Minutes of the Connecticut Society of Civil Engineers Board Meeting  
October 17, 2007 – University of Hartford – Gray Conference Center – 4:45 p.m.

CSCE Members in Attendance: Sara Ramsbottom  
Rob Barakat* Chris Holden* Tom Roy*  
Billy Cunningham* Tom Loto Jay Silva*  
Peter Heynen Ron Nault* Jason Waterbury*  
*Note: CSCE Board Members

Administrative Staff: Amy Petrone

1. **President’s Report (Jay Silva):**

   1.1 **National Convention in Orlando, Florida - November 1-3:** Jay Silva and Ron Hill, Fairfield Branch President, will attend this convention. Also, any input on the Council of President’s Questionnaire should be forwarded to Jay Silva.

   1.2 **New England Council Bylaw Adoption:** The Board discussed the proposed changes to this Bylaw. Following this discussion, Chris Holden made a motion to approve the New England Council Bylaw as amended. Billy Cunningham seconded the motion and it passed unanimously. Amy Petrone will send an email to Paul Moyer indicating that the CSCE Board adopted the changes.

   1.3 **New England Council Delegate:** Billy Cunningham volunteered to be CSCE’s second delegate to the New England Council. CSCE President Jay Silva is also a delegate to this Council.

   1.4 **Fairfield County Branch Budget/Budget & Allocation:** Please see item 5.1 below.

   1.5 **Programs – Speaker Gifts:** Jeff Benoit purchased ASCE paperweights to give to speakers at future CSCE events.

   1.6 **Action Item List:** Jay Silva distributed a revised Action Item List. During a review of this list, the Board discussed the SPAG grant deadline (November 9th), a possible Construction Law seminar to be coordinated with Greg Holness, and hosting a breakfast seminar about bridge collapses. In addition, Tom Roy made a motion, which was seconded by Chris Holden, to authorize Amy Petrone to purchase 1.5" x 3" name badges for the 9 Board members at a cost not to exceed $65.00 in total and to purchase 30-50 business cards each for the 9 Board members at a cost not to exceed $250.00 in total. The motion passed unanimously. Amy Petrone will check with Paul Moyer and ASCE National regarding the format for the business cards.

   1.7 **Dinner Meeting Cost:** CSCE has been subsidizing the cost of dinner meetings for a long time. At the September CSCE dinner meeting, the expenses totaled $2,447 while the income was only $1,360. In response, the Board discussed increasing the cost of attending the dinner meetings to cover this shortfall. Following this discussion, Chris Holden made a motion that was seconded by Jason Waterbury to increase the costs to attend the meetings by $5. The resulting costs effective January 1, 2008 are $35 for CSCE members, $45 for nonmembers and $15 for students. The motion passed unanimously. To decrease future costs further, Rob Barakat will obtain the Connecticut Tax Exempt Number for CSCE prior to the November CSCE meeting.

   1.8 **ACE Mentoring Workshop – Nov 7:** A description of this evening workshop, *The Future of the Workforce: Faces of Our Future,* was provided as an attachment to the meeting agenda. Billy Cunningham noted that Vin Seifert may be interested in attending this workshop.

   1.9 **ACEC-CT Student Summit – Nov 1 at University of Hartford:** A description of this summit was provided as an attachment to the meeting agenda. Jay Silva will contact Paul Brady of ACEC to discuss how CSCE can partner with ACEC in the future on similar events.

   1.10 **TISP Breakfast – Nov 15, NYC:** A description of The Infrastructure Security Partnership (TISP) breakfast was provided as an attachment to the meeting agenda. The featured speaker is Michael Balboni, J.D., New York State Deputy Secretary for Public Safety.

   1.11 **Region I Nominations – Due December 15:** Nominations should be forwarded to Billy Cunningham.

