



# Memo

**To:** NEAPWA Membership

**From:** Timothy M. Webb, Co-Chair, Spring Conference Committee

**CC:** Richard "Chip" Barrett, Anthony Garro, Stephen Mattscheck, Thomas Roy

**Date:** March 11, 2020

**RE:** April 9th Spring Conference/Rentschler Field, East Hartford, CT

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Questions have arisen due to the recent outbreak of the COVID-19 Virus and its effect on the NEAPWA 2020 Spring Conference.

The Spring Conference Committee will continue to monitor the situation along with the staff at Rentschler Field in East Hartford, and you will be notified as soon as a decision has been made as to cancel or not cancel the event. The Spring Conference Committee will be meeting on March 24<sup>th</sup> to review what if any action will need to be taken.

We will continue to accept registrations and in order to minimize payment issues, the following is suggested. If you choose to register on-line, there are several options for payment; check, pay at door, or purchase order. These options allow for payments to be withheld until a final decision has been made, but still allowing you to register for the conference. Those who choose to email or use the USPS can do so by adding "check to follow" on the registration form

In the event of a cancellation, all monies already received by the Secretary/Treasurer or APWA National, will be returned to you.

Regards,

Timothy M. Webb, Co-Chair  
NEAPWA/Spring Conference

