

New England Chapter APWA
Minutes of the Executive Committee Meeting
November 16, 2022
Zoom Conference Call – 12:00 PM

1. **Call to order EC Board Meeting:** Meeting called to order by President Mattscheck. Roll called by Connors. Guests/Committee Chairs included Karen Adams, Christine King, and Patrick Yeo.
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 19, 2022, minutes were reviewed and approved.
 - b) **Treasurer Report:** Connors reported that she will email the Financial Report to the Board.
 - c) **Finance Committee:** Bechard reported that his committee needs to meet before December to check in.
 - d) **Delegate's Report:** Benevento reported for Westerling that they are getting ready for the Chapter leader's training and Council of Chapter's meeting in December. Mattscheck reported that Schaeffler and Blodgett are attending the leader's training.
 - e) **Education:** Yeo reported that the 2023 Call for Abstracts is out. The abstracts are due December 20th. We have received our first abstract; it is from a municipal agency. An education committee meeting will be set up in late January and all committee chairs will be invited to participate. Prior to that, a packet of all abstracts will be sent to the committee chairs for review. We will include Northwest Chairs in the education meeting. The group is still in conversation about budgets with respect to reduced registration fees and will come up with a formal proposal for the Board. As for the NEC Connects, tomorrow is the webinar with Kenya Rutland. He is providing a motivational speech and we hope people get their crews in and hold a lunch and learn. This is great motivation before the storm season hits. The final session will be on December 15th, Taking Flight with Drones – Insight on Starting a Municipal Drone Program webinar.
 - f) **Awards:** Benevento reported that he will send an email out in early December to set up a meeting in January. Snow and Ice submissions are always due in the beginning of December. He does not know if there are any potential candidates for that award at this time, will look into that. National award submissions are due March 1st and they start to consider Chapter awards in April and the PACE in June. Mike Gantick reached out with a potential candidate for Professional Manager of the Year for Facilities and Grounds. If anyone has a potential award, please keep it in your notes and bring it up with him. We are always short on Projects of the Year submissions.
 - g) **Membership:** No report.
 - h) **PWAC:** Benevento reported that their committee held a meeting a couple of weeks ago. They spoke about NEC Connects that are coming up and press releases. They also spoke about getting the word out about Public Works success stories. National reaches out to us for these types of articles. Marilee Enus developed a press release template. A Media Company put on a presentation to PWAC about putting together another video like they have done in the past. Benevento said he shared the last video we did, "Public Works Makes it Happen" to everyone. Thanksgiving is next week, great time to broadcast that if we can get it to local access tv. Hadley questioned if Benevento has been working with Yeo and the Education Committee to encourage Directors to include the rank and file with these important programs. Benevento stated that those NEC Connects recordings are available and he makes sure to share that during every meeting. We do need to encourage Directors to spread the word. Tim Clougherty met with PWAC to share what he has done in respect to legislature recognizing Public Works as First Responders and the death benefit if they die in the line of duty. Benevento had a meeting with Andrea Eales, Director of Government and Public Affairs and Marty Williams, Government Affairs Manager to talk about getting this on the National agenda. Yanulis mentioned that he is on the NHPW Association Board and that they did an unbelievable job at the State House to get that initiative moved forward. The memorial, which is maintained by DPW is really something to see in Concord, NH.
 - i) **Sponsors:** Yanulis reported that they met last week. The sponsor form will be ready sooner than later. Mattscheck asked if the Vermont show was added, Yanulis replied that it was. Connors requested the form be sent to her; she has to change the breakdown of the funding. Connors sends the breakdown to Leger and the chairs so that they can put their budgets together. Yanulis stated that they had a lengthy discussion about registration fees for the presenters at conferences. King stated that we are not ready to make a recommendation to the Board. That they are working with the committee chairs to come up with individual recommendations, collectively the Education Committee will bring these to the Board. There was some miscommunication or lack of clarity amongst the members of the Education Committee, some

members thought these decisions would be implemented for 2023 events while others thought 2024. The takeaway is it would be implemented in 2024 so there is no rush to come back to the Board with that recommendation. Within the next couple of months, the Board will have dollar signs to associate with the recommendation. Benevento mentioned that we might do lunch for speakers and not registration. King replied that is correct. Connors said to keep in mind the cost of lunch for the presenters, that they need to deduct registration cost for those speakers as well. If you have ten speakers and ten of them registered, you are losing money and you will have to add on what you are paying for that lunch. Mattscheck said that there is some due diligence that the committees will have to go through. After talking with Shea, Yanulis said the sentiment is if we can incent public sector folks to participate, we should do it. Everyone was in agreement to move forward. Benevento brought up comments from the last EC Board meeting and agrees with Webb. Webb mentioned that the registration is in support of the Chapter.

