



**Minutes of April 15, 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.

2. Agenda Items

a. Opening Comments – President Lawlor: President Lawlor welcomed Jason Mello as a new member of the Governance Committee serving on the Government Affairs Subcommittee. He reminded committee chairs to continue submitting written reports in advance of meetings and discussed the complimentary PWX registration opportunity available through APWA National for a first-time attendee.

b. Previous Meeting Minutes – March 2026:

Motion: Motion to accept the minutes as presented.

Action: Westerling (motion), Sopelak (second), No objections. Motion passed

c. Treasurer's Report – Molly Otero: I provided an update on the financial status of several upcoming chapter events. Spring Conference invoices and financial reconciliation activities are ongoing and progressing well. The Vermont Equipment Show generated strong participation and continues to be a successful chapter event.

Planning for the Summer Conference is underway, with deposits received and registrations continuing to come in. Preparations for the PWX Chapter Dinner are also progressing, and the contract with Federal American Grill has been fully executed with no deposit required. The Summer Rodeo contract remains pending signature.

The Fall Conference contract is currently under review by National APWA. In addition, planning efforts have begun for the Holiday Party at Foxwoods Casino.

John thanked the advance planning team for their work identifying locations and logistics for PWX in Houston.

Motion: Motion to accept the Treasurer's Report as presented.

Action: Schaeffler (motion), Blomquist (second), No objections. Motion passed.

d. Finance Committee – David Field: Approximately 70% of committee budget requests have been received and are under review. The committee also discussed a proposed \$5,000 speaker fee for the Administrative Professionals Workshop and will review the request further before making a recommendation to the Executive Committee.

Motion: Motion to accept the Finance Committee Report as presented.

Action: Blomquist (motion), Modzelewski (second), No objections. Motion passed.

e. Awards Committee – Patrick Yeo: The New England Chapter received recognition in 10 of 11 APWA National Award submissions. The committee is currently reviewing nominations for Chapter Awards to be presented during National Public Works Week. New Hampshire will present their state awards in May. Rhode Island is currently working on theirs. John Lawlor congratulated all award winners. Pat Yeo thanks everyone that pulled nominations together. He also stated that the award's coordinator said our submissions looked amazing.

f. Communications Committee – Conrad Leger: Conrad reported on efforts to standardize chapter branding and communications procedures. The committee is developing operating procedures for Constant Contact, event registrations, and website content management. Responsibility for chapter job postings has been transferred to the Communications Committee.

g. Education & Professional Development – Tom Modzelewski: Tom provided updates on recent educational programming and upcoming events, including the Modern Urban Forestry Practices session. There were twenty-two O'Leary scholarships applications and three applications for Crombie PWX scholarship. Scholarship applications for the Career Advancement Scholarship Program were due April 15th.

Tom also reported on the success of the Spring Conference held at the New England Air Museum. Attendance exceeded expectations with 219 participants compared to a budgeted attendance of 150. The conference collected 440 pounds of food donations and \$436 in charitable contributions. Financial results were reported as favorable and within budget expectations.

- h. Events Committee – Amanda Bazinet:** The Events Committee provided updates on several upcoming events. The Administrative Professionals Workshop, scheduled for April 23, currently has 33 registrations. The National Public Works Week Luncheon flyer has been completed, and registration is now available online. The Summer Conference room block remains open through May 17, with all presenters confirmed and CEU approvals underway. Mike Myers provided an update on PWX activities in Houston, including chapter event planning, venue arrangements, and networking opportunities. He mentioned that both National Hotel blocks are great, but the Marriott Marquis is the top recommendation. The Fall Conference contract remains under review by APWA National, while presenter confirmations continue. Additional discussion included Summer Rodeo planning, sponsorship opportunities, golf tournament logistics, and conference promotional materials.
- i. Membership Committee – Scott Salvucci:** Scott reported on ongoing membership verification efforts and current membership trends. Membership totals currently stand at 862 members following recent verification and data cleanup efforts. Discussion focused on ongoing discrepancies between chapter membership records and APWA National records. Concerns included incorrect employer information, "household" designations appearing in place of company names, and delays in membership updates. John Westerling agreed to contact APWA National to discuss data accuracy concerns and identify potential solutions. Shane agreed to assist by testing membership updates using municipal member records. The committee also discussed recruitment opportunities and outreach efforts to communities not currently represented within chapter membership.
- j. Sponsors' Committee – Mike Nelson:** Mike reported that planning is underway for Summer Conference, Golf Tournament, and PWX sponsorship opportunities. Sponsorship requests and sponsorship level information will be distributed in early May. Additional discussion included sponsor participation opportunities involving conference giveaways, promotional items, and event support.
- k. Governance Committee – Kürt Blomquist:** Discussion focused on efforts to encourage broader participation and representation throughout chapter committees and programs. The committee also plans to begin development of formal board policies, including donation and travel policies, for future Board review and consideration.

3. Other Business & Correspondence

The Board discussed:

- Summer Rodeo contract execution and insurance requirements.
- Holiday Party planning and contract status.
- Membership data discrepancies with APWA National.
- Post-event reporting expectations and budget reconciliation procedures.
- Recruitment opportunities for underrepresented municipalities throughout New England.

4. Adjournment

Motion: To adjourn the meeting. The meeting was adjourned on a motion by Schaeffler / Blomquist.

Action: Motion approved.

Respectfully submitted,
Molly Otero, Secretary-Treasurer