

**New England Chapter APWA**  
**Minutes of the October 18, 2023, 1:15 PM**  
**Executive Committee Meeting**  
**Boxborough Regency Hotel & Conference Center, Boxborough, MA and Zoom Conference Call**

1. **Call to order Membership Meeting** (12:55 P.M.): Meeting was called to order by President Bechard. Nominations for 2024 Officers and Board of Directors (Bechard read the 2024 Slate of Officers). A motion was made by Benevento/Mattscheck and approved by membership. There being no new or old business from the membership, a motion was made by Roy/Yanulis and approved to adjourn.
  
1. **Call to order EC Board Meeting**: Meeting was called to order by President Bechard. Roll was called by Otero. Guests/Committee Chairs included Amanda Bazinet, Chris Bouchard, Brenda Codella, Joel Faria, Christine King, Tim Ledogar, Conrad Leger, Frank Marinaccio, Tom Modzelewski, Dan Nason, Scott Salvucci, Kris Surette, 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:** August 29, 2023, minutes were reviewed.
  - b. **Treasurer Report:** Otero sent the financial reports out with the October package.
  - c. **Finance Committee:** Roy reported that they held the audit meeting today.
  - d. **Delegate's Report:** Westerling reported that the most significant issue affecting us in an incredibly negative way is the website not being fully functional yet, which has a substantial impact on our Chapter. Sean Ciancarelli and several others have been in contact with National and are actively addressing the situation. There are two new certificates programs offered by National that are open for registration; Foundational Cybersecurity Concepts for Public Works Professionals and Winter Maintenance Operator Certificate, which might be more relevant. This four-hour course is worth looking into for your operators and crew leaders. As of June 2023, we have 31,975 National Memberships.
  - e. **Education:** Yeo reported that the Call for Presentations will be going out early November. The deadline for submissions is set for the end of December. Otero will send this out via Constant Contact. The Chapter Connects had a great showing with 170 attendees (300 registered). Bechard asked Yeo if the committee looks into "what's new" in the industry. Yeo replied that they are looking into what's new and trendy. Yanulis suggested organizing a roundtable session focused on regulatory and legislative funding, emphasizing its potential value.
  - f. **Membership:** Field reported that we still do not have access to the National website to pull membership reports. The committee plans on scheduling a meeting soon. Bechard, Westerling, and Benevento brought up the negative impact that the website has had on the Chapter for many reasons. We can't pull reports, post jobs, or list events at this time.
  - g. **PWAC:** Benevento reported that the next Chapter Connects session will be held on October 26<sup>th</sup>. The topic for October is Winter Operations Challenges and Solutions. November 16<sup>th</sup> session will be Workforce Planning in Turbulent Times – Success Stories from Navigating Turnover. The Chapter Connects program started during COVID. This program has speakers that people didn't normally have access to. They hold 6 sessions a year with the Summer off. These sessions stay strictly to one hour. After our website is completely operational, these recordings will be archived on the site. This way, individuals can watch them at their convenience or share them with their staff during a lunch and learn session. Brenda Codella stated that Baystate Roads can blast out communication about the upcoming Chapter Connects. The committee is also starting to talk about promotional items for 2024. Marinaccio mentioned that we can upload the educational recordings onto our new website. Ciancarelli stated that is the only area he is able to update on the new website at this time.
  - h. **Sponsors:** Leger reported the website issues are impacting sponsor's logos, they display in all different sizes. The committee will have a meeting in November. The Call for Sponsors letter will go out before the end of the year. Bechard stated that it's best to get it out sooner. Leger replied that is their goal.
  - i. **Scholarship/Charity:** No report
  - j. **Newsletter:** Meyers reported that they are working on the newsletter, and it will be released by the end of the year. He will be reaching out to the sponsors to get their articles. Meyers thanked Amanda Bazinet for agreeing to take this on next year.
  - k. **Website and Social Media:** Ciancarelli reported that he and Otero gained access to our Chapter website earlier this week.
  - l. **Young Professionals:** Yeo announced that the walking dam tour is scheduled for tomorrow with 16 individuals already registered to attend. The committee is actively organizing the upcoming Young Professionals (YP) social for the holiday event and is collaborating with the Providence Engineering Society and the American Society of Civil Engineers Young Members Group for another Toys for Tots Drive this holiday season. Marinaccio shared positive feedback about the virtual National Summit, attended by three members from the New England Chapter. He emphasized the importance of YPs attending PWX to connect with others on the EC Board.

