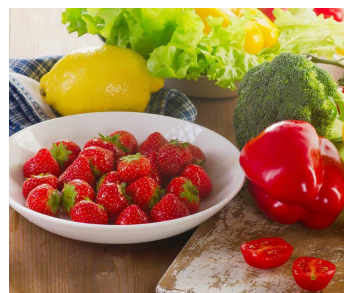
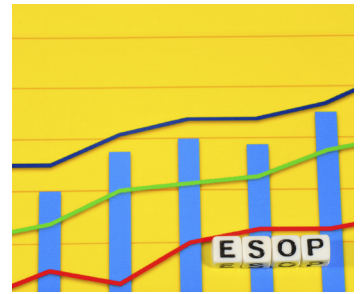
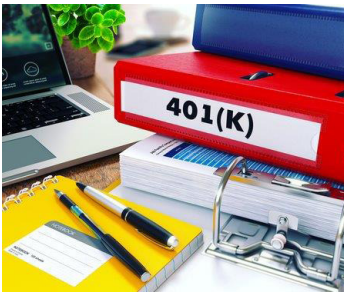
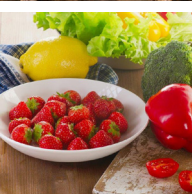
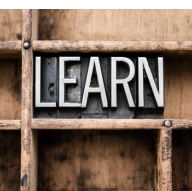
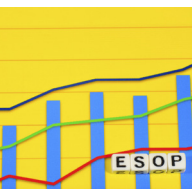


2016 - 2017 Committees' Annual Report

A Comprehensive Report of BL Companies Committees' Accomplishments, Goals & Initiatives





As a 100% employee-owned company, BL Companies stands apart from the rest because of the way we engage employee owners in the business of creating a long-term sustainable Company.

Some of the practices that distinguish BL include transparent communications, employee engagement in critical aspects of the business and the care that BL takes for onboarding new employees and aligning our policies around our core values.

Committees, each comprised of approximately 10 to 24 employee owners, play an important role at BL as they handle the navigation and recommendations on significant matters ranging from healthcare and safety to ESOP communications and training.

Visit the intranet for a list of committee chairs and active committee members.

A LETTER FROM THE PRESIDENT & CEO

Employee Owners,

As you know, we get a lot of important work done through our Committees and Subcommittees at BL Companies. We currently have eleven active Committees and several Subcommittees. The employees who are a part of these Committees have taken on initiatives such as technical training sessions, the wellness newsletter, Safety Day, assessing our current health care plan, ESOP communication and events, and the list goes on and on.

As an Employee Owned Company the various Committees and Subcommittees provide Employee Owners opportunities to participate in areas of interest. We greatly appreciate the contributions of the Committees and also want the contributions to be recognized during the year end evaluation process, as Committee work is generally above and beyond an employee's job responsibilities. It's expected that Managers will seek input from the Committee Chairperson(s) on the contributions of their members.

In addition, we are frequently asked: what are the Committees? how can I get an opportunity to participate? how long do I need to sign up for? what happens if my work changes and I cannot participate?

And so... I thought it would be helpful to provide some guidance so that we can foster opportunities for further involvement, provide communications of the great work and contributions of the Committees and its members and allow participation to initiatives without having to make a life-long commitment. Each Committee has some nuances, and Committee Chairpersons can provide further specifics.

