



E.R.A.P.P.A.

Eastern Region Association of Physical Plant Administrators

News

"Celebrating the Excellence Of Our Work Force"



Don Briselden, Bob Kief, George Bragg, Bev Gamble, Jim Gilmore, Anita Bailey, Roger Wakeman
The Host Committee

Let's celebrate! The Phillips Exeter Academy host committee (see photo) sends their Holiday Greetings and invites the chapter membership to attend the spring meeting on Thursday, March 27, and March 28.

We are hopeful that we will

enjoy early spring conditions and will have a grand opportunity to tour our campus and show everyone the recently complete projects including our new science building, renovated dormitories, and fully restored community church. The focus of our theme is placing emphasis on the excellent skills and abilities of the workforce in all of the member facilities depart-

ments.

Our program will follow the standard chapter meeting format. We will begin on Thursday morning with campus tours, a trade shop open house and several early bird educational programs. Following lunch in the Academy's dining hall we will hold a wide variety of education programs.

Highlighting the list will be a special program that will present two modules from the new APPA Tool Kit for Supervisors training program. The program will be limited to the first 25 registrants. We expect this special offering to fill fast so register early when you receive the registration infor-

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Phillips Exeter Academy - March 27 & 28, 2003



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mation. Please see the Tool Kit summary in this newsletter.

Here is an overview of the education programs. There will be three education tracks and one business partner track. One of the tracks will be devoted to a grounds agenda. This sampling of the program presentation should motivate everyone to register early.

- Visioning for facilities managers
- Evaluating the Building Envelope
- Custodial services roundtable discussions: Common themes, products and servicing techniques.
- Safety/Security Round Table including such topics as lighting, card access, physical security improvements, and work place safety
- Experience Exchange-Building Trades: Our shops host an opportunity for carpenters, plumbers, electricians, and painters to come together and discuss issues published in an advance agenda.
- HVAC Workshop: The HVAC shop will host a tour of the Phelps Science Center system and provide hands on insights into start up and efficient operations.
- Understanding EPA's Phase II program.
- Sand Based Fields: Using PEA's new field as a model, we will provide a program that addresses maintenance.
- Universal Access: Adaptive Environment's Valerie Fletcher, presents a program titled " An International Overview of Universal Design.
- Assessing and Dealing with Mold
- Leading Edge Products and

Applications for Custodians

- Business Partner technical presentations

The meeting includes a special business partner display area including over 40 business partner booths. Please join us in supporting the business partners who help to make our meetings possible. There will be a banquet on Thursday evening, which will include the Chapter business meeting and election of officers.

You will receive the registration packets in early February. Please register as soon as you can.

We look forward to hosting you and showing everyone a most enjoyable time.

Don J. Briselden
Director of Facilities Management

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roots on much of the trail.

While building the bridge, the crew was thanked many times by students and others using the trail. You can get to the trail by crossing the town footbridge at the end of Gilman Street, which puts you in Gilman Park. The trail begins at the far side of the park and follows the river to Lary Lane. The distance is less than a mile to Lary Lane and there are some wet areas at the far end.

Enjoy the hike.

ERAPPA Videotape Library

ERAPPA members have long enjoyed the benefits of a free videotape library. The library contains over a hundred training tapes dealing with nearly every aspect of leadership and technical topics related to the facilities management arena. Up until 2002, the library has been housed at Rutgers University, with an on-line access to the video catalogue. Presently, a click on the ERAPPA web site link brings you to a "this page cannot be displayed" message. The reason? The Videotape Library is on the move... It is relocating from its temporary quarters at New School in New York City, under Tom Goldsmith, to its new home at American University in Washington, D. C. Willy Suter, the ERAPPA Vice President for Education, will be the new "librarian". Watch the ERAPPA web site for an update, and be ready to once again take advantage of this free resource.

NORTHERN NEW ENGLAND CHAPTER SEEKS BUSINESS PARTNER OPINION



BY: RICHARD WOLBACH



BY: BOB KIEF

NNECERAPPA (ERAPPA's Northern New England chapter) is taking a proactive approach to business-partner relations. Rich Wolbach of the University of Vermont and Bob Kief of Phillips Exeter Academy, as the chapter's liaisons to the business partner community, hosted a meeting to elicit comments and ideas about how to improve the symbiotic relationship between the chapter and the businesses that support its activities.

