

**New England Chapter APWA
Minutes of the November 17, 2021
Executive Committee Meeting
Zoom Conference Call – 12:30 PM**

1. **Call to order EC Board Meeting:** Meeting was called to order by President Garro. Roll was called. Guests/Committee Chairs included Dave Capelle, Christine King, Conrad Leger, Dan Nason, and Donna Shea.
2. **Concerns, etc.:** None
3. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote*
 - a. **Approval of Minutes:** October 6, 2021 minutes were reviewed and approved.
 - b. **Treasurer Report:** Connors reported we're doing good, sent out finance report. Checks are coming in for the Holiday EC Board Meeting. Connors and Otero will create invoices for those who have not paid. National added Otero to the QuickBooks. Audit went well.
 - c. **Finance Committee:** No report.
 - d. **Delegate's Report:** Benevento spoke about the Council of Chapters meeting that was held November 18, 2021. Awards program is a National incentive. Steering Committee (they meet monthly) is a 2-year appointment. Council of Chapters (they meet twice a year) is a 3-year appointment that has a delegate in New England. Installation of Officers are held in December and the alternate delegate is approved by the President in January.
 - e. **Education:** Shea reported that abstracts are coming in. Otero will send a reminder out via Constant Contact on November 29, 2021. We will circle back should we need to push the deadline. NE Connects has held several great meetings, looking ahead at 2022. There will be 6 sessions in 2022 that will be recorded and held at UConn (March, April, May, September, October, and November). Otero to ensure that we post the recorded sessions on our NE APWA website. These recordings can be used for lunch and learns. There will be a panel of 8 speaking about sustainable winter operations on November 18, 2021, 100 people expected to sign on. Shea mentioned that there's a shortage of snowplow drivers and its importance to the communities. Regina will reach out to Mike, the next NE Connects topic ROW is planned for December 2021. Benevento asked how the NE Chapter Connects will continue. Fear of inundating people with too many and the decision to choose 6 sessions is smart. If there was a topic of importance, we will have more than 6 sessions. He'd like to see more broad topics for the panels so it's attractive to everyone. Shea mentioned that the PWAC survey feedback was very helpful. Garro thanked Shea for her work. He thinks that the sessions being recorded for lunch and learns is a great idea. Having those will really spread the word. He also agreed that holding 6 sessions was a good idea.
 - f. **Awards:** Benevento reported that the awards program is open, and an email will go out next week. He's working on assembling an Award's Committee. Benevento spoke about the Awards Luncheon being a wonderful tribute to the award winners. The food and venue were great. He mentioned it would have been great to have this event at night with 400 attendees but because of the times, this worked out nicely. Media Blast about the Award Luncheon is coming. PWAC held a meeting last week. Aimee and Regina are working on a template for media blasts. Mike Gantick will make sure the media blast gets out. Schaeffler spoke up to share that she and Blodgett will be visiting Spaulding to give him his award in person. Garro thanked Benevento for everything he did for the Awards Luncheon. The venue was fantastic, a great choice. It was well received by all.
 - g. **Membership:** Roy reported that he will follow up with Frank about the non-members. The sub-committee is deciding what boundaries make sense for the Western NE Branch. Chris Bouchard has a foothold in that region. Roy is working on the bylaws for the Western NE Branch. Benevento mentioned he was on the National Bylaws Committee. Benevento brought up some questions for Roy concerning the Branch. He would like to know what they are trying to accomplish with having a Branch. The New England Chapter Committees are very engaged, trying to understand the gain with having a Branch. The branch would need their own leadership, finance, etc. Possible joint Chapter and Branch meeting. Benevento asked if we're diluting the NEC with Branches. Roy mentioned how strong our Chapter is and that we never want to dilute it. He mentioned the vast areas with no memberships, the Branch would meet those needs. People involved with the Branch would all be Chapter members. Having a Branch would help by having more focused events to that particular area, lunch and learns, equipment shows, etc. The Treasurer is to stay with the Chapter. There will be a need for funding. Roy has been working

with National, no decisions have been made. Our goal is to build membership and be more active. It can be a challenge for some folks to travel full days for events and this is why we're experimenting with having a Branch, to tackle the geographical challenges. Roy told Benevento he brought up great points within the conversation that ensued. Benevento stated that there will be talks about the financial set up for the Branch during strategic planning. He also stated there needs to be more effort to engage with the outskirts first. Garro told Roy that he knows that Roy's committee has been working hard with the pro/cons. He's been to two meetings; they're prepared for the strategic planning meeting. Connors stated that the Branch would take funds from the Chapter to get them started. End of the year all Branch financials would get passed off to Otero to handle. This would increase her workload which was not in the original plan. Garro mentioned working on a matrix tree.

