



Meeting Minutes

Date: November 2, 2023
Location: MMA Augusta & Zoom
Time: 9:00 AM

1. **Call to Order (R. Norwood)**
 - a. 9:00 am
2. **Acceptance of Minutes (R. Norwood)**
 - a. Sept. meeting minutes
 - i. D. Cox – move to accept; D. Matchett – seconded
 - ii. All in favor
 - b. Oct. meeting minutes
 - i. J. Preble – move to accept; D. Cox – seconded
 - ii. All in favor
3. **Reports**
 - a. **Treasurer’s Report (D. Cote)**
 - i. Savings \$2,180.38
 - ii. Checking \$ 27,806.80
 - b. **Delegate (E. Labelle)**
 - i. APWA has started a New Initiatives Committee
 1. Trying to drive new memberships
 2. Funding for initiatives to drive new memberships
 3. Trying to get a committee meeting scheduled for the next PWX in Atlanta, September 8-11, 2024
 - c. **Membership (D. Howard)**
 - i. Estimated 173 members
 - ii. APWA is still having issues with membership portal. Maybe have a fix by next year.
 - d. **Maine Local Roads (T. Sobiecki)**
 - i. MLRC is currently holding Roadway Fundamentals and Snow & Ice training sessions
 1. 18 training sessions and 550 registered attendees
 - ii. MLRC still has two vacant positions. Some interviews scheduled for these.
 - e. **Website (D. Howard)**

Executive Committee

Officers:

President

Ralph Norwood, PE
MTA Deputy Director
Highway & Equipment
Maintenance
Portland, ME

Vice-President

Scott Holland
Public Works Deputy Director
Auburn, ME

Treasurer

David Cote
Public Works Director
Brewer, ME

Secretary

Aaron Huotari
Public Works Director
Bangor, ME

Past-President

Doug Howard
Public Works Director
South Portland, ME

Delegate

Eric Labelle, PE
Principal Engineer
Kennebunkport, ME

Directors:

Ryan Barnes, PE
MTA Project Manager
Portland, ME

Megan Bates
Deputy Director
Lewiston, ME

Ryan Carrigan
VP, Ray Labbe & Sons
Brunswick, ME

Dennis Cox
Public Works Director
Topsham, ME

Matt Elwell
Public Works Director
Union, ME

Dean Lessard, PE
Public Works Director
York, ME

Jaime Madore, PE
Senior Environmental Eng.
Sevee & Maher Eng. Inc.
Cumberland, ME

Tom Martin
CEO , ANACCO
Greene, ME

Dan Matchett
H.P. Fairfield, Inc.
Skowhegan, ME

Jeff Preble, PE
Sr Project Mgr, Wright Pierce
Topsham, ME

Stewart Sevey
Allied Equipment
Hartland, ME

Barry Sheff, PE
Woodard and Curran
Portland, ME

Other Associations

Maine Local Roads Center
Peter M. Coughlan, PE

- i. Some access granted to MCAPWA website
- ii. A. Huotari has been given access to update MCAPWA
 - 1. Some updates have been made
 - a. Added MLRC training sessions to calendar
 - b. Updated Past Presidents list

4. Elections (J. Preble)

- a. MCAPWA Board will have a new Executive Committee in 2024
 - i. Scott Holland – President
 - ii. Aaron Huotari – Vice President
 - iii. David Cote – Treasurer
 - iv. Ryan Barnes – Secretary
 - v. Ralph Norwood – Past President
- b. MCAPWA Board has three new directors starting in 2024
 - i. Mary Ann Brenchick – Lewiston
 - ii. Mike Murray – Portland
 - iii. Todd Philbrook – Rockland
- c. MCAPWA Board changes
 - i. M. Bates is leaving her expiring board position
 - ii. We may still have another position open – will check

5. Golf Tournament (J. Madore & S. Bradstreet)

- a. Tournament at Val Halla Golf Course was a success
- b. We had 56 players and 11 business sponsors
- c. That was a good turnout – the same as last year
- d. Financials are not yet complete
- e. We may look at another venue next year if Val Halla won't give us a September tournament date

6. Supervisory Training (R. Norwood)

- a. The fall training sessions went well
 - i. Danielle Abbott removed the section on “Creating Cultures of Loyalty” and added a section on “The Art of Difficult Conversations”
 - ii. This was exceptionally well received by attendees
 - iii. This group was more engaged than any other group witnessed by M. Bates
- b. Spring Supervisory Training
 - i. April 23-24 & May 28-30
 - ii. T. Sobiecki is looking for a new venue for the spring Supervisory Training session – Fairfield is booked
 - iii. Looking at Winslow P&R, Skowhegan F.D., State Police Academy in Vassalboro, MMA, Brunswick F.D., Brewer F.D.