The chapter meetings provide business partners with valuable opportunities to build name recognition with institutional members and to network with individuals who might not attend the regional meetings. In return, NNECERAPPA receives financial support for its semi-annual two-day meeting. The business partner meeting, held at Phillips Exeter Academy on August 22, was a means of improving communication between the two groups and to find ways to make chapter meetings more successful for everyone. Eleven business partners from a variety of industries attended the luncheon.

The group talked about the subscribing membership fee (it was deemed to be fair) and tradeshow concerns. Business partners noted a preference for booth assignments that did not place competitors adjacent to

one another and supported the "first-come, first-served" method of awarding preferential space. The business partners asked that the chapter consider the tradeshow schedules of ERAPPA and other organizations such as SCUIP and NACUBO before choosing meeting dates. Limited time and resources often force business partners to choose among venues.

The committee submitted a detailed report of the event at the NNECERAPPA meeting this fall at Colby College. The chapter plans to continue the dialogue at annual luncheons in the future. n

Schedule of NNECERAPPA Conferences and Conference Opportunities:

Spring 2003

- March 27-28 Phillips Exeter Academy

Fall 2003

- October 16-17 Middlebury College

Spring 2004

- March 18-19 University of New Hampshire

Fall 2004

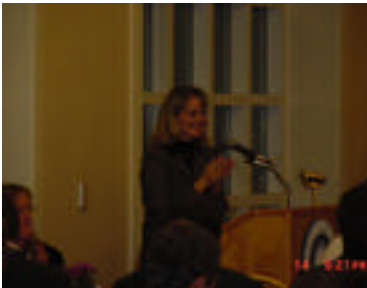
- Date TBD Your School?

Spring 2005

- March 24-25 University of Southern Maine

Fall 2005

- Date TBD Your School?





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Northern New England Chapter E R A P P A

Call for Nominations

From : Ann Goodenow, Chapter Secretary / Treasurer

To: NNECERAPPA Membership

December 20, 2002

In accordance with the Chapter Charter and By-Laws this is an announcement that nominations for officers and directors are open.

The following officer and director positions will be elected at the Chapter business meeting at Phillips Exeter Academy on March 27, 2003.

President

Vice President

Secretary / Treasurer

Maine Director

Vermont Director

New Hampshire Director

Members are encouraged to submit nominations to the Chapter Secretary / Treasurer, Ann Goodenow by February 20, 2003.

Please send your nominations to :

Ann Goodenow

NNECERAPPA Secretary / Treasurer

e-mail: agoodeno@bowdoin.edu



The Sun Shines Here..

The Chapter Nomination Process



BY DON BRISELDEN,
NOMINATING COMMITTEE CHAIRPERSON

In the last newsletter I addressed how the chapter is organized and spoke about the Chapter leadership and management; including officer and committee positions. We will hold elections at our next meeting (Phillips Exeter Academy March 27 and 28). So, it may be helpful to provide some information about the Chapter's nomination process. The Chapter's Constitution and By-laws provide for the Chapter officers and directors. They provide for a President, Vice President, Secretary/Treasurer and three Directors, one from each from Maine, New Hampshire and Vermont. The Constitution and By-Laws are explicit in how the nomination and election process proceeds.

- All officers (president, vice-president, secretary/treasurer) and directors (one from each state) are elected every two

years. The officers cannot serve in the same position for more than one term. The directors can be elected to a second term.

- All positions are elected and thus available for a nomination by the committee or from floor, It has been chapter practice for the vice-president to move up to the president's position. In the past the Board of Directors has continued that practice.

- We are required by the By-Laws to inform the membership of the election and solicit nominations from the membership by February 1st. Please see the announcement that is in this newsletter. Nominations must be in to the Chapter Secretary (Ann Goodenow) by February 20.

- The membership nominations will be sent to the Secretary/Treasurer, Ann Goodenow, who will forward them to the nominating committee for inclusion in the nomination list by March 1st.

- The nominating committee then forwards a list of nominations to the President and prepares ballot for the meeting.

