



MEETING MINUTES

December 1, 2011

Directors Present: Mike Claus, Dave Cote, Bob Burns, Rob Pontau, Steve Johnson, Steve Bradstreet, Eric Labelle, Peter Owen, Dennis Cox, Stewart Sevey, Shawn Bennett, Craig Worth

Other Present: Bob Stevens of Maine Local Roads Center

Directors absent: Chip Swan, Mike Bobinsky, Robert Seelye, Megan Bates, Chris Bolduc

1. **Call to Order:** Mike Claus called the meeting to order at 9:05 AM at Maine Municipal Association, Augusta, Maine.
2. **Approval of November 3, 2011 Meeting Minutes:** *Motion to accept by Dennis Cox, seconded by Steve Bradstreet. Motion Passed Unanimously.*
3. **Reports:**
 - a. **Treasurers Report:** David Cote stated the current saving balance is \$10,639.57 and the current checking balance is \$10,505.22. There are payment due to MMA and the Skowhegan Fairgrounds. The payment to the Fairgrounds is due to Pike Industries not being able to donate 30 tons of in-place hot mix asphalt. The Fairgrounds has agreed to cash equal to 30 tons of mix at Skowhegan's price per ton in lieu of paving (+/- \$2500). *Motion to accept the treasurer's report by Bob Burns, Seconded by Steve Bradstreet. Motion Passed unanimously.*
 - b. **Delegates Report:** Eric Labelle stated it was a fairly slow month for the delegates. He gave a brief overview of his report (Appendix A). *Motion to accept the delegate's report by Bob Burns, Seconded by Steve Bradstreet. Motion Passed unanimously.*
 - c. **Membership Report:** Steve Bradstreet stated membership is down by four to a total of 194. *Motion to accept the membership report by Dennis Cox, seconded by Peter Owen. Motion Passed Unanimously.*
 - d. **Maine Local Roads Report:** Bob Stevens shared that there are training for Pavement Preservation coming up and Workzone Traffic Control has been continuing. He stated his office is now officially a part of Maintenance and Operations at MDOT and he has been scanning and trashing stuff while getting ready for the physical move, which should happen next month. Bob Burns inquired about RSMS 11 training, to which Bob Stevens replied Jerry from the MLRC office would be able to provide 1 on 1 training.
4. **National Public Works Week (NPWW):** Erik Street (Past President and NPWW Committee Chair) joined the group to discuss events for NPWW. Erik

Executive Committee

Officers:

President

Mike Claus
Public Works Director
Kennebunk, ME
468-3020

Vice-President

Bob Burns
Public Services Director
Gorham, ME

Treasurer

David Cote
Public Works Director
Brewer, ME

Secretary

Rob Pontau
Assistant General Manager
Brunswick Sewer District

Past-President

Stephen J. Bradstreet
Oak Engineers
Portland, ME

Delegate

Eric Labelle
Operations Manager
Portland Public Services

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

Steve Johnson
Oak Engineers
Portland, ME

Chris Bolduc
Public Services Director
Cumberland, ME

Mike Bobinsky
Public Services Director
Portland, ME

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

Megan Bates
Deputy Public Works
Director
Lewiston, ME

Shawn Bennett
Road Commissioner
Pownal, ME

Craig Worth
Transportation Director
Brunswick Schools

Honorary Director
Guy W. Melcher, Jr

Other Associations

Maine Local Roads Center
Peter M. Coughlan

presented a proposal from Maxwell Media in the amount of \$2750 for the services of helping to promote National Public Works Week. The group discussed the pros and cons of the proposal and the ability to cover the expense. Overall, the entire group was in favor of the proposal. The only concern was being able to control the expense, track the costs and avoid overages. ***Rob Pontau made a motion to authorize Erik Street to enter into a contract with Maxwell Media on behalf of MCAPWA, with an amount not to exceed \$2750, for the purposes of promoting National Public Works Week. Steve Johnson seconded the motion. There was some brief discussion and reiteration of concerns. The motion passed unanimously.***

