



**Minutes of February 18, 2026 - 12:00 PM
Executive Committee Meeting
Zoom Conference Call**

- 1. Call to Order:** The meeting was called to order by President John Lawlor following confirmation of quorum. President Lawlor requested members sign in via chat for attendance tracking. He reiterated the expectation that committee chairs submit written reports seven days advance of meetings.
- 2. Agenda Items**
 - a. Opening Comments – President Lawlor:** Coordination with Sean regarding restructuring SharePoint folders to align with the revised committee structure prior to his transition. Congratulations to John Bouchard on his retirement from MassDOT and welcomed Steve Mattscheck back to the public sector as the DPW Director in Scituate, RI. Continued emphasis on written committee reports and streamlined meetings focused on action items.
 - b. Previous Meeting Minutes – January 2026:**

Motion: Motion to accept the minutes as presented.
Action: Steve Sopolak (motion), Schaeffler (second), No objections. Motion passed
 - c. Treasurer’s Report:** This report was attached to the February meeting package. Highlights: receipt of membership dues and rebates, sponsorship payments, scholarship-related payments, and ongoing reconciliation of accounts.

Motion: Motion to accept the Treasurer’s Report as presented.
Action: Steve Sopolak (motion), Schaeffler (second), No objections. Motion passed
 - d. Finance Committee – David Field:** Budget requests for the upcoming cycle are due to the Finance Committee by March 31, 2026. The Committee will review and propose amendments to the Secretary-Treasurer contract at the March meeting, including clarification of reimbursable versus non-reimbursable expenses. The PWX Planning Subcommittee will submit its budget following the March 31 deadline, accounting for timing related to the recon trip. No formal motions were required at this time.
 - e. Awards Committee – Patrick Yeo:** This report was attached to the February meeting package. Highlights: Twenty-three award submissions are currently being finalized. Endorsement letters requiring the President’s signature are in process, with coordination to occur offline as needed due to email access issues. Continued encouragement was expressed for nominations for Chapter awards, including Public Works Week and Summer Conference recognitions.
 - f. Communications Committee – Conrad Leger:** The ongoing RFP process for website services was discussed, along with a potential video project opportunity for National Scholarship. Coordination with Sean Ciancarelli and President Lawlor will occur to update SharePoint folders to align with the new committee structure, and committee chairs were reminded to submit updated committee member lists to support website updates.
 - g. Education & Professional Development – Tom Modzelewski:** This report was attached to the February meeting package. Otero shared that the call for presentations is complete, and all events have chosen their abstracts for their educational sessions. The committee will hold a follow-up meeting to discuss any changes for next year’s CFP.
 - h. Events Committee – Amanda Bazinet:** This report was attached to the February meeting package. The Events Committee provided updates on upcoming programming, noting that final preparations are underway for the Spring Conference scheduled for March 30 at the New England Air Museum. Planning also continues for the Summer Conference and other upcoming events, with discussion regarding the impact of sponsor complimentary registrations on conference budgets. The Vermont Municipal Equipment Show and Field Day will continue to offer “indoor” tables, as a large tent will be rented to accommodate exhibitors; this remains an available option on the sponsorship form. The Board discussed future venue planning and approved holding the 2027 Summer Conference at Sea Crest from June 9–11, 2027, authorizing execution of the contract. Additional discussion occurred regarding potential alternative venues, including Water’s Edge, for 2028 and 2029.

Motion: David Field moved to hold the 2027 Summer Conference at the Sea Crest Beach Hotel from June 9–11, seconded by Steve Sopolak. The motion was amended by John Lawlor to include planning for the subsequent two years, potentially at Water's Edge Resort and Spa.

Action: Board to proceed with planning for the 2027 Summer Conference dates and initiate preliminary discussions for hosting locations for the following two years.

- i. Membership Committee – Scott Salvucci:** This report was attached to the February meeting package. The Membership Committee reported ongoing membership engagement initiatives and continued coordination with APWA National regarding membership reporting and strategic alignment. The Committee is also tracking membership metrics before and after major events to evaluate recruitment impact.
- j. Sponsors’ Committee – Mike Nelson:** The Sponsors’ Committee reported that approximately \$79,000 has been raised through sponsorships to date. Clarification was provided regarding sponsor benefits, with Gold Sponsors receiving two complimentary event tickets and Silver Sponsors receiving one complimentary ticket. The program remains self-sustaining through adjusted dues. Reminder communications will be sent to sponsors who have not yet responded, and the Committee plans to move the sponsorship deadline earlier next year, targeting January 20.
- k. Governance Committee – Kürt Blomquist:** Patrick Yeo presented an update on the Strategic Plan while sharing the PowerPoint they created, outlining focus areas that include membership engagement and growth, alignment with APWA National, committee structure alignment, and leadership transition planning. The Governance Committee will continue outreach to responsible parties and provide regular progress updates. The Board reviewed the updated Chapter Bylaws, which had been approved by APWA National following a year-long alignment process. A motion was made and seconded to adopt the updated Bylaws as presented, and the motion passed without objection.

3. Other Business & Correspondence

Adoption of the updated Bylaws: Tom Roy spoke about the updated Bylaws, noting the process spanned approximately one year and aligned with National standards. Prior to distribution to the membership, National reviewed and approved the updates. He emphasized that the Bylaws should be reviewed every three years as a guide for how the Chapter operates. The revised Bylaws were previously presented to the Board in December and shared with the membership, with no comments received, and were brought back to the Board for a vote to adopt the updates.

Motion: John Westerling moved to adopt the updated Bylaws, seconded by Steve Mattacheck. No opposition was noted.

Action: Updated Bylaws adopted as presented and to be implemented, with future review scheduled on a three-year cycle.

SharePoint Folders: Additional discussion included restructuring SharePoint folders to align with the current committee structure, continued coordination with APWA National regarding membership reporting and strategic plan alignment.

Delegate Update: John Westerling forwarded American Public Works Association Talking Points for February 2026 to Molly Otero for distribution to the membership. He also thanked all members who submitted reports in support of his Chapter report to National.

4. Adjournment

Motion: To adjourn the meeting. The meeting was adjourned on a motion by Chris Mulleavey /Tom Roy

Action: Motion approved.

Respectfully submitted,
Molly Otero, Secretary-Treasurer