

New England Chapter APWA
Minutes of the Executive Committee Meeting
October 19, 2022
Boxborough Regency Hotel, Boxborough, MA, and Zoom Conference Call

1. **Call to order Membership Meeting** (9:00 a.m.): Meeting was called to order by President Mattscheck. Nominations for 2023 Officers and Board of Directors (Barrett read the 2023 Slate of Officers). A motion was made by Bechard/Lawlor and approved by membership. There being no new or old business from the membership, a **motion** was made by Bechard/Mattscheck and approved to adjourn.

1. **Call to order EC Board Meeting:** Meeting called to order by President Mattscheck. Roll called by Connors. Guests/Committee Chairs included Amanda Bazinet, Art Baker, David Field, and Christine King.
2. **Concerns, etc:** None
3. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote*
 - a) **Approval of Minutes:** September 21, 2022, minutes were reviewed and approved.
 - b) **Treasurer Report:** Connors reported that she emailed the Financial Report to the Board. She mentioned that the checks are rolling in for the Fall Conference and the deposits are being made.
 - c) **Finance Committee:** Bechard reported that the Audit Meeting was held on Monday, September 26th at BETA. Bechard signed the Audit Report and National approved. We are still working with National to reconcile in QuickBooks.
 - d) **Delegate's Report:** Westerling reported that we can send two members to attend the Chapter Leader Training in Kansas City on December 8-9, 2022. In-person Chapter Leader Training is targeted for incoming Presidents, President-elects, and leaders likely to be President in the next two years. APWA will pay up to a \$700 stipend to the chapter to help offset the cost of sending two Chapter Leaders (\$350 per Chapter Leader) to the Chapter Leader Training. The Chapter will cover the rest of the cost to attend this event. There's a \$250 registration fee for each person to attend (covers food and beverage costs). Westerling asked the group if there was anyone interested in attending. Barrett mentioned that these would be two days well spent and he strongly encourages it. Blodgett and Schaeffler will check their calendars as they have an interest in attending. Bazinet questioned when it would be a good time to attend this training. Benevento stated it's for people moving into a director's roll, incoming Presidents, and leaders likely to be President in the next couple years. Barrett also mentioned it's a great opportunity to meet staff from National. Westerling mentioned that he and Benevento will be there as well. Westerling also stated that the person(s) attending need to book their own rooms and airfare. **Motion was requested, removed to Action on items removed from Consent Agenda.** The next virtual training will be Navigating Resources and it takes place on November 14, 2022.
 - e) **Education:** Shea thanked Bechard, Otero, and Bazinet for their work at the Fall Conference. The educational sessions were well done, presenters did a great job. She is looking forward to seeing the feedback from today's sessions. Shea reported their committee held their fall meeting to finalize the Call for presentations and will get it over to Otero within the week. Last year we had a really great slate of them. We're going to get the notice out earlier this year. They will send the link from the NEC Connects Survey over to Otero. They have 110 signed up for the next NEC Connects which is at 11:00 AM on November 17th. The feedback that was sent to Kenya was incredible. Shea encouraged people to have their crews come in and hold a lunch and learn for this motivational speaker, Kenya. The CDL National Forum sponsored by National APWA is scheduled for November 17th at 2:00 PM (Shea is moderating this event). Benevento mentioned CDL is a hot topic, and to get the word out. On a National level the Professional Development Committee has been rechartered to Workforce Development Committee, a change of focus on that. Connors asked Shea to speak about her committee's proposal to have discounted registration for educational session speakers. Shea reported that the Committee is very interested in encouraging participation in session presentations by Municipal and State Public Works professionals who don't always have the budget for this. The Committee would like to propose a discounted and/or comped registration fee for education session speakers. National APWA provides a free one-day registration for speakers. The Education Committee would like to propose the same structure for New England Chapter conferences. Shea reached out to National to see how they handle these things. Specifically, for conferences that are more than one day, such as Summer Conference. The speaker/presenter would receive free registration for the day of their presentation but pay regular conference rates for participation on other days. Shea mentioned that since she co-chaired with Field on