It is a straightforward process that is open and fair. The process has served us well. However, the continued success and prosperity of our chapter

depends on people stepping forward and offering to serve or being nominated by their colleagues. Please continue to support the chapter by participating as an officer or committee member. ⁿ

In 1984 our Chapter established a scholarship to each APPA Facilities Management Institute in the form of a full tuition payment for up to six persons, two from each state in the Chapter. The Chapter has also established a _ tuition scholarship to all other APPA Educational Programs, for up to three persons, one from each state in the Chapter. The Scholarship Application Form is found at our website: <http://www.erappa.org/nne/>. It can be forwarded to any of the State Directors or to the Secretary/Treasurer for presentation to the Board of Directors before each semiannual meeting.

ERAPPA also has scholarships available for the APPA Facilities Management Institute. They award six scholarships, four of which are funded by the ERAPPA and the remaining two supported by APPA. The completed application form is mailed to APPA's main office in Virginia.

Education Committee Perspective



BY: ANITA BAILEY,
PHILLIPS EXETER ACADEMY

When you stop and think about APPA, ERAPPA, and NNECERAPPA, and what it is all about, it comes down to education- through educational conferences, the APPA Institute and Leadership Academy, numerous publications, and networking opportunities. Looking at the various levels of our organization through the Education Committee perspective, you can get a real sense of the organization.

I am picturing myself sitting on the edge of a fence right now- I have been the chair of our Chapter Education Committee for the last four years, and along with that came involvement on the ERAPPA Education Committee as our chapter's representative. It is time to turn over those reins now, to Dana Peterson of the University of NH (see Dana's related article in the fall NNECERAPPA Newsletter). Dana has lots of great ideas that he

is excited about, and I know that he will do a great job as the committee chair. I look forward to continued involvement in support of the committee under his leadership.

I am now getting a new educational perspective through involvement with the APPA Education Committee as our region's representative. I attended my first meeting in July, in Phoenix at APPA's Educational Facilities Forum, and we just recently met once more for two days at the APPA offices in Alexandria, VA. Our committee is in the process of planning the educational program for this summer's Forum, which is scheduled for July 27-29, 2003 at the Gaylord Opryland Hotel in Nashville, Tennessee. This year's forum will also provide a unique opportunity to meet side by side with members of NACUBO (National Association of College and University Business Officers). Attendees will be able to choose to participate in both APPA and NACUBO education sessions and visit both exhibit halls. And here's a sneak peak: the APPA program promises to have something for everyone, starting with six concurrent Sunday morning Experience Exchange sessions for

all categories of schools, from the small, medium and large college/ university, to the community college and the K-12 school.

Let me know at any time if you have comments or questions about any of the APPA educational offerings, past or future. I look forward to this opportunity to represent our region at the APPA level, and rely on you to provide comment on how we can best serve your needs. You can reach me at (phone) (603) 777-4434 or by e-mail at abailey@exeter.edu.

Conservation & Accessibility..

BY DENNIS HUBER, SUPERVISOR OF
GROUNDS, PHILLIPS EXETER ACADEMY

Exeter's New Trail Bridge

There will be a grounds focused education track at the spring chapter meeting in Exeter. One of our programs will be the explanation of how Exeter is managing its extensive forest and field land area. Conservation, education and recreational access are key objectives. There is an extensive trail network which is used year around.

If you enjoy walking in the woods you will appreciate the Gilman Trail and especially the new bridge the grounds crew built over a 20 foot

wet area this summer. This began as a fairly simple project until we found out the area is designated as "prime wetland". We first had to get the approval of the Exeter Conservation Commission at a public hearing. Next we had to obtain a special state permit requiring application forms, pictures, topo maps, tax maps, and detailed drawings. All the abutters of this property had to be notified by certified mail and a public hearing at the Department of Environmental Services was held to allow opposition. After 7 months we received approval to construct

the 30-foot bridge.

During the late summer while there was no water in the area we drove 14 pipes, attached dock hardware and assembled the pressure treated lumber. Even though all the materials had to be carried 700 feet to the site, the project was fun and interesting. We built the bridge seven feet wide to accommodate an ATV type maintenance vehicle. We rented this vehicle and used many yards of wood chips to cover the exposed and hazardous

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