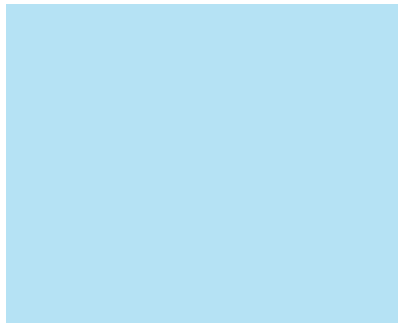
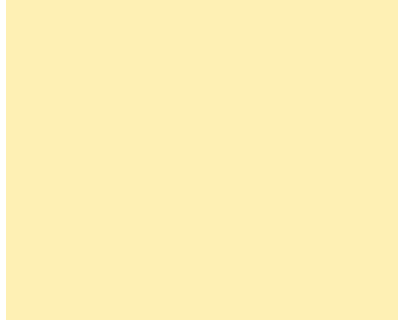
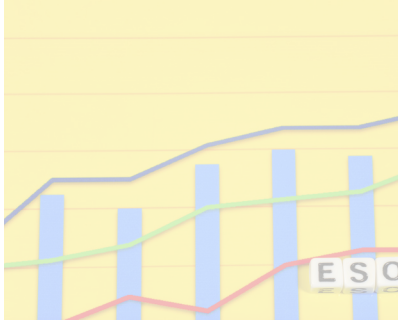
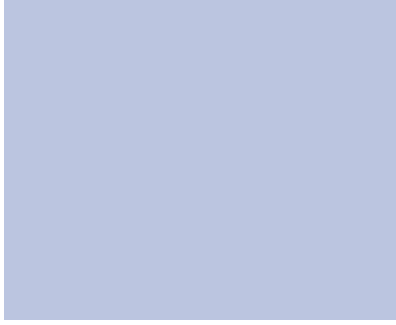
I have asked Julia O'Brien to work with each Committee Chairperson to communicate the following:

1. As part of this year's evaluation process (and thereafter), we are asking the Committee Chairperson to:
 - Review his or her Committee and discuss with each member their interest or ability to continue participating.
 - Discuss with the Directors the contributions of each Committee member, the level of department and office involvement, and whether it is time to provide others an opportunity to participate.
2. For those who want to participate and currently aren't, or are asked to participate because of a certain skill or expertise:
 - Employees interested in a particular Committee should contact the Chairperson and discuss, regardless of whether or not there is an immediate opening. It's important for the Chairperson to be aware of your interest, as there will at some point be an opening on the Committee or a Subcommittee. The list of Committees and members are listed in the Company Directory>Committees section of the intranet (might not include all Subcommittees or one time efforts).
 - The involvement would be for a flexible two-year commitment, so that the employee knows that the time is finite and they could rotate off. This also provides others the opportunity to participate.
3. We are asking each Committee to review their mission statement and set out their 2017 goals and objectives, along with a summary of 2016 accomplishments. We'll provide an overall communication to all of our Employee Owners, so we can recognize their good work and you can understand more fully what these Committees do and accomplish.

We hope this is helpful. If you have other questions, please direct them to the Committee Chairperson, Julia O'Brien or me.

We look forward to continuing the important work of these Committees.

Carolyn



■ TABLE OF CONTENTS ■

COMMITTEE	PAGE NUMBERS
■ 401K Committee.....	1-2
■ BL Application Software Team: BLAST.....	3-6
■ Document Retention Committee.....	7-8
■ ESOP Communications Committee.....	9-12
■ Giving Back Committee.....	13-14
■ Healthcare Committee.....	15-16
■ Project Management Committee.....	17-18
■ QA/QC Committee.....	19-20
■ Safety Committee.....	21-22
■ Technical Training Committee.....	23-24
■ Wellness Team.....	25-26



401K COMMITTEE

MISSION

- Prepare, maintain, and review the investments periodically (quarterly basis) with guidance of a third-party financial advisor.
- Prudently select, monitor and, if necessary, recommend termination of investment options.
- Share information and recommendations to Executive Team and President/CEO.



2016 YEAR IN REVIEW

- Initiated plan change so that effective Jan 1, 2016, new hires are able to participate in the plan immediately, removing the three-month waiting period.
- Continued to monitor fund performance based on Investment Policy. At the moment we have two funds on the watch list.
- Completed 401K 101 for new hires on a quarterly basis.
- Provided face-to-face meetings with advisors to employees in Meriden, Hartford and Camp Hill. A total of **35** employees took advantage of meetings. Patrick Clark, our Financial Advisor, also received a few calls throughout the year.
- Added a new member to the Committee, a representative from Architecture, Molly Salafia.



PLAN PERFORMANCE HIGHLIGHTS

- Plan asset values increased from \$17,199,300 Q4-2015 to \$19,493,211 Q3-2016.
- Expense Ratio currently at 0.86 which is below the industry average of 1.04 (based on plan assets 10M – 24.9M).



