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## Meeting Minutes

Date: December 14, 2023

Location: **MMA Augusta & Zoom**

Time: 9:00 AM

1. **Call to Order (R. Norwood)**
  - a. 9:01 am
  - b. Introductions
  
2. **Acceptance of Minutes (R. Norwood)**
  - a. November 2023 meeting minutes
    - i. R. Barnes – move to accept; S. Holland – seconded
    - ii. All in favor
  
3. **Reports**
  - a. **Treasurer's Report (D. Cote)**
    - i. \$10,297.94 in checking - some checks still need to clear
    - ii. \$30,807.90 in savings
  
  - b. **Delegate Report (E. Labelle)**
    - i. Lisa Rapp, President-Elect of APWA passed away suddenly
    - ii. She was also the Chair of the New Initiatives Committee
    - iii. Executive team figuring out what to do next
  
  - c. **Membership Report (D. Howard)**
    - i. 178 members as of 11/30
    - ii. One member is from San Diego, so we may actually be at 177
    - iii. E. Labelle mentioned having trouble adding new members
    - iv. T. Philbrook was not able to be added as a Director as he has not completed his APWA membership – E. Labelle to help him
    - v. E-mail listserv still isn't working and probably won't be for a while
  
  - d. **Maine Local Roads Report (P. Coughlan)**
    - i. T. Sobiecki & P. Coughlan are holding down the MLRC ship
    - ii. Two positions currently open
    - iii. Wrapped up a bunch of training recently
      1. Snow & Ice trainings are completed
      2. Training calendar is being developed for next year – let them know if you have any requests

### Executive Committee

#### Officers:

##### President

Scott Holland  
Public Works Director  
Auburn, ME

##### Vice-President

Aaron Huotari  
Public Works Director  
Bangor, ME

##### Treasurer

David Cote  
Public Works Director  
Brewer, ME

##### Secretary

Ryan Barnes, PE  
MTA Project Manager  
Portland, ME

##### Past-President

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

##### Delegate

Eric Labelle, PE  
Dep. PW Director/Town Engr.  
Kennebunkport, ME

##### Directors:

Mary Ann Brenchick  
Deputy Director of P.W.  
Augusta, ME

Ryan Carrigan  
VP, Ray Labbe & Sons  
Brunswick, ME

Dennis Cox  
Public Works Director  
Topsham, ME

Matt Elwell  
Public Works Director  
Union, ME

Doug Howard  
Public Works Director  
Scarborough, 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 Construction Svcs.  
Greene, ME

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

Mike Murray  
Public Works Director  
Portland, ME

Todd Philbrook  
Public Works Director  
Rockland, 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

3. Wall calendars – ordered 500 this year and there are still about 100 left – suggest we only order 400 next year
  - a. Attendees agreed
4. Suggestion was made to offer training on new speed limit law
  - a. P. Coughlan explained that there was no new law. Maine DOT is looking at how they set speed limits using “context”
  - b. 85<sup>th</sup> Percentile – Fall of a Legend presented by Steve Landry at Transportation Conference last week
  - c. Discussed potentially having Steve Landry presenting information about new speed limits at Spring Conference
5. Chainsaw training suggested
  - a. P. Coughlan says this is ongoing

**e. Website Report (D. Howard/A. Huotari)**

- i. D. Howard has been locked out of the site
- ii. A. Huotari has made some updates to website
  1. Added events
  2. Posted meeting minutes
  3. Added sponsor links for the Golf Tournament
- iii. Discussion about whether we should stick with APWA site or explore other options
  1. P. Coughlan manages 6 other municipal websites
  2. P. Coughlan going to check and see what cost would be for non-profit like us, using a company called Catalyst – easy to use
    - a. Towns with under 2k residents cost \$2k/year
  3. B. Sheff says that it might make sense to figure out how to get the APWA site working so we can be on the same website as everyone else
  4. Discussion about whether NEAPWA chapter is on APWA site – they are currently using it

**4. Supervisory Training (R. Norwood)**

- a. Supervisory training dates
  - i. Part I - April 23-24 (need to lock in Danielle Abbot)
  - ii. Part II – May 28-30 (tentative May 21-23)
- iii. Location – TBD – Looked at MMA, SafetyWorks, DOT Fairfield. Will look at Lewiston PW, Auburn Senior Center, Brunswick F.D., Brewer Auditorium
- iv. Looking for comfortable chairs and free use of space
- b. We already have a half dozen people on a supervisory training waiting list
- c. We have netted approximately \$6,000 this year from Supervisory Training sessions
- d. Still looking at doing 1 supervisory training session and 1 fleet tech training session next year

**5. 2024 Meeting Schedule – (R. Norwood/A. Huotari)**

- a. Tentative training schedule attached – still tentative locations
  - i. The large meeting room at MMA is not available February, September, and December 2024

