers for the 2024 Summer Conference are trending down. Registration opened last week, and they are currently working on the small details.
- n. **Spring Conference:** Sopelak reported that the Spring Conference was successful and financially positive. Invoices are being sent to attendees who have not yet paid. The conference had 175 attendees, all providing positive feedback.
- o. **VMESFD:** Blodgett reported a successful equipment show and field day with 530 municipal attendees and 80 vendors. He thanked everyone who volunteered. Invoices will be sent out, and financial details will be reported at a future meeting.
- p. **Young Professionals:** Surette reported that the goal is to hold a director's breakfast around the 128 belt. They are currently searching for a venue to accommodate a large crowd. Red's Tavern on Route 1 can host up to 50 people in a private area, with attendees paying for their own breakfast. The deposit is refundable and only required to reserve the room. The date needs to be finalized, and they are considering sending an email to determine the most favored date.
- q. **Newsletter:** Bazinet announced that the goal is to send out the Chapter Chatter at the end of June or early July. She emailed sponsors this week requesting their articles. Additionally, she asked everyone to send her pictures from this year's events.
- r. **Holiday Event:** Garro announced that our Holiday Event will take place at the Mystic Marriott on December 7th. The casino is approximately 10-15 minutes away. We have secured a block of rooms for Friday and Saturday nights at a rate of \$129 per night. Promotion for this event is expected to start soon. King mentioned that a flyer or card can be included in the summer swag bag during the bag stuffing event on the Friday before the Summer Conference. Additionally, Garro expressed a desire to include Toys for Tots as part of the event.
- s. **Director of Region 1:** No Report

5. **Approval of Consent Items:** Above Consent Items were approved on a motion by Pinsonneault/Schaeffler.

6. **Action on Items Removed from the Consent Agenda:** n/a

7. **Other Business and Correspondence**

Field suggested that the Board should share flyers for other organizations' events on a reciprocal basis. Roy recommended handling this on a case-by-case basis, creating an outline for each event as it arises, and then putting it to a vote.

Roy spoke about the Connecticut Pre-Apprenticeship Program. He stated that Otero sent the flyer with the meeting invite and mentioned we would put the information on our website.

8. **Adjournment**

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

Respectfully submitted,
Molly Otero, Secretary-Treasurer

Awards Committee Report and PWX Awards Reception Report

The awards committee is providing the following update for the Board Meeting on Wednesday (5/15):

National Awards

- Received 8 national awards to date.
- There are two outstanding awards: the Pace Award will be submitted by June 3rd - Distinguished Service to Public Works will be decided by June Mid-June. This award is voted on by the APWA Board of Directors.
- Notices regarding NPWWL have been sent to all national award recipients
- Draft presentation write ups have been completed
- Recognition Frames have been ordered
- Tom Roy will be doing the presentations and will be assisted by Dave Pinsonneault and Rick Stinson
- I have sent Jay Fink Top Ten submittal to Rich Benevento (Dominick Longobardi had to cancel) for preparing his presentation.

Chapter Awards

- Member of the Year and First Responder have been selected and will be presented at the NPWWL
- Awards committee has made a recommendation on the Distinguished Service Award to the Past Presidents Committee.
- Remaining chapter awards will be finalized this month at our next meeting and ready for presentation at the Summer Conference
- A notice has been sent to "Member of the Year" & "First Responder" recipients. Both are planning to be in attendance.
- Plaques for Member & FR have been ordered.

State Awards

- This is a new program this year. There are 4 award categories:
 - Public Works Leader of the Year
 - Outstanding Public Works of the Year
 - Public Official of the Year
 - Public Works Supervisor of the Year
- Selections for CT, VT, NH, & RI have been completed
- CT, VT, & NH awards have been presented to the recipients. NH did not have a Public Works Official of the Year

- RI awards will be presented the then of this month
- MA awards are being worked on and will be presented in the fall, most likely at the Fall Conference.
- This new program has been very successful, and the President should be commended for implementing this initiative.

I would like to thank the awards committee for their dedication and hard work in making this year a great success! The Committee consist of the following:

Dave Pinsonneault, co-chair	Greg Russell, VHB
Tony Garro, BETA	Pat Yeo, W&S
Howard Weissberg, Middletown, CT	Chris Mulleavey, Hoyle Tanner
Pam Marquis, MassDot	Tom Collins, GBPC
Bill Hadley	Conrad Leger, EP
Ken Carlson, Woodard & Curran	Bill Riccio, Newport, RI
Nicole Davis, Holye Tanner	Chip Barrett
Aimee Couture, BETA	John Lawlor, Meriden, CT
Christine King, TEC	Tom Roy, Simsbury, CT

Chapter Awards Reception at PWX - Co-Chairs Rick Stinson and Tony Garro

The Chapters awards reception at PWX will be held at the College Football Hall of Fame immediately following the National Awards Program. Details of the reception are being planned and should be finalized within the next few months.