

**New England Chapter APWA  
Minutes of the September 15, 2021  
Executive Committee Meeting  
Boxborough Regency, Boxborough, MA/Zoom Conference Call - 12:30 p.m.**

1. **Call to order** - Meeting was called to order by President Garro. Roll was called. Guests/Committee Chairs included King, Nason, Ledger.
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 18, 2021 minutes were reviewed and approved.
  - b. **Treasurer Report** - Connors reported we're doing good, sent out finance report. Invoices coming in for the fall conference.
  - c. **Finance Committee** – Mattscheck reported the audit will be completed on September 15, 2021. Budget change includes the new administrator position.
  - d. **Delegate's Report** – Benevento said he was not able to attend PWX, so Merson stepped in for him and attended the meeting held on August 28th. Opening remarks were made by the president and incoming president. The Task Force reports have 12 to 13 months to produce a product. Some of the other more specific subjects that were discussed were workforce development, public works awareness and chapter assistance.
  - e. **Education** – Goober reported that the Call for Presentations will take place Oct/Nov, 2021 and the Abstracts will be submitted in December 2021. We need to go over the program for New England Chapter Connects, so the PWAC and Education Committees will be meeting on Thursday to talk about moving the program forward. Garro said the attendance had been good and he was glad that the program was going to continue. Will be reviewing the survey/recommendations to keep that going.
  - f. **Awards** – Benevento spoke about the Award Luncheon taking place on October 28, 2021. Originally this was scheduled as a night event and was hoping for this to be a media grab but with COVID and concerns for health they have decided it wasn't an innovative idea. The night event details were sent out via email and was on the website, but it has since been taken down from the website. A new email needs to be sent to the award winners and sponsors with the luncheon details. The luncheon information should not be sent via Constant Contact. A post to Constant Contact by Christine should include that the award evening event was canceled due to COVID and to "click here" to recognize the award winners. The luncheon will be a comped event/no tickets as we have the budget to do so. There will be a media blast after the event to celebrate the great works of the Public Work employees. Benevento is getting the info over to the trophy company. Mary Ivers may want to present the PACE award at the Fall Conference since it's a chapter award. We would like to have someone from National to present the Member of the Year award at the Fall Conference. With the special awards people like to bring a spouse or their boss so we are allowing one guest for the award winners. Sponsors are invited as well. There are 30 awards to give out.
  - g. **Membership** - Roy spoke about the Sub-committee team now hoping to engage the Western part of MA. doing our due diligence so everything runs smooth. Connors will send Roy a list of non-members who registered for the Fall Conference. Garro mentioned that he's looking forward to a lot of success ahead with the Western part of MA and VT.
  - h. **PWAC** – Benevento is working on new ideas/different events like "Fill a Truck" to bring awareness. Covid has been a challenge. Will be reaching out to other committees for promotional things. Benevento would like more media blasts in the future. Gantick manages the strategic goals. The upcoming *Administrative Assistance Appreciation Workshop* will be held at the Grandview Farm in Burlington. Hadley is working with Sanchez and Pinsonneault. Would like more events for other groups under the Public Works umbrella such as HR and strategic planning and go beyond the Public Works Directors. Rich spoke about events having 30-150 range, questioning if we will continue to do this, good feedback with 46+ responses. Benevento spoke about wanting to support the sponsors during the call for papers but also

mentioned to seeking speakers outside of our sponsors. Benevento also mentioned that they were awarded the Donald C. Stone Award for Excellence in Education.