5. **Highway Congress Paving:** Mike Claus gave further explanation of the issue Dave Cote brought forward in the treasurers report. The group discussed the issue and agreed that we need to cover our expenses and honor our agreement with the Skowhegan Fairgrounds. Rob Pontau noted that costs for a one day (2 days with setup etc.) are extremely high. If we are unable to negotiate a better price with the fairgrounds, we will need to consider other venues. ***Steve Johnson made a motion to authorize \$2329.05 payment to the Skowhegan Fairgrounds in lieu of 30 tons of in place hotmix asphalt. Seconded by Dennis Cox. Motion passed unanimously.***
6. **Joint Meeting with ASCE:** Steve Johnson shared that he and Rob Pontau attended an ASCE meeting at Gritty' s in Auburn to discuss how the two organizations could form a partnership and help each other out. Steve noted that ASCE is very engaged with student chapters and they may be able to help MCAPWA increase its membership. Steve also noted that ASCE needs help with obtaining scholarship applicants. Rob Pontau noted that the two groups have similar goals, but very different demographics. The next step is to get a representative from Maine ASCE to join us at a MCAPWA meeting. Mike Claus will extend an invitation to them.
7. **2012 Draft Budget Review:** Mike Clause went through some key points of the 2012 budget. Dave Cote noted finances are good for 2011, mostly due to a very successful Highway Congress. Cost savings with other programs such as supervisory training have also helped to balance the budget. The group discussed key points of the budget as well as our key events lined up for 2012. Bob Burns and Mike Claus will finalize the budget for our January 2012 meeting.
8. **Culvert Law Update:** Shawn Bennett shared that the first meeting of the working group was mostly a meet and greet. He sent out an email of the minutes. Shawn stressed that there needs to be more representation from municipalities. No technical aspects of the process were discussed at the first meeting. The next meeting is December 8, 2011. Mike Claus will send out an email to appeal to our membership to help increase representation.
9. **Open Board Seat:** Bob Burns asked the group what type of member are we looking for to fill the vacant board seat, public works type or consulting type. Mike Claus polled the group and the opinion is "public Works type." Rob Pontau said he doesn't care what type of background the person has, the most important aspect is to find someone with a lot of energy who wants to be involved. Mike Claus will email the membership and make a post to Facebook to find out if there

are any interested people out there.

Eric Conrad from MMA joined the group. He shared that MMA was glad to have a partnership with MCAPWA. He stated MCAPWA is one of 14 affiliate groups which currently contract services with MMA. HE said there would be a 1.5% increase in the contract administrative costs for 2012. The group thought that was a modest increase and confirmed our intent to continue to work with MMA in 2012.

- 10. Scholarship Committee Update:** Dennis Cox shared the University of Maine Scholarship balance is \$19,023 and they awarded an \$885 scholarship last year. The award was less than \$1000 so that the scholarship balance would remain sustainable. Dave Cote mentioned that we will need to add some funds to the balances as a result of vendor's donations through the highway congress which were specifically made for the purposes of supporting the scholarships.
- 11. Excellence Awards 2012 Promotion:** Craig Worth will be sending out a notice for applicants. Mike Claus will ensure the notification is added to the website.
- 12. APWA International Committee:** Mike Claus shared that there was a conference call on November 30, 2011, which evidently did not involve Peter Owen or Eric Labelle. Mike shared that APWA National secured funds from USAID to continue funding the international outreach program. There will be a joint Maine/New England meeting in January to discuss the next steps.
- 13. Spring Meeting Planning:** The group agreed to raise the price for attendance from \$30 to \$35. We agreed to fund \$1500 for a comedian. Other aspects of the event were discussed. Stewart Sevey offered to help support a raffle of a rifle or some other outdoor items to increase fund raising.
- 14. Other Business:** Bob Burns reminded the group that a new regime will be in charge as of January 2012. He asked the group, "Where do we want to go?" Rob Pontau stressed that he would be getting the sub-committee on the Highway Congress moving ASAP. He will send out a meeting notice for some time in December. Shawn Bennett asked if any municipalities are pre-treating (not pre-wetting) roads with Brine. There was a brief discussion about pre-treating roads.