Leger recalled his experience at the YP Summit in 2013, which marked the beginning of his involvement in NEAPWA. He suggested organizing similar events every five years, as attendees from the 2013 event have since progressed to Director roles. Leger encouraged more municipalities to participate in these events to promote active engagement. Benevento highlighted the need for supervisors and leaders to grant access to such activities. Marinaccio also mentioned the successful turnout at the Director's breakfast event.

- m. **Professional Development & Knowledge MGMT:** No report
- n. **Past President Advisory Council:** Garro reported that there might be 2 more Directors seats open and will follow up. Mattscheck stated they will be meeting soon. Benevento suggests that the Past Presidents should identify executive level, Directors for the Slate that is queried through their state.
- o. **Summer Conference:** King reported that they are in the early planning stages for 2024 at the Sea Crest. She stated after this year, she will be stepping down as chair of the Summer Conference. There is no location for 2025, we need a new chair for 2024 and they need to start planning the 2025 Summer Conference. King said she knows that the Program Committee is looking into places and that the Sea Crest doesn't have much open for 2025. Bechard stated that he appreciates all the time that King has spent on this committee. It has been helpful to have the research that she has pulled together already. Bechard said he will be talking to Roy, the incoming President and Schaeffler, 2<sup>nd</sup> VP about where we want to go with this event. Marinaccio stated that other organizations have their events at different locations every year. Bechard said that it's difficult to rotate and there will be a new team, it's good to have a 2–3-year rotation on locations. Yanulis mentioned that it's good to move around. It would be great to get more Connecticut people to attend the Summer Conference. It would help to grow our markets and sponsors from all states, maybe even get Maine to participate. We need a conversation about trying to grow and where we serve before picking a venue for 2025. Pinsonneault stated that it's good to plan 5 years in advance, easier to move around if you plan out way in advance. Schaeffler stated that New York folks inquire about our events and would like to attend as well. King expressed her willingness to assist with any questions or tasks. She encouraged others to reach out and let her know how she can be of help.
- p. **NorthWest Committee:** Schaeffler reported that their Lunch and Learn will be held on November 2<sup>nd</sup>. It is being held in the Randolph, VT Town building. We have two presentations: Paver-Placed Asphalt Recycling by indus and Keeping up with Technology by GPI. These were the same presentations we chose for the July Lunch and Learn that couldn't take place because of the Vermont flooding. There will be a membership Engagement discussion led by Art Baker and a Roundtable discussion led by Chris Bouchard. Benevento asked if we are charging people to attend and if it will be a regular part of the event schedule. Schaeffler replied that this event will be free to attend. Their community was hit hard this summer and will start charging for the lunch and learns in the future. Roy confirmed that the lunch and learns will indeed be included in the event schedule annually. The intention is to hold one session in July and another in November.
- q. **Fall Conference:** Bechard reported that we did well considering that our website isn't fully up and running yet. He stated that Bazinet will be the Chair next year, that he is stepping down.
- r. **Holiday Event:** Benevento reported that this event will take place on December 2<sup>nd</sup> at the 1620 House in Plymouth. The agreement has not been sent back yet. A Constant Contact flyer will be sent out either by the end of this week or early next week to inform the Board and Membership about the hotel room booking process. He is currently awaiting the menus and will begin working on determining the fees for attendees who are not members of the Board.
- s. **Director of Region 1:** Benevento mentioned that 2024 marks the Chapter's 70th Anniversary, as it was established in 1954. He expressed the desire for a special logo to commemorate this milestone and inquired if there are any consultants available to assist with its creation. He stated that we might want to celebrate this milestone in some way next year. Benevento was appointed to the Accreditation Council by APWA and serves as the Board liaison to the council. The council recently conducted a meeting where they discussed the increasing number of communities seeking accreditation. Notably, the Town of Bedford, NH achieved accreditation last year, becoming the first New Hampshire Department of Public Works to receive this recognition. Additionally, both Lexington and Brookline were accredited this year. During the discussion, Lawlor praised Brookline's efforts, mentioning his involvement in their evaluation committee and commending their exceptional work. Benevento then invited Lawlor to share his insights on the value of Accreditation. However, Lawlor suggested that the topic deserved more time for a comprehensive discussion and proposed addressing it in detail at a forthcoming meeting in the near future. Benevento also reported that he will be attending the Board meeting in Kansas City on November 30<sup>th</sup>. He also reported that there are some changes to the awards for next year as National has dropped some. March 4, 2024, is the deadline for all awards except the Excellence in Snow and Ice Control Award and the PACE Award. December 4, 2023, is the deadline for the Excellence in Snow and Ice Control Award and June 3, 2024 is the PACE Award deadline.