7. MMA Contract (R. Norwood)

- a. New contract was sent out for review
 - i. There was a 7.5% increase in the fee, \$395 more than prior year
 - ii. Discussion – other places are going up in price, this isn't inconsistent; we have looked at other options in the past and chose MMA
- b. R. Barnes – move to accept contract, D. Cox – seconded
 - i. All in favor

8. **2024 Meeting Schedule (R. Norwood)**
 - a. Discuss a Fleet Supervisory training in the fall
 - b. Bangor meeting in March could be at Dysart's
 - c. If we liked spring meeting in Augusta Civic Center, we should book now
 - i. Secretary to work on Spring Meeting schedule
 - d. The Fall Meeting/MMA Convention will be in Augusta next year
 - e. December 2024 meeting to be on 2nd Thursday to avoid conflicting with Maine Transportation Conference

9. **Newsletter (D. Howard)**
 - a. Close to being ready for another newsletter
 - i. Photos from golf tournament
 - ii. Talk about internship
 - iii. Supervisory training photos
 - b. Provide any ideas or photos to Doug

10. **Other Items**
 - a. DEP Chapter 500 rule (R. Barnes)
 - i. May affect our communities – we should contribute to pending rulemaking
 - b. Fall Meeting Feedback (D. Howard)
 - i. Good meeting
 - ii. Room was too tight
 - iii. Commissioner Van Nate's speech was valuable to attendees
 - iv. Drone inspection presentation by Wright-Pierce was great
 - c. Director's Dinner (D. Cote)
 - i. T. Martin to take the lead of dinner planning, D. Howard and D. Cote to help
 - ii. Directors and spouses included
 - iii. Need to decide on fall or spring dinner
 - iv. Have had a reasonable budget of \$3k in the past
 - v. Options: DeMillo's, Cross Insurance Center/Hollywood Casino, Freeport, Waterville
 - d. PWX Awards Application – PACE Award (E. LaBelle)
 - i. Need to submit application by March, 2024
 - ii. Add to December agenda for discussion
 - e. MCAPWA Awards (D. Howard)
 - i. Leader of the Year
 - ii. Project of the Year
 - iii. Highway Excellence Award
 - iv. D. Howard to get out information to members by the end of the year
 - v. T. Sobiecki to send out to MLRC listserv members
 - f. Student Interns & Training (A. Huotari)
 - i. Discussed sending invitation to Highway Congress to students of the construction program at United Technologies Center (UTC)
 - ii. Discussed current internship with UTC student and potential for more
 - iii. E. LaBelle proposed this may be a good fit for the APWA New Initiatives Committee to support
 - g. Highway Congress

- i. Discussion about adding a backhoe competition to Highway Congress
- ii. No prequalification events, just hold at the event
- iii. Do we send winner to PWX in September? Discuss funding 2 days?
- h. Ralph Norwood – Certificate of Appreciation (A. Huotari)
 - i. Presented outgoing President of MCAPWA, Ralph Norwood, with a certificate of appreciation for his service to the MCAPWA

11. Adjourn

- a. D. Cote – move to adjourn, D. Cote – seconded
- b. All in favor
- c. 10:10 am

In Attendance:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Ralph Norwood | <input type="checkbox"/> Tony LaPlante |
| <input type="checkbox"/> Scott Holland | <input checked="" type="checkbox"/> Dean Lessard (Zoom) |
| <input checked="" type="checkbox"/> David Cote | <input checked="" type="checkbox"/> Jaime Madore (Zoom) |
| <input checked="" type="checkbox"/> Aaron Huotari | <input checked="" type="checkbox"/> Dan Matchett |
| <input checked="" type="checkbox"/> Doug Howard | <input checked="" type="checkbox"/> Tom Martin |
| <input checked="" type="checkbox"/> Eric Labelle | <input type="checkbox"/> Travis Moore |
| <input checked="" type="checkbox"/> Ryan Barnes (Zoom) | <input checked="" type="checkbox"/> Jeff Preble |
| <input type="checkbox"/> Megan Bates | <input type="checkbox"/> Stewart Sevey |
| <input type="checkbox"/> Ryan Carrigan | <input checked="" type="checkbox"/> Barry Sheff (Zoom) |
| <input checked="" type="checkbox"/> Dennis Cox | <input type="checkbox"/> Peter Coughlan |
| <input checked="" type="checkbox"/> Matt Elwell | Guest: <u>Tammy Sobiecki (Zoom)</u> |
| Guest: <u>Todd Philbrook (Zoom)</u> | Guest: <u>Steve Bradstreet</u> |