



Meeting Minutes

Date: August 8, 2024

Location: MMA, Augusta/Zoom

Time: 9:00 AM

ATTENDEES:

- | | |
|---|---|
| <input type="checkbox"/> Scott Holland | <input type="checkbox"/> Jaime Madore |
| <input checked="" type="checkbox"/> Aaron Huotari | <input type="checkbox"/> Tom Martin |
| <input type="checkbox"/> David Cote | <input checked="" type="checkbox"/> Dan Matchett (Zoom) |
| <input checked="" type="checkbox"/> Ryan Barnes (Zoom) | <input type="checkbox"/> Mike Murray |
| <input checked="" type="checkbox"/> Ralph Norwood | <input checked="" type="checkbox"/> Todd Philbrook (Zoom) |
| <input checked="" type="checkbox"/> Mary Ann Brenchick | <input checked="" type="checkbox"/> Jeff Preble (Zoom) |
| <input type="checkbox"/> Ryan Carrigan | <input type="checkbox"/> Stewart Sevey |
| <input checked="" type="checkbox"/> Dennis Cox | <input type="checkbox"/> Barry Sheff |
| <input checked="" type="checkbox"/> Eric Labelle (Zoom) | <input checked="" type="checkbox"/> Peter Coughlan |
| <input type="checkbox"/> Dean Lessard | <input checked="" type="checkbox"/> Tammy Sobiecki (Zoom) |

- 1) Call to Order (A. Huotari)
 - a) 9:01a
- 2) Acceptance of June Minutes
 - a) Moved, D. Cox; Second M. Brenchick; All in favor
- 3) Reports
 - a) Treasurer (A. Huotari)
 - i) \$13,870.08 Checking
 - ii) \$30,818.16 Savings
 - b) Delegate (E. Labelle)
 - i) Planning to attend delegate meeting on September 6 in Atlanta, prior to PWX
 - ii) New England Chapter will have a networking dinner at PWX – Maine members may attend
 - c) Membership (R. Norwood)
 - i) 131 members, ½ are expired, 40 inactive – as reported by Fonteva website
 - ii) We feel there are still problems with the Fonteva

Public Works in the Public Interest
 Home Page: maine.apwa.org

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

- iii) R. Norwood will contact member services for an update
 - iv) E. Labelle believes he heard APWA National may be moving to another vendor due to the poor implementation
 - d) Maine Local Roads (P. Coughlan/T. Sobieski)
 - i) Local Roads National Group Meeting last week
 - ii) Just advertised Carrie's old job
 - iii) Setting up fall workshops
 - (1) Snow & Ice Control (8 sessions), MUTCD Basics, Drainage, Loader/Backhoe, Grader
 - (2) Butch from NH LRC may be willing to do the grader training
 - (3) Supervisory Leadership for the fall is already full and there are already 20+ people on the waitlist for the spring training
 - (a) Fairfield Center is reserved for Fall & Spring
 - (b) Spring session will be Apr 15-16, May 13-15
 - (c) We need board volunteers to help with testing on October 24 and May 15
 - (4) Excellence Award and Leader of the Year Award notifications going out to MLRC e-mail subscribers
 - iv) Checking out a new vendor for the wall calendars
 - v) RSMS may be updated soon – we spoke with vendor (Don Ronlow) recently about going to web hosted software
 - (1) Current software is having trouble running on Windows 11
 - e) Website (A. Huotari)
 - i) Multiple updates to website made over the last two months
 - ii) Photo gallery page added and drone pics from Highway Congress added
- 4) Highway Congress Recap (A Huotari)
 - a) \$42,115 gross revenue
 - b) 937 attendees pre-registered, final tally was 839 attendees and 196 no-shows
 - c) Will form a committee to work on plans for a bigger show next year
 - i) In the past we did more demos that attracted more people – can we do more?
 - ii) We want to schedule engaging activities between lunch and the prize giveaway
 - iii) Planning to set up a competition with Jordan Equipment to mirror the PWX equipment competition
 - d) Some vendors want to know about registration before the end of the year so they can budget for it – we can send out first notice in December
- 5) Fall Meeting (R. Barnes)
 - a) Fall meeting is all set at the MMA conference
 - i) Speakers are all lined up
 - (1) M. Brenchick confirmed with Frost Solutions
 - (2) P. Coughlan will send Commissioner Van Note a copy of the agenda
 - (3) T. Sobiecki will send Steve Landry a copy of the agenda
 - (4) A. Huotari sent a copy of the agenda to Alison Kanoti, MFS
 - ii) Lunch is “Chef's Choice”
- 6) Supervisory Training (R. Norwood)

- a) Training facility in Fairfield is reserved
 - i) Still need to confirm the number of attendees with the caterer
 - b) P. Coughlan is looking for a replacement attorney to deliver a portion of the training
 - c) P. Coughlan needs help proctoring the test stations on Oct. 24th
- 7) Golf Tournament (A. Huotari)
- a) Player registration and sponsor registration are posted on the website
 - b) D. Howard is planning the event this year
 - c) Sponsors for the tournament will be added to the website
 - i) Last year's sponsors get taken down when new event arrives
- 8) Nominating Committee (J. Preble)
- a) D. Cox and R. Carrigan want to renew for another term
 - b) Still need to contact B. Sheff and D. Lessard about their expiring terms
 - c) M. Elwell and J. Madore have resigned their seats
 - d) M. Brenchick suggested Melissa Hutchins, S. Portland may want to join
 - e) Still have another position to fill (assuming Melissa wants to join)
 - f) We will solicit membership outside the I95 corridor, new members can attend most meetings via Zoom
 - i) Bar Harbor
 - ii) Fort Kent
 - iii) Presque Isle
 - iv) Caribou
 - v) Skowhegan
 - g) J. Preble retiring at the end of the year – wants to nominate Owen Chaplin from Wright Pierce to fill the rest of the term, ending 12/31/25
- 9) Awards (A. Huotari/T. Sobieski)
- a) Extended Leader of the Year and Excellence Awards deadline extended to September 6th
 - b) Tammy to send out an e-mail blast to the MLRC listserv
 - c) Add past awardees section to the website
- 10) Newsletter
- a) Send ideas/info to D. Howard for a newsletter
- 11) Other Business
- a) Apprenticeship program development
 - i) Bangor working on Heavy Equipment Operator apprenticeship
 - ii) Augusta working on Fleet Maintenance Technician/Mechanic apprenticeship
 - b) Young Professionals/Emerging Leaders Academy – how do we start developing the next generation of Public Works leaders in Maine
 - i) Start a committee to promote participation/engagement by younger employees – ask for volunteers at next meeting
 - ii) Talk with ELA and YP groups at PWX to get ideas
 - iii) AGC is doing Tours & Pours to engage industry, Transportation On Tap is another type of event. Can we do the same? Can we coordinate with AGC to combine an event?

- iv) T. Sobiecki sits on Education and Training Advisory Council at MMA.
They hold events to engage with young people exploring municipal careers.
They are trying to develop a supervisory program that is a step above our program.
- v) SMCC, Pat Wiley, is working to support wastewater program education.
Can we use and expand his curriculum to support our efforts?
- c) ELDT – discussions about how to train employees for a CDL
 - i) Option 1: Theory and Range & Road completed internally
 - ii) Option 2: Theory by JJ Keller (online), Range & Road done internally
 - iii) Option 3: Outside provider like NTI

12) Meeting Adjourned

- a) 10:35 am