



MEETING MINUTES

November 4, 2010

Present: Mike Claus, Craig Worth, Megan Bates, Shawn Bennett, Mike Bobinsky, Chip Swan, Dennis Cox, Peter Owen, Bob Stevens (Maine Local Roads) Eric Labelle, Bob Burns.

Directors Absent: Steve Bradstreet, Dave Cote, Rob Pontau, Robert Seelye, Gerry James, Steve Walker, Stewart Sevey.

1. **Call to Order:** Mike Claus called the meeting to order at 9:10 A.M.
2. **Approval of the October 13 Meeting Minutes:** Mike Bobinsky made a motion to approve the minutes. Craig Worth seconded the motion. Motion passed unanimously.
3. **Reports:**
 - a. **Treasurer's Report:** There was no treasurer's report as the treasurer was absent.
 - b. **Delegate Report:** Mike Bobinsky reported that the House of Delegates has established a sub-committee to review the current by-laws. This will include a general review of in place procedures. The sub-committee is expected to make recommendation of changes in 2011. Mike stated that there is also to be a redesign of the APWA web-site. The chapter dinner is to be held at Dimillo's this Friday at 6:00 PM.

Mike clarified that he is formally stepping down as house delegate. Eric Labelle will be stepping up into the role of house delegate. Note – Mike has held this position honorably and the Chapter thanks Mike for his commitment and dedication to the Chapter in this role.
 - c. **Membership Report:** Mike Claus stated that there are members who have not paid their dues. Mike will work with Steve Bradstreet to communicate with those members regarding payment.
 - d. **Maine Local Roads:** Bob Stevens reported that there is a new software program being tested for a new RSMS program. Those who attend the course training can test the new program. Steve added that there will be five snow and ice control training courses offered. They will be held in Caribou, Brewer, Rumford, Augusta and Portland in the month of December. Notices are going out shortly.
4. **Simplification Study:** Mike noted that there is not much going on with the study since the MMA meeting. There is a policy group meeting next week.
5. **Culvert Law Update:** Mike Claus stated that the DEP has softened on its original proposal of the culvert law in the face of the cost of

Executive Committee

Officers:

President
Mike Claus
Public Works Director
Kennebunk, ME
207-468-3020

Vice-President

Bob Burns
Public Works Director
Gorham, ME

Treasurer

David Cote
Public Works Director
Brewer, ME

Secretary

Rob Pontau
Public Works Director
Topsham, ME

Past-President

Stephen J. Bradstreet
Oak Engineers
Portland, ME

Delegate

Mike Bobinsky
Public Works Director
Portland, ME

Directors:

Galen "Chip" Swan
Public Works Director
Hampden, ME

Peter Owen
Public Works Director
Bath, ME

Dennis Cox
Public Works Director
Millinocket, ME

Robert Seelye
Public Works Director
Calais, ME

Gerry James
Public Works Director
Presque Isle, ME

Steve Walker
Pinkham & Greer
Falmouth, ME

John Giroux
Public Works Director
Winslow, ME

Stewart Sevey
H.P. Fairfield, Inc.
Skowhegan, ME

Eric Labelle
Community Services Director
Auburn, ME

Megan Bates
Deputy Public Works Director
Lewiston, ME

Shawn Bennett
Road Commissioner
Pownal, ME

Craig Worth

Honorary Director
Guy W. Melcher, Jr.

Other Associations

Maine Local Roads Center
Peter M. Coughlan

implementation identified by consultants. The DEP is under pressure from the Natural Resource Council to keep the original proposal intact. DEP has provided a new chart to help with the establishment of the bank full width. There was much discussion as to the interpretation of the bank full width issue. The next meeting scheduled is scheduled for November 19th. The new chart and on going issues will be discussed at this meeting. Mike will notify the board on the location. It was discussed that the chapter should work with MDOT on a position and to encourage a best management approach as a guide instead of fixed rules that do not allow variation for site conditions. Mike Claus will send out information on the next meeting and encouraged all members to attend these important meetings.

6. **APWA International Agenda:** There is an initiative to promote chapters to step outside their state to bring new ideas to their area. Mike Claus suggested approaching the New England chapter to work with their initiative verses developing our own. Mike solicited interest from the board to establish a sub-committee that would develop ideas for water quality in relation to storm water runoff.
7. **Spring Meeting Ideas:** For the 2011 spring meeting it was discussed not having a comedian for this year. Having a motivational speaker was offered as a replacement for the comedian. Travis Roy was mentioned. Other motivational speaker suggestions are welcome.
8. **Re-Appointment Roadeo Committee:** The review of the roadeo committee was discussed. Mike Claus proposed that the roadeo be held before the Highway Congress in Fairfield the week of May 16th through the 20th. The awards for the roadeo would be presented at the Highway Congress. A sub-committee was identified that included Dennis Cox, Chip Swan, Shawn Bennett, Steve Walker and Kevin Noyes. The sub-committee will take the lead in administering, developing policy and communicating information regarding the roadeo. Dennis graciously volunteered to head this committee. Kevin Noyes will be the roadeo outreach coordinator.
9. **Other Business:**
 - a. Scholarship coordination – with the retirement of Gerry James there will be a vacancy in the coordinator of the scholarship. Mike C. will solicit interest in the filling of that position. In addition, there is also a need for a person who will order shirts and hats for the Highway Congress.
 - b. There is a need to order new bags for the Highway Congress as we are out of bags.
 - c. Mike Claus will be sending out a draft 2011 budget for review and comment.
 - d. The committee to audit the books will be Peter Owen, Megan Bates and Craig Worth.