   1.12 **ASCE Discussion Forum:** ASCE is launching an online discussion forum to enhance communication between Regions, Sections & Branches. This forum can be used to address existing and ongoing challenges & issues, such as how to conduct a successful meeting, recruiting and retaining members and attracting
members to ASCE functions. To access the forum, CSCE members should go to the Members Only section of the ASCE website. A description of this forum was provided as an attachment to the meeting agenda.

2. President-Elect’s Report (Chris Holden):

2.1 Legislative Affairs: On behalf of the Legislative Affairs Committee, Ron Nault discussed proposed legislation that would require all engineering, architectural, and construction management services on school construction projects be bid (eliminating current QBS selection). The Committee initiated discussions with CCIA to form a coalition to oppose this proposed legislation and would like the Board’s support of this coalition. Chris Holden made a motion that was seconded by Rob Barakat to support CSCE joining the coalition via the Legislative Affairs Committee to oppose the proposed legislation. The motion passed unanimously.

2.2 SPAG Grant Activities – CT OPAL & Infrastructure Report Card – Deadline Nov 2: Chris Holden is currently working on these two grant applications.

2.3 Geotechnical, Construction, Structures Technical Groups:

2.3.1 STG March Dinner Meeting – Discussions with SEC: The Structures Technical Group (STG) was planning to have the “New Development of the World Trade Center Site” as the topic for the March CSCE Dinner Meeting. However, the ACEC Structural Engineer’s Coalition (SEC) has also started to plan the same topic for one of their spring meetings. STG wants to contact SEC and propose that they work together on this meeting. The options for discussion are: 1. SEC is invited to the CSCE Dinner Meeting; 2. SEC runs the meeting and CSCE members are invited to attend; or 3. A joint meeting with expense and revenue sharing. The three options could be a part of or separate from the March CSCE Dinner Meeting. After a discussion of the options, the Board preferred that there be no substitution for the March CSCE Dinner Meeting. Chris Holden will contact Shahvir Vimadalal regarding this matter.

2.3.2 STG Seminar – Postponed, Possibly January: A speaker was not available for this seminar, which was originally scheduled for November 15, 2007. The seminar has been postponed until early 2008.

2.3.3 Amy to possibly attend DFI Seminar to review process for next year: Amy Petrone will check her schedule to see if she can attend the DFI Seminar for a couple of hours in the morning on Friday, November 2, 2007.

2.4 Water Resources: The Board discussed topics for an upcoming CSCE dinner meeting speaker. Topics included groundwater cooling/heating techniques, changes in funding for the Clean Water Project, and an overview of the Clean Water Project at the Metropolitan District Commission (MDC). Tom Roy and Tom Loto will discuss possible topics over the next week and provide the Board members with the proposed speaker and topic for a CSCE dinner meeting via email by the end of the week of October 22, 2007.

3. Vice-President’s Report:

3.1 Public Relations - CT OPAL Awards Planning – Set up initial organizational meeting: The CT OPAL awards will be presented at the May CSCE dinner meeting. The categories of the awards still need to be determined. Other local professional organizations, past CSCE presidents, and local politicians will be asked to attend.

3.2 Student Chapter: Ron Nault will look at the list of student chapters on the CSCE website for this item.

3.2.1 Steel Bridge – UConn: This item was not discussed.

3.2.2 Three Rivers Community College (Update): This item was not discussed.

3.3 Government Engineers:

3.3.1 November Dinner Meeting – Speaker: Please see item 2.4 above.

3.3.2 Proposal from David Jacobs as speaker: Jay Silva received a proposal from David Jacobs of Metro-North Railroad in New Haven to speak at an upcoming CSCE monthly dinner meeting about Metro-North’s recently completed fast-tracked design and construction of a new $30 million rail car repair shop in New Haven.

3.4 Career Guidance: This item was not discussed.
3.5 Continuing Education:

3.5.1 Pump Station Seminar (Chris, Ron): For a seminar in March, Ron Nault will contact pump station manufacturer representatives to discuss topics including sizing pumps and the basics of pump design.

