



Meeting Minutes

Date: February 1, 2024

Location: **Zoom**

Time: 9:00 AM

Attendees:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Scott Holland
<input checked="" type="checkbox"/> Aaron Huotari
<input checked="" type="checkbox"/> David Cote
<input checked="" type="checkbox"/> Ryan Barnes
<input checked="" type="checkbox"/> Ralph Norwood
<input checked="" type="checkbox"/> Mary Ann Brenchick
<input type="checkbox"/> Ryan Carrigan
<input checked="" type="checkbox"/> Dennis Cox
<input type="checkbox"/> Matt Elwell
<input type="checkbox"/> Doug Howard
<input checked="" type="checkbox"/> Eric Labelle
<input checked="" type="checkbox"/> Dean Lessard | <input checked="" type="checkbox"/> Jaime Madore
<input type="checkbox"/> Tom Martin
<input checked="" type="checkbox"/> Dan Matchett
<input type="checkbox"/> Mike Murray
<input checked="" type="checkbox"/> Todd Philbrook
<input checked="" type="checkbox"/> Jeff Preble
<input checked="" type="checkbox"/> Stewart Sevey
<input type="checkbox"/> Barry Sheff
<input type="checkbox"/> Peter Coughlan
Guest: <u>Tammy Sobiecki</u>
Guest: <u>Chelsea Carll</u>
Guest: _____ |
|--|---|

1. Acceptance of January Minutes
 - a. Motion – Mary Ann, Second – Dave
 - b. All in favor

2. Reports
 - a. Treasurer's (D. Cote)
 - i. Savings - \$30,809.21
 - ii. Checking - \$ 5,975.45

 - b. Delegate (E. Labelle)
 - i. Working on New Initiative Committee
 - Dominic from NY is the new chair
 - New ideas and improved ways to increase membership (Applications will be due Feb 26)

 - ii. Region 1 and 2 Meeting
 - Mystic Connecticut (Feb 28-March 1)
 - Eric plans to attend (National will cover travel)
 - Mary Ann would like to attend

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.
 Sevey & 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

- Board discussed paying for travel for 2 representatives
 - Motion – Dave , Second – Dean
 - All in favor
 - c. Membership (R. Norwood)
 - i. Waiting on Nationals membership numbers
 - d. Maine Local Roads (T. Sobiecki)
 - i. Still have to vacant positions in department
 - ii. Scheduling Work Zone Traffic training
 - iii. Traffic Signal Training (April 20-22 @ Jeff's catering in Brewer)
 - e. Website (A Huotari)
 - i. Added minutes and updated calendar
 - ii. Rotating photos is not working, trying to set up photo gallery
 - iii. Working on adding job postings
3. Supervisory Training (R Norwood)
- a. Part I - April 24-25
 - b. Part II – May 21-23
 - c. Location – Part I Maine Dot 66 Industrial Dr.
 Part II Day 1 at 24 Child St.
 Part II day 2&3 66 Industrial Dr.
 - d. Maximum participation per municipality will be capped at 2 unless there is available space for more
 - e. 20 currently on the wait list for 25 possible seats
 - f. Updating brochure for location, max. number, and dietary restrictions
 - g. Brochures will go out to wait list first
4. 2024 Meeting Schedule – (Scott)
- a. August 8th MMA & Zoom
 - b. September 19th MMA & Zoom
 - c. December 12th Zoom only
5. ~~Awards (D Howard)~~
6. Spring Meeting
 Agenda –(R. Barnes)
- a. Central Maine Power – Powerline Safety – Confirmed
 - b. AGC/DOL – Using Apprenticeship to Develop and Engage the Next Workforce – **Confirmed**
 - c. Steve Landry – Context Approach to Speed Limits –**Confirmed**
 - d. Ryan Barnes to coordinate with MMA for Speaker Forms and presentations
 - e. Peter Coughlan – Commissioner and Road Scholar Awards
 - f. Doug Howard – Leadership award with PowerPoint for what the chapter does
 - g. Dave Cote – Comedian (Dan Crohn), contact DJ Municipal supply for sponsorship

Location Civic Center – (D. Cote)

- a. Location confirmed with new room
- b. HP Fairfield will participate in Shotgun raffle again this year

7. Highway Congress (A. Huotari)

- a. Vendor packets going out soon
- b. A+ Rental will be used again this year no price increase
- c. Pricing for the event will remain the same
- d. Working on confirming fairgrounds
- e. Dean is working on bags for the event

8. Newsletter – Provide any ideas or photos to Doug

~~9. Director's Dinner – T. Martin~~

10. Other Items

- a. Ralph – Mechanics Training in Fall
 - i. Dave – Possible topics Air Brakes and Exhaust Treatment
- b. Jamie – Board should advertise the golf tournaments in the bags for the highway congress.
- c. Chelsea – Cancellation Policy Recommendations
 - i. Change 3 day window to 5
 - ii. Tiered refund for cancellation
 - 1. 5+ Days change from \$10 to \$15
 - 2. 1-4 Days change to 50% of registration fee
 - 3. No Show/Day of cancellation change to 100% of registration fee
 - iii. Board to review and vote at March meeting

11. Adjourn – **Next Meeting is March 7, 2024 at Dysart's**

- a. Let Dave know if you are planning to attend the March meeting
- b. Motion – Dave, Second – Aaron
- c. All in favor