

**New England Chapter APWA**  
**Minutes of the Executive Committee Meeting – October 21, 2020**  
**Zoom Conference Call**  
**12:30 p.m.**

- 1. Call to Order** – Meeting was called to order by President Barrett. Roll was called.
- 2. Concerns, etc.** – None.
- 3. Consent Agenda.**
  - a. Approval of minutes** – September 16, 2020 minutes were reviewed and approved.
  - b. Treasurer Report** – Connors reported once again regular monthly invoices were paid (Constant Contact, Zoom, Dropbox, Verizon wireless, S/T salary) and two checks were deposited. One was the deposit from B.B. Kings for \$3500 for the cancelled PWX and the other from BETA for \$2500 for the 2020 Jimmy Coppola Brunch at PWX that did not take place due to the Covid 19 Virus. Please see attached letter of explanation which was read by Connors.
  - c. Finance Committee** – Garro said not much to report. Co-ordinating with Connors re: financials and holding 2020 sponsor money to be rolled over into 2021.
  - d. Delegate’s Report** – Sheppard said no recent info, and no monthly meeting scheduled as yet.
  - e. Education** – Goober reported the third Chapter Education Committee event, *The Impact of COVID on Traditional Traffic Data Collection Methods* is scheduled for tomorrow 10/22/20 at 11:00 a.m. The PWAC will continue with our NEC Connects Series by presenting *Managing Winter Operations During COVID19* on 11/19/20 at 11:00 a.m. Connors asked Goober to forward the list of EC dates so she can add to the PWAC schedule already posted on the web site.
  - f. Awards** – Benevento said Nat’l meeting is coming up soon. Regarding the Snow & Ice Award, Collins is working with the Town of Wellesley, MA who is recommended for next year. Collins is meeting with Wellesley later today. Sheppard has copies or applications from Manchester, NH and Worcester, MA and will forward to Collins/Stinson. Some of the criteria includes salt application, sustainability, etc. Benevento said a good candidate for next year would be the MassDOT who have prepared a presentation re: snow.
  - g. Membership** – Benevento said he had signed onto a “Town Hall” virtual meeting re: membership where it was decided that National *was not* going to reduce the fees. They’d like Chapters to try to bolster membership by encouraging participation in the PWX@Home. Roy said they have had some luck calling lapse members.
  - h. Sponsors** – Yanulis reported the Committee will be deferring all 2020 sponsorships and money to calendar year 2021 and looking forward to working with sponsors re: plans for 2021. Leger spoke about Board requesting additional funding for 2021 should the Chapter experience financial difficulties. (See att. August report from Leger). Yanulis said sponsors want to keep our organization going so the Committee will talk about the language and prepare a letter to sponsors with recommendations on how they can continue to support the Chapter .
  - i. Newsletter** – Myers said content is lacking, not a lot of news. Could be challenged printing another *Chatter* in 2020. Looking for themes or help from the Sponsors Committee. Mulleavey suggested putting in something re: the sponsors. Gantick said sponsors are important tool and we need to keep hi-liting them. Yanulis said lots of folks want to know how other folks are handling Covid re: Parks & Rec, sub-contracting equipment, CB cleaning, etc., and Garro mentioned Schaeffler’s concern would be looking for assistance if her Highway Department got “wiped out”. Myers will work with Ciancarelli and circle back with Leger re: sponsors.
  - j. Government Affairs** –Ricci had no report.

**k. Summer Conference** – King reported the contract is approved for 6/16-6/18/2021 and if need be, we can cancel without penalty. Holding off on further planning right now.

**l. NPWWL – Connors/Piacentini** – No report. Good to go for 2021.

**m. Fall S&I/Snowplow Roadeo** – Mattscheck said October 20, 2021 on hold.

**n. PWX Chapter Dinner** – Stinson reported \$3500 deposit was returned. B.B. King's issued a check and he forwarded to Connors for deposit.