- j) **Government Affairs:** No report
- k) **Scholarship/Charity:** Severance reported that they met a few weeks ago. They spoke about the PWX applicant that did not register. An email was sent to this applicant letting them know that it was off the table and if they are interested in going in the future, they would have to apply again. We can send up to 2 people. The committee plans to meet again to tweak the applications. Once that is completed it can be posted to the website.
- l) **Newsletter:** Myers reported that they are very light in content. They would like to send out something via Constant Contact to engage members to send in articles for the newsletter. Otero will send Myers pictures from the Fall Conference and the Northwest event. Connors and Benevento will send Myers pictures from PWX. Barrett suggested that we think about having a focus piece on a person or a place. Perhaps a spotlight on a YP or new member would be a nice touch. Benevento mentioned that Marilee Enus does some great writing, maybe we can tap into that for some articles/interviews. Benevento also brought up that the Chapter had an historian. Some Chapters still do this, something for us to consider. A subcommittee for cataloging the future was brought up and thought about under PWAC.
- m) **Website and Social Media:** Ciancarelli reported that Otero submitted the survey that National had sent out concerning the new website. Connors mentioned that all photos sent to Myers should also be sent to Ciancarelli for the website. Benevento will find out more information about the \$5,000 fee to transfer all current data to the new website.
- n) **Young Professionals Report:** Blodgett reported that the Director's Breakfast went well. They were very pleased with the attendance. Their next event is during the holiday party. Connors said that she would work with them, they have a budget.
- o) **Professional Development & Knowledge MGMT:** Lawlor and Blomquist have been having discussions about direction of their committee. They plan to sit down with the Education Committee soon.
- p) **Diversity, Equality, and Inclusion Committee:** Connors mentioned that the chairs are not on the Board. Bechard needs to decide what to do going forward. Benevento said that Whitehouse might have notes from the APWA movement on DEI.
- q) **Past President Advisory Council:** Garro reported that he has been checking in with Connors about her transition. The past Presidents are still working on the Bylaws. Roy had made some resent comments and the group is hoping to resolve things by the end of this year.
- r) **Mechanics Workshop:** No report
- s) **Spring Conference:** Lawlor reported for Roy in his absence that it looks like we are using Rentschler one more year. The tentative date is April 19, 2023.
- t) **VMESFD Schaeffler** reported they are in the planning stages. The date has been set for May 10, 2023. A meeting will be scheduled after the holidays.
- u) **NPWW/MOTY Awards Luncheon:** Connors reported that we are booked with deposits made. We are good to go.
- v) **Summer Conference:** No report
- w) **PWX Chapter Dinner San Diego:** Myers reported that they met on October 20th and their 2nd meeting will be November 20th. Their recon trip is planned for the week of December 5th.
- x) **Fall Conference:** Bechard reported all went well. He read all the eval notes and checked the financials. We made money for the Chapter. Mattscheck said it was a success.
- y) **Snowplow Rodeo:** No report
- z) **Holiday Executive Committee Board Meeting:** Dexter reported that they will schedule another meeting with Rachel at the Marriott about the room blocks to see if they cannot secure more single night rooms.

Mattscheck told the Board that we decided to remove the language of room blocks from the original contract, we would have had more rooms available to us if we didn't. Bechard said it was the language of being locked in for the higher number of rooms, we would have to pay if we didn't use all the rooms in the block. He said if there was a snowstorm, we would be out a lot of money. Everyone agreed that the Marriott is hard to work with. Mattscheck will send an email out instantly if we get more rooms to open up to us. Benevento stated that the notice was sent by Connors to the Board and some people took advantage of the rooms when they are not on the Board or a past President. Benevento just wants to bring awareness to this and wondered how did this happen? Connors mentioned that five more rooms are needed, they would have been able to book if others that are not on the Board didn't take advantage of the block of rooms. Dexter said one of those reservations was him, he booked it without realizing it went to the Board and past Presidents first. Mattscheck mentioned that the committee saw the link to the rooms before the Board. Connors **requested a Motion, removed to Action items removed from Consent Agenda.** She would like the Board to cover the second night if we can't get more rooms or the expense to travel from other hotels.

aa) Sustainability: Weissberg reported that he is no longer with CTDOT and is now the Deputy Director of Public Works in the City of Middletown, CT. Middletown is committed to sustainability which is great. Weissberg, Roy, and Courtney Lindberg met to discuss the future of the committee and they will plan some events of interest in the next couple months.

bb) Director of Region 1: No report

cc) Northwest Committee: Schaeffler reported that they had a very good turnout. Over thirty people attended. An eval was sent out to the attendees via email after the event, the responses have been positive. Otero has been collecting the responses and is keeping record. They had two speakers that did such a wonderful job. The roundtable produced lots of conversation around the room. Benevento asked if this event would continue every November. Schaeffler responded that it would and that they would like to add another event in July. Schaeffler mentioned that Shea will check in with this committee about presentations that might be needed. Mattscheck mentioned that this was an excellent event and that he saw people he never met before. He said that this event is more like a lunch and learn than a conference. He also mentioned that this committee needs to come up with a budget and bring that to the Finance Committee. Schaeffler mentioned that this committee will run like the YPs, very informal. Garro gave kudos to indus. Art and Joel from indus helped plan the event and brought in lunch. Garro stated that people from five different states attended which included directors and rank and file.

4. **Approval of Consent Items**

Above Consent Items were approved on a motion by Bechard/Blomquist.

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

A motion was requested and after much conversation the Board decided that we did not need a motion to pay for an extra night, we would just reach out to the five people that were trying to book the Marriott to give them other hotel information close by, and reimburse them for any transportation to and from the venue.

6. **Other Business and Correspondence**

Nothing

7. **Adjournment**

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

Respectfully submitted,

Molly Otero
Chapter Administrator