- ii. Maybe we push February back to the 8<sup>th</sup> to get into MMA? Maybe February is a good month to Zoom because of weather

**6. Awards (D. Howard)**

- a. Excellence Awards
  - i. Project of the Year 2023
    - 1. Category A – Towns with 20 or more PW employees
    - 2. Category B – Towns with 5-20 PW employees
    - 3. Category C – Towns with 5 or less PW employees
    - 4. Each award will be made for those towns doing the work themselves or with consultants/contractors
  - ii. P.W. Leader of the Year to be announced at Spring Meeting
- b. D. Howard will send nomination forms to P. Coughlan; he will send them out to the MLRC listserv, all municipal leaders, with a link to the website forms
- c. A. Huotari will post forms on website

**7. Spring Meeting (R. Barnes)**

- a. Agenda being put together by R. Barnes
  - i. Location – main room is not available at Augusta Civic Center
  - ii. The large room upstairs, in the North wing is available (Kennebec room?) and it has capacity of 350 with round tables
  - iii. Potential agenda items
    - 1. Maine DOT Commissioner Van Note
    - 2. Steve Landry – speed limits
    - 3. Driver CDL Training Panel
      - a. Resources for smaller towns who need CDL employees
      - b. CDL help for towns with no CDL employees left
      - c. Mutual aid agreements
    - 4. Electric vehicles
    - 5. Kelly Flagg and Richard Sterrs, AGC of Maine - discuss workforce development and municipal apprenticeships

**8. Highway Congress (A. Huotari)**

- a. What year is this year? – 31<sup>st</sup> Highway Congress
- b. First Thursday in June – June 6, 2024
- c. S. Holland to pass on the contacts and event plans to A. Huotari in January
  - i. First e-mails will go out in February
- d. Can we do swag in bags this year?
  - i. Maybe we could do a MCAPWA booth and give out swag?
- e. We should talk about how to keep people engaged in the afternoon
  - i. Can we do a demo in the afternoon that keeps people interested?
  - ii. Last year the lunch vendor gave out lunches to attendees before the vendors – it was backwards

**9. Newsletter (D. Howard)**

- a. Provide any ideas or photos to D. Howard

- b. He plans out put out a newsletter next week
- 10. Director's Dinner (T. Martin)**
- a. Have been looking at a Mystery Theater Dinner or Magician
  - b. We may be able to get a group rate at the Senator Inn in Augusta
  - c. We could have dinner there and stay overnight, use spa, etc.
  - d. T. Martin will schedule a Zoom call to get input
  - e. Looking at a spring meeting
- 11. Other Items**
- a. DEP Chapter 500 pending proposed rulemaking (R. Barnes)
    - i. This is in proposed rulemaking phase
    - ii. R. Barnes has been appointed to a committee, Steering/Technical/Review committees
    - iii. Stakeholders can go to DEP webpage and sign up to be a stakeholder – gives you the ability to view meetings
      - 1. To register to be a stakeholder please email [Chapter500.DEP@maine.gov](mailto:Chapter500.DEP@maine.gov) and request to be added to the list
  - b. Internships/Apprenticeships (A. Huotari)
    - i. Suggest that we create templates that other PW departments can use to set up internships and apprenticeships in their town
    - ii. Bangor is meeting with Richard Sterrs to set up apprenticeship program
  - c. Website (A. Huotari)
    - i. A. Huotari has been doing updates to the website and never asked permission. Do we want to allow that or do we want to have some sort of board approval process?
    - ii. General feeling is to go ahead and make updates – APWA requires us to post agendas and meeting minutes
    - iii. Maybe expand on sponsorship opportunities
    - iv. Add rotating pictures/information to landing page
  - d. Official Belated Thank You (S. Holland)
    - i. S. Holland presented D. Howard a belated “Thank You” certificate for his time serving as President for the MCAPWA in 2021
- 12. Next Meeting is January 4<sup>th</sup>. 2024**
- a. Next meeting is January 4<sup>th</sup>, 2024 - hybrid
  - b. Adjourn at 10:17 am

**In Attendance:**

- Ralph Norwood
  - Scott Holland
  - David Cote (Zoom)
  - Aaron Huotari
  - Doug Howard
  - Eric Labelle (Zoom)
  - Ryan Barnes
  - Mary Ann Brenchick
  - Ryan Carrigan (Zoom)
  - Dennis Cox
  - Matt Elwell
- Guest: Steve Bradstreet

- Dean Lessard
  - Jaime Madore (Zoom)
  - Dan Matchett
  - Tom Martin (Zoom)
  - Mike Murray
  - Todd Philbrook (Zoom)
  - Jeff Preble
  - Stewart Sevey
  - Barry Sheff (Zoom)
  - Peter Coughlan
- Guest: \_\_\_\_\_
- Guest: \_\_\_\_\_