



# MEETING MINUTES

September 2, 2010

**Present:** Mike Claus, Dave Cote, Bob Burns, Rob Pontau, Chip Swan, Dennis Cox, Eric Labelle, Megan Bates, Craig Worth.

**Directors absent:** Steve Bradstreet, Mike Bobinsky, Peter Owen, Robert Seelye, Gerry James, Steve Walker, Stewart Sevey, Shawn Bennett, Maine Local Roads.

1. **Call to Order:** Mike Claus called meeting to order at 9:02 A.M.
2. **Approval of August 5 Meeting Minutes:** Dennis Cox made a motion to approve the minutes. David Cote seconded the motion. **Motion passed unanimously.**
3. **Reports:**
  - a. **Treasurer's Report:** Dave Cote stated the current checking balance is around \$8,159.84 and the Savings is around \$7,130.42. David noted that he will be making a transfer from checking into savings in order to balance expenses for the year. He also stated that some personal checks from the congress were bouncing. He questioned whether they should be accepted. Bob Burns noted we usually take in quite a few checks. No action was taken. Dennis Cox made a motion to accept the report, seconded by Bob Burns. **Motion Passed Unanimously.**
  - b. **Delegate Report:** Eric Labelle and Mike Bobinsky attended the delegates meeting in Boston. Eric reported that the "common format accounting" will not be happening as previously proposed. Other issues that were discussed are that there has been a drop in membership, specifically a retention problem. The National website is going to be reworked to increase accessibility. National is also looking at hiring a professional manager to help with administrative services. Bob Burns moved to accept the delegates report. Seconded by Dave Cote. **Motion Passed Unanimously**

**Email from Mike Bobinsky:** I will not be able to attend tomorrow's Board meeting due to schedule conflicts. I have spoken with Eric Labelle and he will attend the meeting and can represent the House of Delegates report. I will, however, submit a written report summarizing the HP Board meeting that Eric and I attended at the Boston Congress in the very near future. for the records.

Overall I think the Boston Congress was a success; Maine Chapter was well represented at the event and our voluntary efforts were very much appreciated by the New England Chapter group. It was a memorable experience for all.

I had my first conference call with Teri Newhouse of APWA and the Audit Committee, this past Monday later afternoon. We will be selecting the same auditor that has audited APWA's financial

## *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

statements for the past 2 years. We discussed the work ahead for the Audit, role of the Committee and our relationship with the Board of Directors. We hope to start the audit in mid September and complete by early November. I am serving as Chair of this Committee this year and I am looking forward to working with the other members on the Committee.

- c. **Membership Report:** No membership report.
  - d. **Maine Local Roads Report:** No official local roads report. The Board briefly discussed the Highway Simplification Study and noted that local meeting were coming up or already happening.
4. **Highway Simplification Study Update:** No representative from MLR was present. The board noted that there had been good communication between the state and municipalities. We also questioned how the changes would be funded and noted the some classifications were still confusing.
  5. **Fall Meeting:** Rob Pontau; The fall meeting schedule is complete (See Appendix A). The board of directors needs to attend and urge others to attend to ensure that we are well represented at the MMA convention.
  6. **LD 1725 Culvert Law:** Mike Claus & Rob Pontau; The final LD 1725 Stake holders meeting for the end of August was cancelled. Results from the cost studies seem to favor municipality's interests. The board feels that we need to urge the legislature to change (not adopt) the law or find a way to fund it. There was a brief discussion of how the ACOE general permit rule changes will affect municipalities. No consensus was reached.
  7. **2010 National Highway Congress Review:** The Boston congress turned out to be great. Having the show combined with S.W.A.N.A. made the floor very large and interesting to walk. Vendor booths were phenomenal. There was an abundance of volunteers. The state of Maine was well represented. Only 23 people rode the volunteer bus to the show, but they had a good time. Thanks Chip Swan for driving and organizing the bus trip. The Chapter dinner at the Charlestown Navy Yard was great.
  8. **Nominating Committee:** Dennis Cox (Chair); there are five board openings. Three members confirmed they would like to stay. Two have not been heard from. Dennis-yes, Megan-yes, Steve Walker-yes, Peter-no response, Gerry-Retiring. Steve Walker has missed most of the meeting the past year. Mike Claus will contact him and remind him of the attendance policy. The board agreed that Steve should stay if his attendance is improved. Two members have shown an interest in serving on the Board. They are Greg Blackwell (Rockland) and Doug Fortier (Windham). The board unanimously agreed to have Steve Johnson (past president) temporarily serve until a replacement for Gerry James is hired in Presque Isle. The board would like to continue to have representation from the northern part of the state and will contact Gerry's replacement in June of 2011. There was a brief discussion about MMA's facility and how it will allow for video conferencing. This option is going to be pursued for those members who need to travel a distance to attend board meetings.
  9. **Supervisory Training Cost Review:** Dave Cote had provided a cost analysis at the August Meeting showing significant losses in revenue with the supervisory training. The board feels that the training is a good program and should not be cut. A few suggestions and

questions that were raised are: Should it be every other year? Should it be tied in with the Road Scholar program? Directors should work harder to promote it and get more involved. A survey of Public Works Directors should be completed to evaluate the needs. **No formal action was taken.**