**o. PWAC** – Benevento reported a successful meeting last month. Committee ID topics for PWAC's virtual Education Sessions being held every other month and worked on goals for 2021. Working with Goober and the Education Committee on their agenda for the remaining virtual sessions. The next *NEC Connects/Managing Winter Operations During Covid -19* will be November 19th at 11:00. A member from all five NEC state DOT's have agreed to be on the panel for discussion. Benevento received an email from Iowa City asking if he would be a speaker on their next virtual meeting on November 4th or 5th. He accepted and will present what the Chapter is doing re: PWA.

**p. Website and Social Media** – Ciancarelli reported job there has been a rise in job postings and he has posted the webinars on the website and if the Board wanted, he can put Zoom links when he we do the blasts to the membership.

**q. Young Professionals Report** – Garro said Marinaccio had no report. Board Meeting conflicts with National meeting. He's trying to get it changed.

**r. Professional Development and Knowledge Management** – Blomquist had no report.

**s. Diversity Committee** – No report.

**t. Mechanics Workshop** – No report.

**u. Past Presidents Advisory Council** – Daring reported one of their activities was to zero in on the 2021 Slate of Officers The number of folks who expire this year and those that wish to re-up. For 2nd V.P. John Bechard was recommended. For John's replacement in MA, Mike Myers was recommended. Mike Gantick will be stepping down as CT Director but remain on his committees. It was recommended that Howard Weisberg from Meridien, CT replace Gantick. Lastly, the Past President's Committee will discuss S/T position with Officers.

**v. Scholarship Committee** – Severance thanked BETA for their contribution for PWX and that the Committee agreed to use the money for the 2021 winner to attend PWX. So, the 2020 winner will be going in 2021 with Chapter funding and the BETA money will be used to fund the 2021 winner. Also, the O'Leary Scholarship application has been revised and the Committee will be sending those changes along with a request for increased funding to the FinCom. Lastly, Severance asked if info for purchasing NEC vests could be forwarded to members and/or posted on the website.

**w. Spring Conference** – Webb said they are all set for April Meeting. He has been in touch with Rentschler re: a new date. Collins asked if the conference could be held outside on the field. Web said there is plenty of room so he will contact Rentschler, get the information and report back to Board.

**x. Holiday Board Meeting** – Stinson said Sheraton Portsmouth will hold the \$500 deposit and the 2020 rates for 2021. Room rates stay the same and the date is December 4th. Connors asked why the Chapter was obligated to have an event in 2021 rather than just cancelling. It was reported that's the way the contract was written. She reminded everyone that every Committee Chair and/or Co-Chair needs to prepare a budget for their event (example copy attached) and submit it to the FinCom for approval. Once the FinCom approves, all pertinent information needs to be presented to the EC Board.

**y. Approval of Consent Items.**

Above consent items were approved on a motion by Benevento/Mattscheck.

#### **4. Action on items removed from the Consent Agenda**

A *motion* was made by Gantick/Johannsen and approved, to amend the Slate of Officers (copy att.)

A *motion* was made by Yanulis/Mulleavey and approved to defer the 2020 sponsorships to 2021 and authorize Sponsor Committee to send out letters to current sponsors advising them on additional funding for 2021.

#### **5. Other Business and Correspondence**

- Connors read a thank you letter from the Bombara Family for the \$100 donation made to the Dana Farber in memory of Larry Bombara.
- Connors asked what the date was going to be for the installation of 2021 Officers as well as a date for the December EC Board Meeting. To be decided at next meeting.
- Bechard said Paul J. Moosey, Commissioner of Public Works and Parks in Worcester passed away. A discussion ensued re: donations to non-members. Connors said donations, etc. to non-members was at the discretion of the EC Board according to NEC policy. It was decided she will send a sympathy card on behalf of the NEAPWA.
- Garro said he will be reaching out to Committee Chairs re: 2021 Committee list.

#### **6. Adjournment**

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

Respectfully submitted,

Jaqui Connors  
Secretary-Treasurer