Motion to Adjourn by Rob Pontau, seconded by Peter Owen. Meeting adjourned 11:26 AM.

Appendix A – December Delegate Report

December 2011 Delegate Report
Eric J. Labelle, P.E., Maine Chapter Delegate

Jane (Crombie) Montesano [Visit Guest Book](#)

Daughter of APWA President George Crombie

We received some very sad news a few days ago regarding George and Jackie Crombie's daughter Jane passing away last week. She had fought a courageous battle against cancer. She was 37 and had 4 young children.

Below I have provided arrangements if you are able to attend.

Jane's services will be held this Friday, December 2nd at 11:30am at
St. Mary Star of the Sea
253 Cabot St.
Beverly, MA

Luncheon to follow at:
43 Church St.
Salem, MA

2012 APWA International Public Works Congress and Exposition

Dates have been set for the Congress in Anaheim, California. The dates are August 26 through 29, 2012.

Membership Growth

Region 1 Director, Rick Stinson shared with me the New England Chapter's approach to work towards boosting their membership. I will be sharing this with the Board.

2012 Chapter/Branch Officers & Chapter Profile Information Due December 1, 2011

As chapter and branches elect new officers for 2012, those new officers should be reported by December 1, 2011, to Rhonda Wilhite at rwilhite@apwa.net or by using the Chapter Officer Reporting Tool located in the Chapter Leader Resources area of the APWA website under Chapter Management then Leadership Tools. Receiving your list of 2012 chapter officers by December 1, 2011 will enable us to update our database and keep the lines of communication open to the chapter/branch leaders from APWA staff. Along with your executive committee positions we are specifically interested in obtaining your Delegate and Alternate Delegate, Membership, Diversity, Advocacy/Government Affairs, Education, Website, Scholarship and technical committee chairs if applicable.

Another document that should be checked for accuracy once a year is found beneath the Chapter Officer Reporting Tool and that is the Chapter Profile Reporting Tool. You will select your chapter to view its profile. A box on the page with the title "Requested Changes" is provided for you to submit any changes. Updating your chapter profile will help new members learn about their chapter.

If you have any questions or need additional assistance using the tools mentioned above please contact Rhonda Wilhite at 800-848-2792 ext. 5261 or by email at rwilhite@apwa.net.

New Dates Selected for the 2012 Awards Program Webcast on Electronic Submittals

On Thursday, December 1, at 2:00 pm central time and on Thursday, December 8 at 2:00 pm

central time there will be a webcast to go over the electronic submittal process of award nominations. Each webcast will cover the same content but we are offering two dates for your convenience. Brief instructions will be printed in the December 2011/January 2012 issue of Bridges. Watch this weekly bulletin to find out when Bridges will be posted on the APWA website. To participate in either of these webcasts please contact Rhonda Wilhite at rwilhite@apwa.net or 800-848-2792 ext. 5261 and let her know which day you are interested in and instructions will be sent to you on how to participate.

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December Events

Clients and Consultants - How to Work Together for the Best Possible Project

December 8, Audio/Web Broadcast

Got Potholes? Infrared Asphalt Restoration Is Your Solution (Rebroadcast)

December 13, Audio/Web Broadcast

Reality Check on Leadership: Systems Thinking for Leaders

December 15, Audio/Web Broadcast

January Events

Don't Let the Emerald Ash Borer Devour Your Agency's Budget

January 12, Audio/Web Broadcast

How the Effective Utility Management Tool Will Significantly Improve Your Public Works Department or Utility (Rebroadcast)

January 17, Audio/Web Broadcast

Self Assessment: A Checklist for Improvement

January 19, Audio/Web Broadcast

February Events

Recycled Materials in Construction - Divert that Waste Stream!

February 9, Audio/Web Broadcast