



Meeting Minutes

Date: September 7, 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. S. Holland – move to accept; S. Sevey – seconded
 - b. All in favor
 - i. (M. Bates & R. Barnes abstaining – did not attend meeting)
3. **Reports**
 - a. **Treasurer’s Report (R. Norwood)**
 - i. Savings \$32,804.15
 - ii. Checking \$ 9,227.02
 - b. **Delegate (E. Labelle)**
 - i. E. Labelle attended Delegate Meeting in San Diego, CA
 1. Will provide Board Members link to documents from event
 - ii. Board has designated 85% of reserves to bonds and 15% to new initiatives
 - iii. New policy regarding insurance
 1. \$7.5MM self-insurance policy required for events moving forward
 - iv. Website still being worked on. Ongoing work
 - v. Strategic Goal of APWA moving forward is “Connecting to the World”
 - vi. Two chapters have left APWA; Alberta and Quebec, Canada
 - vii. US Priority Initiatives include:
 1. Asset Management
 2. Working to promote first responder policies re: death benefits, etc., Fallen Heroes
 3. Working with CPWA Provincial government
 4. More credentialing programs
 5. Working with other organizations like ASCE and ACEC, etc. to create a “Road Show” highlighting projects
 6. Over 30,000 members right now – doing well
 7. Workforce development
 8. Diversity, Equity, and Inclusion (DEI)

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.
Sevey & 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

- 9. Association Management System – complete w/in next 2-3 weeks
 - viii. Membership - Over 30,000 members right now – doing well
 - ix. Jill Wilbeck is the Chapter Concierge – first contact for all chapters
- c. Membership (D. Howard)**
- i. Nothing to report – no access to website yet
- d. Maine Local Roads (P. Coughlan)**
- i. Carrie Castonguay has left MLRC to take a position as Town manager in Livermore Falls
 - 1. Position is currently open
 - ii. Still looking for a candidate to fill Jerry’s position
 - iii. Roadway Fundamentals training coming up – haven’t had it for a while
 - iv. Looking for meeting spaces at towns that are cheap or free to help with cost of training programs
 - v. Request that all towns fill out traffic signal forms for Steve Landry
 - vi. LRAP forms will be digital moving forward, through DocuSign
 - 1. DocuSign is easy to do, no special software or hardware needed
 - vii. Will have a booth at the Fall Meeting (MMA Conference)
- e. Website (D. Howard)**
- i. Nothing to report – no access to website yet
- 4. Fall Meeting – Augusta Civic Center (R. Norwood)**
- a. Fall meeting agenda has been finalized
 - i. Commissioner Van Note
 - ii. Dale Doughty
 - iii. MLRC – Training & Road Scholar
 - iv. Drone Surveys
 - b. Will be held at the Augusta Civic Center
 - c. Please register for the meeting and the APWA luncheon
 - d. Monthly meeting and the Elections will be held at the Fall meeting
- 5. Elections (J. Preble)**
- a. New Directors
 - i. Mary Ann Brenchick – Lewiston (replacing M. Bates)
 - ii. Mike Murray – Portland (additional)
 - iii. Have one additional spot available
 - iv. Would like to get someone from further outside our current area
 - b. Officer Elections - Candidates
 - i. R. Norwood – Past President
 - ii. S. Holland – President
 - iii. A. Huotari – Vice President
 - iv. D. Cote – Treasurer
 - v. R. Barnes - Secretary
- 6. Golf Tournament (R. Norwood)**

- a. Tournament on Friday October 6th at Val Halla Golf Course
- b. Jamie is looking for a chapter logo in vector format
- c. We have nine sponsors
- d. We are short on players at this point

7. Supervisory Training (M. Bates/P. Coughlan)

- a. September 19th-21st & October 17th-18th
- b. Food and meeting space are confirmed
- c. Doing this backwards from what we normally
- d. Will do the awards in October (10/18)
 - i. Will need volunteers to show up for the ceremony/awards
- e. Will need volunteers for 9/21 field assessments

8. Newsletter (R. Norwood)

- a. Provide any ideas or photos to Doug
- b. Doug would like to get out a newsletter in the next few weeks, maybe longer
 - i. Add a story about Doug Fortier retiring

9. Other Items

- a. D. Howard - Excellence Awards
 - i. Submit nominations by the beginning of March, 2024
 - ii. We still have two people from last year
- b. D. Howard - Excellence Awards
 - i. Project Awards will be done at next Fall meeting (2024)
- c. M. Elwell - Grader Training class
 - i. Many communities would benefit from a training session from MLRC
- d. General discussion - Review of possible candidates for Board seats and new members
 - i. Towns are having a hard time staffing, much less participating in board meetings
 - ii. Half-price membership dues for first year – through the end of year
 - iii. We still send out Welcome letters to new Public Works employees to let them know that MLRC is a resource and encouraging them to join MCAPWA

10. Adjourn

- a. 9:55 am

In Attendance:

- Ralph Norwood
 - Scott Holland
 - David Cote
 - Aaron Huotari
 - Doug Howard
 - Eric Labelle (Zoom)
 - Ryan Barnes
 - Megan Bates
 - Ryan Carrigan
 - Dennis Cox
 - Matt Elwell
- Guest: _____

- Tony LaPlante
 - Dean Lessard
 - Jaime Madore (Zoom)
 - Dan Matchett
 - Tom Martin
 - Travis Moore
 - Jeff Preble
 - Stewart Sevey
 - Barry Sheff
 - Peter Coughlan
- Guest: _____
- Guest: _____