Meeting adjourned at: 10:45

Respectfully Submitted by: Peter Owen

Appendix B – November Delegate Report

November 4, 2010

To: Mike Claus, President, Maine Chapter

From: Michael J. Bobinsky, House of Delegate

Subject: November report

Cc: Bob Burns, Vice President
Rob Pontau, Secretary
Eric Labelle, House of Delegate (Alternate)

The following serves as the Delegate Report for the Month of November:

Attached to this report is the annual House of Delegates Report that was submitted to the Board of Directors at the Boston Congress. The report covers several areas including the annual report to the Board of Directors, and various national subcommittee activity reports, updates on APWA Goals and membership status. In addition, the report provides an update on the status of members participation in the professional certification and accreditation programs. I forgot to submit this to the Chapter last month and want to make this a matter of Chapter information and record.

A Task Force from the House of Delegates was established to review the HOD policies, mission and goals, as a means to enhance accountability among members and improved communications among the Board members. The Task Force will be convening via conference calls in November to begin their work. I anticipate that a report recommending specific changes to policies and mission and goals will be reported on by the HOD leadership this spring 2011.

APWA National personnel continue to work on the redesign of the National website. This was a topic of discussion at the Boston Congress and APWA officials indicated that improvements are being worked on that will improve navigation and access to key information.

Arrangements have been made for the annual Chapter Executive Board Dinner, which will be held on Friday, November 5 at Dimillos Restaurant, starting at 6pm. The event will draw over 30 members and their spouses.

This will serve as my final report as Delegate for the Maine Chapter. I have enjoyed my role in contributing to the Chapter as the Delegate and have appreciated building working relationships with several APWA representatives including our current Board President George Crombie, Region I Director Jean Guy Courtemanche, New England Chapter representatives and leaders, and other Regional Directors, chapter members and APWA staff. I feel those efforts have contributed well toward our overall Maine Chapter goals as well. My new assignments as Chair of the APWA Audit Committee, combined with my role as Chair of Ecomaine, the regional solid waste cooperative, combined with increasing work load with the City of Portland demands more of my time.

I am pleased to recommend to the Maine Chapter Board, the appointment of Eric Labelle, who is presently serving as the Alternate Delegate to serve as Delegate for the Maine Chapter.

Appendix C – November Delegate Letter

November 4, 2010

To: Mike Claus, President, Maine Chapter

From: Michael J. Bobinsky, House of Delegate

Subject: November report

Cc: Bob Burns, Vice President
Rob Pontau, Secretary
Eric Labelle, House of Delegate (Alternate)

This letter serves as my resignation as the House of Delegate for the Maine Chapter. I have enjoyed my role in contributing to the Chapter as the Delegate over the past several years and have appreciated building working relationships with several APWA representatives including our current Board President George Crombie, Region I Director Jean Guy Courtemanche, New England Chapter representatives and leaders, and other Regional Directors, chapter members and APWA staff. Among the functions of the House of Delegates is to serve as the conduit between the National APWA Board of Directors and the Chapters, to enhance communications, shared goals and promotion of new techniques and approaches to local Chapter management. I feel those efforts have contributed well toward our overall Maine Chapter goals as well. My new assignments as Chair of the APWA Audit Committee combined with my role as Chair of Ecomaine, the regional solid waste cooperative, and with increasing work load with the City of Portland more of my time is demanded of me. The result of this is less time for me to devote to House of Delegate duties. .

I am pleased to recommend to the Maine Chapter Board, the appointment of Eric Labelle, who is presently serving as the Alternate Delegate to serve as Delegate for the Maine Chapter. Eric has been an active Chapter member and has joined me at recent HOD regional and national meetings gaining broader understanding of the work of the House at APWA. In addition to his work in continuing with building our relationship network throughout the Regional Chapters and APWA Staff level, Eric was recently appointed to serve as a member of the National Water Resource Council of AWPA. Eric will serve the Chapter in strong fashion as your next Delegate given his professional and APWA experiences.

I will continue to assist and support the programs and activities sponsored by the Maine Chapter and offer to help in any other manner that I may be deemed helpful.