#### 4. Approval of Consent Items

Above Consent Items were approved on a motion by Mattscheck/Roy.

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

### 5. Other Business and Correspondence

**PWX 2029:** Diana Forbes, National reached out to see if the NE Chapter would like to host the 2029 PWX event, Bechard opened the floor for discussion. Lawlor asked if there are any parameters from National, Bechard replied not yet. Bechard stated that he can reach out to National stating we might be interested and it's such an honor to be considered but would need more information. This year PWX in San Diego had over 6,000 people attend. When National reached out to us in 2019 for 2025 in Boston, we said no as there were questions floating around if the Expo could even hold the equipment in Boston. Marinaccio mentioned the biggest thing is money, it's put more on National than the Chapter. He also stated that there are 17 cities large enough to host. Roy said that it takes years to plan such a large event and it would be taking the focus away from our Chapter events. Lawlor said not to shy away of it's a heavy lift and Benevento agreed because National handles almost everything. Benevento said this year's "Get Acquainted Party" costs \$160,000 for a two-hour event. The local Chapters are required to sponsor some of the PWX events, such as the Past President meeting the Board meeting, and the mayor's reception. National takes care of a lot of the planning with the host hotel and venue. We would have to fundraise a lot. Benevento asked if we surcharged our other events in the past and Yanulis stated we did, we added \$10 to every event and had raffles for a solid 3 years. Yanulis brought up the fact that we need a lot of Chapter volunteers for 3 days and if we want to host PWX in 2029, we need a committee and need to start planning now, even that feels like not enough time. It's a full-time job just to manage the volunteers, parking, and feeding everyone. Goober reported that if we take this on, it's a huge commitment for every person in this room for 3 years.

**Student Membership:** Bechard read the current student membership flyer (attached). Bazinet shared her positive experience at PWX, when she stopped by the Chapter's student table and learned about their great success. Marinaccio shared that National has student membership at the schools who know about APWA in the first place from a faculty member. He mentioned that National changed the structure to how membership works, that a student's membership is good until they graduate (up to 4 years). The one-time fee is \$30.00. The Educational Committee put together a student pamphlet with career paths to share. Bazinet also mentioned her conversation with someone at the San Diego event, where she discovered that their students separated themselves from ASCE student membership, emphasizing their unique identity and marketing efforts. They capitalized on networking opportunities, including visits to DPW facilities similar to our YP group activities. She expressed regret that WPI students missed out on the upcoming Wachusett Dam walk and suggested extending such opportunities to student members, allowing them to participate in YP events as well.

**Spring Conference:** Sopelak confirmed that the Spring Conference is scheduled for April 8th and will take place at the Bradley Airport Museum.

## 8. Adjournment

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

Respectfully submitted,

Molly Otero  
Chapter Administrator