- i. **Sponsors** - During the Fall, Leger sent out sponsor opportunities and has had a lot of response. Focus – sponsorship meeting currently and 2022 program. Looking for input to changes on that form, and they are almost ready to send it out – the goal is to have it out in November. Connors to draft up the calendar of the 2022 events by November. For the Fall conference Connors mentioned that all sponsors can add to the bag (historically only the gold was allowed). That revision is being sent to the sponsors.
- j. **Government Affairs – Riccio/Bechard** – No report.
- k. **Scholarship/Charity** - Severance said there are 3 revised scholarship applications ready to post on November 1, to the Chapter website. There are no financial changes, just wording. Schaeffler sent the revisions to the Board.
- l. **Newsletter** - Myers said the Summer Newsletter turned into the Fall Chapter Newsletter due to lack of information. It will be out in a couple of weeks, and the award winners will be added to the newsletter.
- m. **Website and Social Media** - National upgrading their platform now. We can transition within the next year. We had a lot of requests for credit card payment for the golf and sponsorship opportunities. Connors mentioned that the Chapter loses money for every credit card charge, National takes a service charge. EC Board members spoke about creating a PayPal, Connors mentioned we can't do that.
- n. **Young Professionals Report** – Marinaccio/Surette – No report.
- o. **Professional Development & Knowledge MGMT** – Lawlor: no report at this time.
- p. **Diversity Committee** – Nothing to report.
- q. **Past President Advisory Council** – Barrett/Garro still looking at Bylaws 2. Announce 2022 Slate of Officers and Directors. Nominations going out, voting will take place at the Fall Conference (see attached).
- r. **Mechanics Workshop** – No report.
- s. **Spring Conference** -Roy: no report at this time. Conference will still be held at Rentschler field in East Hartford, CT.
- t. **VMHA** – “New Event” Schaeffler held a meeting on September 14, 2021, progressing along. The first 2 years the price will stay the same. Need to reach out and get files from Harry before we take over. Sent out recent minutes. This event will take place May 11, 2022 (a week before PW Luncheon). VMHA is now defunct, and this event would not be happening so Schaeffler is trying to get it back on track. Usually, 400-500 folks attend. Merson said it is quite an impressive event with a rodeo, “field day”, and is relatively inexpensive. Leger would like this event added to the Sponsorship form. This is the same show for the last 37 years, new name. Barrett asked if they decided on a name and Schaeffler said it will be the *Vermont Municipal Highway Association Equipment Show and Field Day*”. Sponsored by NEAPWA.
- u. **NPWW/MOTY Awards Luncheon** – Connors mentioned that this is all set.
- v. **Fall (Summer Conference)** – King said it's going great. 130 registrations. Working on last minute details with signage/boards. The abstracts have been sent but need bios. Room block might still be open, only 4 left in the block. The event being held in this location is fine for food and gathering during the pandemic, enough room. Otero has been checking in with National for the approval to offer CEUs. They assured her the approval/invoice would come soon. Garro will be bringing the registration table and display booth. Screen to be at the registration table with handouts. Thoughts of having a membership station. Connors will have the members/non-member list handy. Volunteers are needed for the Golf event on Monday. There are 30 signs to install. Golf Tournament will be held at Bass River Golf Club. Next year we will be back at the Bayberry course. Mary Joyce will be coming in on Sunday. Garro to say a few words during the dinner.
- w. **PWX Chapter Dinner** – Cancelled and looking forward to Charlotte PWX. The committee to convene this fall. Garro thanked Myers for his help.
- x. **Fall/Snow & Ice Conference/Snow Plow Rodeo** – East Providence won. Working with Ledogar on next year's event. This is on the Sponsorship form. Garro let Steve and Committee know they did a nice job. Weather and Storms (Planning and Flooding): need to grab abstracts. This will be similar to the connect presentation.
- y. **Holiday Executive Committee Board Meeting** – Perry said they are looking at three bands and will finalize soon. There will be a buffet with a carving station. The hotel link will be out shortly. Limited number of rooms. Working on the draft agenda. There will be a meeting, break, and then the parade.

Stinson mentioned that if anyone wants to stay Friday night, they will need to know soon. We need to pay for parking, can't park your own car in the garage. Connors asked if room rate was the same for Friday and Saturday. Response was yes.

#### **Approval of Consent Items**

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

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

A motion was made by Westerling/Lawlor and approved to call the July EC Board meeting the "Larry Bombara NEC Board Meeting". Otero to work on this event in 2022 – this is an outside event and we need to find a location.

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

- Merson spoke about the Fallen Heroes Memorial – to get name/presence out there. "People don't know what APWA is out there. Fallen Hero Task Force importance. The big issue, where would the memorial be located. The cost in DC would be 37-40 million, reach out to the National Parks to see if it can be located there. Foundation to support Chapter.
- Stinson spoke about the APWA Foundation (see attached).

#### **6. Adjournment**

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

Respectfully submitted,

Molly Otero  
Chapter Administrator