this Committee, they have never submitted a budget for education and wondered if that is something they can submit to the Finance Committee for consideration. Connors mentioned that this has come up a lot in the past. That National charges more for their events and can support the free attendance for their speakers. Municipalities would be an exception for the comp. King mentioned this is more common than not, to do some sort of comped registration fee for presenters. She had many questions about this during the Summer Conference and people were surprised that they were required to pay for registration. Roy said it's similar for the Spring Conference and believes this is worthy of more conversation. Barrett said he was very surprised we didn't offer lunch from the beginning. People spend their time putting together a presentation and it's a great way to say thank you for your time. We'd love to have more municipal presentations. Barrett would like to make a **motion** to have registration comped for presenters. Bechard 2nd that **motion** to have the chairs come back with more information. **Removed to Action on items removed from Consent Agenda.** Connors brought up the Spring and Fall Conferences have money there, but the Summer Conference is a three-day event. She questioned comping presenters. There will be municipal attendees that will pay for the three days, but presenters get the whole Conference for free? Goober said it would be lunch only, not the clambake and other events during the Summer Conference. Benevento said there's still an elephant in the room. There are folks that show up and don't register. They purchase the meal tickets but do not support the Chapter by registering for the entire conference. We need a bigger conversation about this at some point. Connors said the budgets are in place for Spring and Summer Conference. Chairs will need to go back and revise their budgets. Bechard said there is merit to the proposal, but we need to explore deeper on how to go forward. Good points were raised, but he wants chairs to come back with more details. We then can see how the one-day events vs three-day events will be managed. Benevento agrees the Committee chairs should come up with details. Mattscheck said chairs of each event should present to the Board. Bring back details on the numbers and headcounts. Webb mentioned this all comes back to supporting the Chapter. We appreciate the presenters and do give them a gift, and some are there advertising their firm/business, to entice people to do business with them. It all comes back to supporting the Chapter. He doesn't believe the fee to attend the Spring and Fall Conference is that pricey.

- f) **Awards:** Benevento reported that it's quiet on the awards front right now. National award submissions are due March 1st, and they start to consider Chapter awards in April. If anyone has a potential award, please keep it in your notes and bring it up with him. They're trying to recognize as many first responders as they can. We're short on Projects of the Year submissions. The Awards Committee will get together at the end of December.
- g) **Membership:** Roy reported we have 987 members as of this morning. It's time to start looking at who doesn't have their group membership rosters full.
- h) **PWAC:** Benevento reported that their committee held a meeting last week, lots to talk about. The National First Responders Day is coming up. Marilee Enus developed a press release template. If you have things you want to talk about, please reach out, let's get some press releases out. He was able to present accreditation award to the Town of Bedford, NH. He recognized Lexington for being re-accredited. New Hampshire legislature officially recognizes Public Works as First Responders and approved a \$100,000.00 death benefit for Public Works professionals that die in the line of duty. Tim Clougherty, Manchester, NH who has been spearheading that in NH will be attending the next PWAC meeting to give us some ideas of what they have done. Everyone is always welcome to our PWAC meetings We have 23 members on the committee w/lots of sub-committees. We meet via zoom. Hadley talked about their strategies, wants to change the language with this reach out with Tim Clougherty. Benevento spoke with Andrea Eales, Director of Government and Public Affairs and Marty Williams, Government Affairs Manager to talk about getting this on the National agenda. PWAC meetings are held the 2nd Wednesday every month at 11 am.
- i) **Sponsors:** Mattscheck reported for Leger and said the Sponsorship Committee will hold a meeting in person on November 4th in Leger's office in Braintree, MA. This meeting is open to all current sponsors.
- j) **Government Affairs:** No report.
- k) **Scholarship/Charity:** No report.
- l) **Newsletter:** Myers reported that they are very light in content. He's not sure when the next edition will go out. Mattscheck said he's sure Otero will send some photos from the Fall Conference today. Myers stated he also got some PWX photos from King and asked anyone else that might have photos from that event to send it to him.