**10. Directors Dinner:** The dinner is scheduled for November 5, 2010 at DiMillo's in Portland. The group asked Dave Cote to look into Hollywood Slots for the 2011 dinner.

**11. Other Business:**

- a. **Lockout/Tagout:** Mike Claus noted that some sample "equipment specific" procedures would be put up on the website to help out all APWA members.
- b. **2010 Highway Congress:** Burns stated he has a deposit of \$4740.76 to make. There are outstanding payments due from Strescon, Dynamic Building Systems, RCM Radios and Safe Road Services.
- c. **Storage:** Dave Cote noted he would be storing old financial records at MMA.
- d. **Tornado:** Burns shared that Gorham was hit by a tornado in August. Roger Mosley and the road crew from Standish was present in Burns' office within hours of the storm asking what they could do to help. Burns noted this was not the first time that Roger and his crew had offered help. He was thankful to Roger for neighborly acts of kindness.

**Motion to Adjourn by Rob, Seconded by Dave Cote. Meeting adjourned 10:50 AM**

# Appendix A – Fall Meeting Agenda

## 2010 – Fall Meeting Agenda October 13, 2010

### MMA Convention – Augusta Civic Center

**8:30 – 9:00 MCAPWA Board Meeting**

Board and Officers Elections

**9:00 – 9:45 Bruce Van Note, MDOT**

“Transportation Funding and Responsibilities: A State Perspective

**9:30 – 10:00 Pete Coughlan, Jerry Douglass, MDOT**

RSMS 2010

**10:00 – 10:15 Break**

**10:15 – 10:45 Mike Mullen, Maine DEP**

LD 1725 Status

**10:45 – 11:15 Stewart Sevey, H.P. Fairfield**

Snow Melting Technology

**11:15 – 11:45 Tom Graham, Tenco**

Dust and Erosion Control by Sweeping

**11:45 – 1:15 MCAPWA Luncheon**

Augusta Elks Lodge

**Officers:**

**President**

**~~Executive~~ Committee**  
Public Works Director  
Kennebunk, ME

**Officers**

**~~President~~**  
**~~Vice-President~~**  
Public Works Director  
Kennebunk, ME  
Public Works Director  
Gorham, ME

**Treasurer**

Bob Burns  
Public Works Director  
Gorham, ME  
City of Brewer

**Secretary**

Bob Burns  
Public Works Director  
Gorham, ME  
Topsham, ME

**Deputy Secretary**

Stephen Bradstreet  
Public Works Director  
400 Commercial Street,  
Portland, ME

**Deputy Treasurer**

Stephen Bradstreet  
Public Works Director  
400 Commercial Street,  
Portland, ME

**Deputy Secretary**

Stephen Bradstreet  
Public Works Director  
Portland, ME

**Directors:**

**Directors:**

Conroy  
Public Works Director  
Old Orchard Beach, ME  
Portland, ME

**Deputy Directors**

Public Works Director  
Bethel, ME  
Public Works Director  
Bethel, ME

**Deputy Directors**

Public Works Director  
Millinocket, ME  
Public Works Director  
Piscataquis, ME

**Deputy Directors**

Public Works Director  
Greer  
Public Works Director  
Greer, ME

**Deputy Directors**

Public Works Director  
Piscataquis, ME  
Public Works Director  
Piscataquis, ME

**Deputy Directors**

Public Works Director  
Community Services  
Stewart Sevey  
City of Fairfield, Inc.  
Stewart Sevey, ME

**Deputy Directors**

Public Works Director  
Community Services Director  
Lebanon, ME

**Deputy Directors**

Shawn Bennett  
Road Commission  
Peweeset, ME  
Shawn Bennett  
Road Commission  
Guy W. Melcher, Jr

**Honorary Directors**

Guy W. Melcher, Jr  
Maine Local Roads Center  
**Other Associations**

**Charter Branch**

Roger M. Coughlan  
ME  
Contact – Craig Worth  
Public Works Director  
Brunswick, ME

**Other Associations**

Contact – Craig Worth  
Deputy Public Works Director  
Brunswick, ME