3.5.2 Septic System Seminar (Rob): Bob Scully is interested in being a speaker, possibly at the end of January.

3.5.3 Low Impact Development Seminar (Ron): This item was not discussed.

3.5.4 Construction Law?: This type of seminar may be coordinated with CSCE Newsletter Editor Greg Holness.

4. Secretary’s Report:

4.1 Meeting Minutes Adoption (June Planning Meeting & September Meeting): Tom Roy made a motion that was seconded by Chris Holden to accept the minutes of the June Planning Meeting and the September Board Meeting. The motion passed unanimously.

4.2 Annual Report (Coordinate with Rob) Due November 30: Amy Petrone is working on the CSCE Annual Report. To assist in this effort, Ron Nault will forward an electronic copy of last year’s annual report to her and Rob Barakat, Jason Waterbury, and Jim Sime will provide her with various details about CSCE activities over the last year.

4.3 Dedicated CSCE Phone for Amy: Amy Petrone submitted a list of costs for obtaining a dedicated phone line for CSCE. The Board reviewed the list and deferred action until further review of the CSCE Budget.

4.4 Leadership Report Submittal: Amy Petrone submitted the Leadership Report to Mike Cook at ASCE.

4.5 Membership Committee: On behalf of the Committee, Jason Waterbury discussed the concept of having future CSCE newsletters contain announcements of member’s awards and accomplishments to highlight the activities of CSCE members.

4.5.1 New Member Letter: A letter has been developed to welcome new CSCE members to the organization and to invite them to a CSCE dinner meeting free of charge. Jason Waterbury will forward an electronic copy of the letter to Amy Petrone, who will send one out to each new CSCE member as he/she joins the organization.

4.5.2 Pizza Party hosting on ASCE: ASCE will pay for a pizza party at local colleges & universities to publicize the benefits of ASCE. Ron Nault will schedule future pizza parties on behalf of ASCE/CSCE.

5. Treasurer’s Report:

5.1 Draft Budget Review (Cont): Jay Silva distributed a copy of the latest CSCE budget with his comments. After a review of this budget, Tom Roy made a motion that was seconded by Chris Holden to accept the proposed budget with Jay Silva’s comments. The motion passed unanimously.

5.2 Accounting Codes – Add to Operations Manual: Billy Cunningham obtained a list of accounting codes from Ivan Witkin at ASCE for use in developing the CSCE budget. Amy Petrone will include the list in the CSCE Operations Manual.

5.3 Future Leaders (Younger Member):

5.3.1 Younger Member Council Meeting – Jan 11 & 12: Sara Ramsbottom is interested in attending this meeting in Baltimore.

5.3.2 Delegate Nomination by October 30: Each Younger Member delegate to the Younger Member Council Meeting must submit a nomination form by October 30, 2007.

5.4 Scholarship Committee Report: This item was not discussed.

6. Newsletter Editor: This item was not discussed.

6.1 Newsletter Paper Delivery: This item was not discussed.
7. Director-I:

7.1 Webmaster – Website Update – Website Committee Meeting: The Committee will meet at Paul’s Restaurant at 7:30 a.m. on Friday, October 19, 2007.

7.2 CSCE Ad Sponsorship - Region I Website: After a discussion of the merits of sponsoring an ad on the Region I website, Jason Waterbury made a motion that was seconded by Ron Nault to not sponsor an ad on the Region I website. Six Board members voted in favor of the motion. Board member Billy Cunningham abstained. The motion carried.

8. Director-II - Audit (internal/external): This item was not discussed.

9. New Business: No new business was discussed.

10. Adjournment: Tom Roy made a motion to adjourn the meeting at 6:03 p.m., which was seconded by Billy Cunningham. The motion passed unanimously. The next meeting of the CSCE Board is scheduled for Tuesday, November 13, 2007 at Central Connecticut State University (CCSU) at 4:00 p.m.