- m) **Website and Social Media:** Ciancarelli reported there was a National Town Hall Meeting and there will be more in the future. National shared their plans on the new website coming next year. They are working with a website development company called Yoko. Our new APWA and Chapter websites will be built on the WordPress platform.
- n) **Young Professionals Report:** Blodgett reported that the Director's Breakfast is October 27th.
- o) **Professional Development & Knowledge MGMT:** No report.
- p) **Diversity, Equality, and Inclusion Committee:** No report.
- q) **Past President Advisory Council:** No report.
- r) **Mechanics Workshop:** No report.
- s) **Spring Conference:** Roy reported that we might have to hold the Spring Conference at 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.
- u) **NPWW/MOTY Awards Luncheon:** No report.
- v) **Summer Conference:** King reported a kickoff meeting is on October 25th. They will work on the rate plan.
- w) **PWX Chapter Dinner San Diego:** Myers reported first Committee meeting will be October 20th and their 2nd meeting will be November 20th. Their recon trip is planned for the week of December 5th.
- x) **Fall Conference:** Mattscheck thanked Bechard and his Committee for today and stated that they did an excellent job. Bechard reported he will look at all the feedback from today. The education sessions were well attended but a little light in the morning. They will start looking at locations for next year.
- y) **Snowplow Rodeo:** No report.
- z) **Holiday Executive Committee Board Meeting:** Dexter reported that they have a meeting next week with Laura at the Marriott. They will go over the costs of rooms, etc.
- aa) **Sustainability:** No report.
- bb) **Director of Region 1:** Benevento report a big topic, special meeting re: AMS System. They are getting ready for December's Leadership Training. There are talks about PWX already.
- cc) **Northwest Committee:** Roy reported that going forward makes more sense for Art Baker to co-chair with Schaeffler. The Northwest Conference is being held on November 3rd. Schaeffler reported that Garro/BETA will speak about optimizing plow routes and there will be a DPW Roundtable about employee recruitment and retainment. This event is a good chance to get some new members. The facility can hold up to 50 people and if this is well received, we can move elsewhere. Shea mentioned they can keep presenters in the queue for Northwest Committee to use in November. Schaeffler reached out to Goober and Shea so that they knew what they were looking for in the future. Going forward, this event should be listed on the Call for Presentations. Roy mentioned that there would be no sponsor tables. That there will be four quick sessions a lunch and then people are able to go back to work. Roy would like to make a **motion**, remove this to vote for a budget of \$1,000 for event. Connors asked if there would be registration and Schaeffler replied yes. Mattscheck mentioned this is a great membership drive. Webb said this is like a YP event, they reach out to others to get more members. Benevento asked what the goal would be, more exposure and presence, increase membership, and education? Can they go back to their directors, or will the Directors be there? How are we recruiting membership? Roy mentioned that Webb stated this event will be similar to the YP events. Baker said there are not a lot of towns that have Directors, it's different in Vermont. Perry congratulated Schaeffler and Roy and offered her support. She thinks this effort is tremendous and to capitalize on this now.

4. Approval of Consent Items

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

5. Action on Items Removed from the Consent Agenda

A **motion** was made by Lawlor/Connors and approved to send two people to Kansas City. Webb would like to amend the motion to send up to three. The **motion** was amended by Lawlor/Connors and approved to have up the three attend the Kansas City Leadership Training.

A **motion** was made by Barrett/Bechard and approved to revisit the reduced/comped fee for municipal presenters at a conference, with more information and revised budget from the chairs.

A **motion** was made by Lawlor/Shea and approved to have a budget of up to \$1,000 for the Northwest Conference.

6. Other Business and Correspondence

Nothing

7. Adjournment

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

Respectfully submitted,

Molly Otero
Chapter Administrator