

APWA

Maine Chapter American Public Works Association

MEETING MINUTES

January 8, 2004

Eric Street called Board Meeting to order at 9:00 am, MMA – Augusta.

Present: Eric Street, Steve Johnson, Mike Claus, Greg Dore, Steve Walker, Gerry James, Bill Stretton, Stewart Sevey, Art Stockus, Wes Thames, Richard Aube, Craig Worth, Bob Stevens

1. December 4, 2003 meeting minutes approved.
2. Steve Johnson made treasurer's report. Steve went over report for Board. Question on Highway Congress funding level. Eric Street said he wanted to make sure budget would cover expenses so he was not comfortable lowering the Highway Congress budget. Steve Johnson passed out and discussed endowment thank you letter from Northern Maine Technical Education Foundation. Gerry James said two more payments (\$10,000) would make the scholarship self sufficient. Question on University of Maine scholarship was referred to Craig Worth for further information. Treasurer's report accepted.
3. Bob Stevens reported on MDOT Local Roads Center. Workshop next week at Verillo's in Portland on electrical safety. Bob passed out flagger certifier course flyer. Bob said Snow and Ice Control workshops will be held in February. Replacement Sign Program in Somerset county underway. Front End Loader Workshop with Phil Curtis in spring. Click listen and learn going on in Augusta with Pete Coughlin.
4. Craig Worth reported on IME, Excellence in Public Works Award handout given to board. Nine plaques available for 2003. Forms for awards will be mailed to PWD's statewide in February and application available on website.
5. Spring Meeting report by Eric Street. Agenda Alternatives discussed by the Board. Eric also looked at adding an additional speaker, Bill Forbes on driver issues. Consensus was to cut signage and divide time between erosion control and Bill Forbes. No time for Wilbur's Grader presentation. Eric will redo agenda and get with Steve Bradstreet on printing. Agenda changes approved unanimously. Discussed cost of spring meeting at \$30 per person. Steve Bradstreet to confirm financials for next meeting.
6. Steve Johnson went over Highway Congress Assignments based on list he had e-mailed. Art Stockus will stay on unofficially through retirement or if Board appoints him. Wes Thames made motion to appoint Art Stockus to open board position, second by Greg Dore. Discussion noted Art may resign from Board on retirement. Motion approved unanimously. Steve will visit Skowhegan Fairgrounds to look at electrical project with electrician. Steve is looking for donated electrical services. Greg Dore may have electrical panel to donate. Draft letter approved to go to vendors. Stewart has 4-5 vendors who have interest. Letter should be available electronically and for promotion at other events. Steve said that he would take any vendor names for input into data base. Eric Street and Steve Johnson discussed addressing which vendors need power. Wes

Thames suggested vendors should have gfi extension chords. Bill Stretton brought up bad power pole issue. Steve Johnson will check pole with electrician. Greg Dore said insurance coverage will be discussed at APWA National Meeting. Greg said there would be an additional cost for excess coverage. Stewart Sevey discussed insurance issues for vendors at other shows. Eric Street said insurance verification language could be added to registration sheet. Issue of proof of Insurance discussed. Steve Johnson said letter to vendor will note requirement of hold harmless sign off and proof of liability insurance. Noted that MMA has insurance requirements for their convention. Greg Dore will call Kay Sullivan at APWA. Kay handles insurance issues for chapters. Stewart Sevey and Steve Johnson to look at standard release forms. Consensus was this information needs to get out in early February. Steve Walker made motion that we would have insurance and hold harmless language in registration form in concurrence with national APWA requirements, Wes Thames second, approved unanimously.

7. Eric Street reported on chapter committees. Eric discussed APWA recommended committees: education, membership, nomination, Technical, Audit, By-Laws, Past Presidents, Scholarships and went over committee orientation and guidelines, along with conformance of committee work with current by-laws. Stewart Sevey made motion for Board to review and see if any changes in committee structure required and make assignments at February meetings.
8. Dick Aube second, unanimous approval. Records retention discussed. Mike Claus suggested using the technical committee as a resource for records storage. Eric agreed and will bring up for next meeting.
9. Eric Street went over communications issues and reminded board there are two e-mail lists, one for Executive Committee and one for all MCAPWA members. Consensus was to use judgment in e-mail use with suggestion to keep items public works business related. Dick Aube said he may not be on the Executive Committee e-mail list. Several other directors had corrections to Executive Committee mailing and contact list. All Board Members whose term expires in 2004 and in attendance plan on staying on Executive Committee. Steve Johnson will forward attendance spreadsheet to Mike Claus.
10. New business: Video of events discussed. Eric Street would like presentation to Board on services. Stewart Sevey to see if Stan Dulac of Skowhegan is available to make presentation on Video Services to Board in February. Eric would like Spring Meeting and Highway Congress videoed. Dick Aube asked about National Public Works Week. Eric Street said Yarmouth has done a program. Eric Street would like to update aerial photo of fairgrounds. Greg to call Aerial Survey and Photography in Norridgewalk to fly 2004 show. MDOT may have ground photos of 2003 show. Bob Stevens to check on DOT availability. Mike Claus to talk to John Foster on whether John wants to continue working on web page. Discussed board meeting dates and consensus was to check on alternate dates for golf Tournament because of proximity to Labor Day. Eric noted 2/20/04 MBTA event in Augusta.

Meeting adjourned 11:00 am.