

Maine Chapter  
American Public Works Association  
Meeting Minutes  
May 2, 2002

Attendees: Tom Martin, Erik Street, Greg Dore, Bill Stretton, Steve Walker, Stewart Sevey, Paul Boudreau, Alan Gove, Steve Johnson, Steve Googins, Bob Stevens.

1. Call to order: Tom Martin called the meeting to order at 9:01 AM.
2. Nominating committee: Tom Martin nominated Steve Johnson to the post of Secretary. Second: Paul Boudreau, Steve accepted nomination, nomination passed.
3. Acceptance of minutes: Motion to accept meeting minutes of April 4, 2002. Motion: Greg Dore, Second: Paul Boudreau, no discussion, passed.
4. Treasurer's report: Art Stockus was absent so no treasurer's report was available.
5. Delegate's report: Greg Dore reported that the New England delegation will be meeting in June sometime since they were unable to schedule a May date.
6. Highway Congress: This discussion was postponed until the end of the meeting.
7. Fall Meeting: Art Stockus was absent so there was no formal report. Erik Street mentioned that if anyone had any ideas regarding presentations then forward them to Art. There was also a general consensus among the group that Fall Meeting presentations should be chosen more with professional development in mind rather than be vendor driven. There was also a general agreement that the Fall Meeting would have a preliminary presentation regarding the proposed Public Works Education Program or "university". The Education Committee would work towards this.
8. IME report: Dan Goyette was absent so no IME report was available.
9. Maine Local Roads Center: Bob Stevens reported that IME was all set for the Highway Congress. They would be staffing the "Time Out for Training" booths and would do it at the same locations as last year. Bob would also get a head count to Erik Street for the required number of meals for staff.
10. Educational Committee: Paul Boudreau reported that there was an overwhelming response from the Spring Meeting Survey to put together an education program. Paul reported that the committee was planning to meet to discuss planning issues such as course matter, housing, etc. Paul indicated that Maine Local Roads supports the proposal as well as Ed MacDonald of the Maine Municipal Association.
11. Committee Reports: Erik Street reported that IME had developed a seminar regarding trenchless technology, but no one seemed to know the particulars and there was definitely no coordination. The group felt that there should be better coordination to minimize a duplication of effort.
12. Other Business: Tom Martin reported that the QBS Council was holding a meeting regarding the pre-qualification of bidders and Tom asked if there was any interest to go. There was none.

- 13 Other Business: Erik Street updated the group on APWA's Click, Listen and Learn program. This is an interactive training program that is available over the Internet. This program is under development and the APWA is looking for input.
- 14 Other Business: Bill Stretton reported that he received a delinquency report regarding members who failed to pay their dues. Bill, Erik and Tom will begin a call campaign to get people to renew.
- 15 Other Business: John Foster (through Erik) reported that there is an upcoming three-day conference with the Governor regarding homeland security, which will be held in Bangor. The organizers were looking for a representative from the Maine Chapter to attend. Several people (who shall remain nameless) suggested that maybe Art Stockus might be able to attend given his proximity.
- 16 Other Business: Paul Boudreau reported that he had several options for the gifts to be distributed to attendees at the Congress. Two options were an insulated bottle for \$2.91 each and a small calculator for \$2.50. Paul felt that the bottle was an excellent deal and recommended that the Chapter go with that item. With shipping, setup fee and item cost the total cost for the required number of items would exceed the previous budget limit. A motion was made by Greg Dore to increase the budget limit to \$4,200 and Bill Stretton seconded it. After some discussion the motion passed.
- 17 Highway Congress: Alan Gove introduced us to the Lions Club delegation and a discussion regarding the food service for the Highway Congress ensued. The following was decided: The menu would be hamburgers, hotdogs, chips, a pickle slice, a can of soda and a dessert, (probably cookies or brownies). Each box lunch would have one each of the entrée. Serving times would be from 10:00 am until 1:00 pm and the food would be served from two locations to minimize lines. Individually packaged condiments would be on a separate table for people to pick up and one each would be included in the vendor's box lunches. The vendor lunches would be delivered in small quantities to maintain temperature and the quality of the meal. The cost of the meal is six dollars each. The Lions will also be providing a breakfast buffet at a cost of \$5.00 per person. Times will be from 7:00 am until 9:00 am and the menu will include eggs, sausage, etc. This service is not funded by APWA and will be paid for by people who attend and want the service. The Lions asked if this event could be advertised in the flyers so people would know about it and not eat on the road. Erik said he would try to get the word out. The Lions will also run the canoe raffle as well as a raffle for an ATV. Soda and water will also be for sale at the event and the Lions will provide several cases of water for vendors. An estimated number of attendees was placed at 1,000 to 1100. The Lions indicated that they needed hard numbers regarding attendance from Erik no later than the Thursday before the event.
- 18 Highway Congress: General planning for the event was discussed and the following was decided: Erik reported that as of yesterday 80 vendors had signed up. Erik also indicated that there would be a good bunch of demos going on, including two trucks from Osh Kosh. Tom indicated that MMA would supply the tickets for lunch. Word would be gotten to Art Stockus to make sure there was adequate cash on hand for the cash awards for the rodeo. Gerry has extra shirts for the speakers. The awards ceremony would be held under cover on the stage.

- Five or six golf carts would be needed for the event. Steve Googins volunteered to line them up.
- 19 Highway Congress: The workday was discussed at length and the following was decided: Projects consisted of a sewer line for two buildings, a 20 x 50 gravel pad for a building, some sidewalk work and some bulldozer work. Greg Dore volunteered to perform some exploratory work to determine service depth, line and grade. All work will be staked out on Tuesday before the workday. Greg also volunteered to obtain some silt fence for the bulldozing work. Fuel logistics was discussed and Steve Googins volunteered to organize fuel procurement and transportation as needed. Greg would also provide mowing for the parking area. Bill would look into having Herve Gendreau from Lewiston provide marking of the parking area. Greg reported that he had set up a reservation for 28 for the dignitary dinner. The president of the APWA will be speaking.
- 20 The meeting adjourned at approximately 11:30 am.

Respectfully submitted,

Steven S. Johnson, Secretary