- h. PWAC:** Benevento reported there was a meeting last Wednesday. Spoke about their strategic goals and the media importance. He brought up that the Chapter has their own media blasts and the YPs have their own media blasts. Aimee reached out to Marinaccio and Regina about having one media location instead of being diced up. There were talks about promotions in the upcoming year and what do they want to do next. This committee continues to expand. Julie mentioned there's a video on the website asking Chapter to send clips or pictures set to video to get the PW word out there. Memorials in each state was brought up by Schaeffler and Garro stated that it would be good for the past Presidents to work on where the memorials will be placed. Lawlor and Schaeffler agreed that the location in CT and VT might be more municipality opposed to a DOT location.
- i. Sponsors:** Leger reported that they plan to have the sponsorship letters distributed to prospective 2022 sponsors by mid-December. They intend to keep the framework for the sponsor's program the same. The program was re-vamped late in 2019. Unfortunately, due to covid we have yet to see a full year of this framework in place. The plan is to reevaluate the program toward the end of 2022 as we do on a yearly basis. Connors brought up that the Vermont event is not in the budget and Conrad stated that the Vermont event would be added to the sponsorship letter as an a la carte item, currently \$250.00. Connors asked Schaeffler to report the exact event title to Leger. Garro thought it was a fantastic idea to add it on the sponsorship letter as it's a great way to get the word out about this event. Mattscheck mentioned that the vendor money is profit, they get money for the booths ahead of time. Connors reminded all that there still needs to be a budget for food, fee for location, insurance, etc. Garro thanked Leger, Yanulis, and committee for the cornhole tournament at the Fall (Summer) Conference.
- j. Government Affairs:** Bechard reported that the Infrastructure Bill passed, President signed. He mentioned he called Bill to obtain information on other states (great info and how it links with other locations). Massachusetts impact and timing 2023 and thereafter. Putting plans together, investments. Big Bill which is hundreds of pages. This is a game changer in transportation.
- k. Scholarship/Charity:** Severance reported that everything is ready to go, posting to website in January 2022. Schaeffler mentioned a blast should also go out after it's been posted on the webpage.
- l. Newsletter:** Myers said that Garro requested 50 hardcopies of the last issue that went. Myers will bring those to the Holiday EC Board Meeting in December.
- m. Website and Social Media:** No report.
- n. Young Professionals Report:** No report.
- o. Professional Development & Knowledge MGMT:** No report.
- p. Diversity Committee:** No report.
- q. Past President Advisory Council:** No report.
- r. Mechanics Workshop:** Collins will get an email out in April or May to find a site.
- s. Spring Conference:** Roy reported that they're getting ready for this in person event at Rentschler, great venue. He's expecting a big turn out with everyone having COVID fatigue.
- t. VMHAESFD:** Schaeffler held a meeting November 2, 2021 to get the ball rolling for the May 11th event. Looking back to 2019, the caterer's price was \$15 pp and they had 649 people attend. 2019 grossed \$10,000 after paying bills. Benevento questioned if that could be seed money for the Branch. He also asked if Schaeffler planned on gift bags for the attendees and that we should put our Membership Application into the bags of non-members. To work with PWAC on some sort of giveaways. Schaeffler would like a Chapter booth that we can show videos on a tv. Otero has the membership banner up and will bring that to the event. Otero and Connors to have a laptop ready to sign new members up should they wish. Connors told Schaeffler to touch base with Piacentini, she has left over giveaways. Connors

also mentioned it would be a good idea to bring some printouts to the Spring Conference with information about the Vermont event.

- u. **NPWW/MOTY Awards Luncheon:** Connors reported that we have the contract, good to go. Possibly moving this event the following year to Worcester, MA.
- v. **Fall (Summer Conference):** King shared with all that the Red Jacket has been sold to an Investment Firm. For June 2022 we will not see the impacts, the staff will most likely be the same. However, beyond 2022 rates will go up as renovations will take place. King is waiting for a revised contract with Red Jacket for 2022 due to some wording she didn't like. Short term didn't include all the cottages, this is a less ideal situation. Looking for alternative locations, might put out a Survey Monkey to get a pulse on where to hold the Summer Conference going forward. Yanulis mentioned it should change locations every year and the President should pick where we attend. King brought up that there's a lot of moving parts, it's not just a dinner, it's a three-day event. Perhaps moving it every 2 years would work. Benevento brought up that there were some off campus gatherings that took away from the Conference this year. Connors mentioned that in the future, if they are just signing up for the meal, it shouldn't be at the discounted rate. She noticed people who took advantage of the room rates but didn't register for the event. Nason shared that there are options to include additional half day of education seminars. Connors brought up that we held a mechanics workshop in the past and that might go over well.
- w. **PWX Chapter Dinner:** The title on next Agenda will read "PWX Charlotte". No report.
- x. **Fall/Snow & Ice Conference/Snow Plow Rodeo:** No report.
- y. **Sustainability** – Weissberg said that he will get the survey out via Survey Monkey in the next couple weeks.
- z. **Holiday Executive Committee Board Meeting:** Stinson could not make the meeting and asked Otero to report on his behalf. Otero reported that the day's agenda is almost done and will be sent out by the end of the week. The band is all set. We budget \$2,200 for the band, our cost is \$800 (+) tip + their dinner and their assistance. With everything combined we're around \$1,500 to \$1,600 max. All other bands were between \$2,800 - \$4,000. The band will play during the cocktail reception and 4-hour time slot beginning at 7:00 PM. We may have a special guest appearance, still working on that. Christmas Tree lighting is off the agenda. It will just be the parade at 6:00 PM. There's no salt ship to tour. The YP's get together will be at 4:00 PM followed by the Main Reception at 5:00 PM. Parking in the outside lot or by valet is \$15.00 per night. The Board Meeting will be held on the second floor above the restaurant lounge. The YP & Main Reception will be in the Harbors Edge Room. The plan for dinner & entertainment is to move us into the Ballroom. The plan is to do tables of 8. The meal will be a buffet (2 choices on the buffet: chicken, fish) & they will do a carving of steamship roast.

4. **Approval of Consent Items**

Above Consent Items were approved on a motion by Benevento/Capelle.

5. **Action on Items Removed from the Consent Agenda**

A motion was made by King to send out a letter concerning the future Summer Conference to the membership. Mattscheck and the Finance Committee needs the contract before we can vote.

6. **Other Business and Correspondence**

Strategic Planning Session – Shea would like a meeting before with Mattscheck and the Executive Committee. Shea to circle back with Garro and Mattscheck. The next EC board meeting will be January 19, 2022, possibly at Union Station, Worcester, MA. Benevento is reaching out to them to find out if we can hold our meeting in the lounge.

7. **Adjournment**

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

Respectfully submitted,

Molly Otero
Chapter Administrator