



# MEETING MINUTES

May 1, 2008

Steve Bradstreet called meeting to order at 9:00am – Skowhegan Fairgrounds, Skowhegan, ME

Present: Steve Bradstreet, Mike Claus, Bob Burns, Mike Bobinsky, David Cote, Steve Johnson, Peter Owen, Dennis Cox, Andy Russell, Gerry James, Steve Walker, Adam Ogden, Stewart Sevey, (Past Presidents) Eric Street, Greg Dore and Bob Stevens from (Maine Local Roads Center).

Absent: Mary Ann Conroy, Eric Labelle, Wes Thames, Shawn Bennett and (IME) Craig Worth.

1. Minutes from the April 3, 2008 meeting were approved with the following changes, add Stewart Sevey to list of present Board members and change the spelling of Clause to Claus in 6 locations.
2. Discussion with Lions Club: Due to rising cost there will be a modest increase in the cost per lunch, the Lions Club booth will be serving breakfast; giving free coffee and doughnuts; and selling soda. The bottled water will be provided by H.P. Fairfield as usual.
3. Treasurer's Report: Bob Burns; checking balance \$20,493.10 and savings \$21,971.16 but that will change quickly due to numerous pending deposits and payments that will be done soon.
4. Delegate's Report: Mike Bobinsky; Mike attended the APWA Delegate's meeting last month, Mike handed out a "Fast Facts" report showing information on the Maine Chapter's membership, Mike gave the Board and overview of a think tank discussion from the Delegate's meeting titled "America 2050" Mike will provide a copy of the discussion to the Board, also discussed at the Delegate's meeting was the upcoming APWA Congress in New Orleans where they are still looking for volunteers to help out.
5. Membership Report: Steve Johnson; 193 current members which coincides with information in the "Fast Facts" provided by Mike Bobinsky, 3 delinquent members and 4 potential new members inquiring. Steve Bradstreet stated he has not seen the Maine Chapter's event information posted on APWA National's website, Steve Johnson said he will get that updated.
6. Maine Local Roads Report: Bob Stevens; Work Zone Safety classes have been scheduled in Brunswick, Farmington and Brewer and 7 RSMS workshops are being scheduled for the end of May, first of June; Bob has been getting call from folks inquiring about MCAPWA membership.
7. IME Report: Steve Bradstreet, Craig Worth has received 1 more submittals for Excellence in Public Works projects from Portland.
8. Website Committee Report: Steve Bradstreet; postings are going up quickly, Bob Burns has sent in meeting minutes from 2006-07 for posting. Bob Burns; suggest we have a hits counter added to the website, Board agreed; Steve Johnson questioned, should we post pictures of Boards members on the website, no decision made; Steve Bradstreet; posting was sent for the Public Works Professional of the Year. Bob Stevens inquired; is there a link on the Chapter's website to Maine Local Roads, Steve Bradstreet will check. There was a short

discussion on whether or not we should appoint a website committee, it was decided there will not be a committee instead it shall remain a topic on the agenda open for discussion.

9. Highway Congress: Mike Claus; provided handouts for the event which are the same as the email attachment; the number of vendors signed for this year's event is down just a little but Mike plans to contact past vendors who have not signed up yet; flyers have been sent out for attendees; Adam Ogden will be providing the motor carts; we will be requesting the use of Brunswick's PA system; the dinner for the Board provided by H.P. Fairfield will be held at the Elks Lodge; setup time for the event is 6:30am. Gerry James has the gift bags; Steve Bradstreet will be making contacts to Dignitaries to find out who will be available to attend; Steve Walker will provide the information for the Snow Plow Rodeo; Maine Local Roads plans to have 6 time out for training stations; Greg Dore will make arrangements for overnight security for the night prior to the event; Steve Bradstreet and Mike Claus will meet with fairground officials to complete contract, and \$1,200 will be needed for cash event prizes.
10. Supervisory Training update: Steve Johnson; the class is going very well we had 20 attendees for the first half of the training; for the second half Dana Lee will be doing Record Retention and Meeting with the Public training and Nichole from Portland will provide the Dealing with the Media training. Bob Stevens; MMA would like a list of speakers, Steve Johnson will send them; Bob needs to confirm trainers for the hands on section of the training i.e. survey, plan reading etc.
11. Dinner at National Convention: The Chapter's sponsorship check shall be sent to the New Jersey Chapter.
12. Directors Position: the vacancy has not been confirmed due to lack of contact information, Andy Russell will provide a contact number and Steve Bradstreet will make the necessary contact.
13. Region I Board of Director, Jean Guy: Steve Bradstreet; Steve will sit on the Selection Committee on behalf of the Maine Chapter; Jean Guy has been nominated and has expressed interest in continuing serve. Mike Bobinsky; recommends the Maine Chapter endorse Jean Guy to continue to serve on the Region I Board of Directors; Mike Claus motioned the we support Jean Guy, seconded by Mike Bobinsky, motion was passed unanimously by the Board; Steve Bradstreet will send a notice of our support for Jean Guy.
14. Membership Brochure Cost: Steve Bradstreet; the membership information did not make it out with the Highway Congress information; a reduced version of the original version will cost \$680.00 to produce and it would cost approximately \$1,500.00 more to mail them separately; it was decided that in lieu of mailing the membership handouts they would be given out in the Highway Congress packets at the event and Bob Stevens will hand them out at MLR workshops.
15. PWL as Honorary Director: Steve Bradstreet; the Boards consensus is to have the selected Public Work Leader of the year be listed as an Honorary Director, Steve Bradstreet will check the bylaw for conflict; Steve Bradstreet presented the Public Works Leader plaque to Tony Hayes at the Falmouth Council Meeting; a letter requesting submittals for next year PWL will be posted on the website and sent out in September.

Other Business:

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Bob Burns, received a letter from APWA Nation recognizing Steve Johnson for his service as Chapter President.

Bob Burns, looking for a copy of the meeting minutes for August 2006.

Next meeting: June 4-5, 2008 Highway Congress at the Skowhegan Fairgrounds, in Skowhegan, ME.

Meeting adjourned at 10:30am

Respectfully Submitted, David Cote