2017 GOALS

- Continue educating our employees on the plan by promoting visits to the website for tutorials, webinars, etc.
- Present retirement sessions during 2017.
- Facilitate face-to-face meetings starting in the month of October for all offices with RetireSecure Team from Principal and Financial Advisor.
- Send targeted e-mails to all employees regarding retirement plan.





BL APPLICATION SOFTWARE TEAM: BLAST

MISSION

- Prioritizing and identifying areas of improvement, challenges and areas of focus for the Company specific to software and technology.



2016 YEAR IN REVIEW

BLAST Focus Area | *Awareness / Communication*

- Published 4 BLAST Newsletters issued (Quarterly) along with the “Blast Review – An Historical Review”
- Participated in ESOP Family night – “BLAST Photo Scavenger Hunt”
- Participated in BL Back to Basics Day.
- Issued BL File Management & CADD Standards Manual Version 1
- Added GIS to list of services on BL website
- Added 3D Visualizations to list of services on BL website
- Sent Company-wide email regarding Pinnacle subscription uses (On-Demand learning/training and tech. support for AutoDesk programs)
- Coordinated with Dave Parent regarding IT initiatives:
 - Network upgrades
 - Smart Screens
 - Machine Upgrades
 - Plotter / Printer Upgrades (ARC)
- Continued to work on recommendations for the use of the BL logo on 3D Visualizations.

2016 YEAR IN REVIEW CONT'D

BLAST Focus Area | Software

- Drones - Researched and discussed drone usage and software (Company-wide - All Disciplines).
 - Purchase of Datumate (georeferenced Imagery)
- Lumion Upgrade (Visualization software)
- Bluebeam – Installs and roll-out
- Bluebeam Extreme – purchase and use to create “smart” forms
- SiteOps – research regarding purchase
- Pinnacle – Upgrade and roll-out
 - Staff has the most current version of software (15.2 at a minimum – 15.3 is current)
 - Staff starting to utilize tech. support functionality
- Bentley – Online training – user accounts setup for employees through IT
 - ArcExplorer – GIS viewer – Installs

BLAST Focus Area | Standards

- Issued BL File Management & CADD Standards Manual Version 1.
- Continued updates to detail libraries.
- Continued to work on creating Engineering – Energy specific CADD standards.
- Created and implemented GIS standards.
- Updated Civil Standard Plan notes.

BLAST Focus Area | Training

- Coordinated with Technical Training Committee and BLAST Subcommittees for software specific training. Participated in various training sessions throughout year:
 - AutoCAD Civil3D
 - REVIT (including preparation of BIM terminology presentation)
 - ArcMAP
 - Bluebeam



2016 YEAR IN REVIEW CONT'D

BLAST | *Sub-Committee Accomplishments*

■ **Architecture**

- Updated detail library
- Focused on REVIT initiatives in 2016

■ **Engineering**

- Civil3D Technical training sessions
- Updates to detail library
- Purchase of MIDAS (Structural calcs software)
- Energy specific standards
- Ongoing research regarding SiteOps
- Research and discussion of drone usage and software

■ **Environmental**

- Presented “Cultural Services” to Meriden office
- Coordinated with BLAST on ArcExplorer installs
- Purchased and increased use of tablets
- Updated Wetland data sheets
- Updated QAQC forms and encouraged use
- Created sub folders for natural resources group
- Trained on AutoCAD and GIS

■ **Land Surveying**

- Purchased Leica imaging Total Station
- Purchased Datumate – roll out and testing
- Purchased Leica infinity software
- Continued to work on CADD template improvements
- Upgraded field hardware (on-going in 2017)

■ **Revit**

- Formed new committee
- Continued to create REVIT standards, templates and manual

■ **GIS**

- Consolidated and re-organized all GIS library data into central location
- Created and implemented standard subfolder structure
- Created standard file naming
- Researched and discussed drone usage and software
- Added Survey representative
- Presented “Intro to GIS/ArcMAP” training session
- Recommended the purchase and install of ArcExplorer – GIS viewer for all users
- Reviewed templates
- Worked on creating a New Employee Orientation outline –“Intro to GIS at BL Companies”



2017 GOALS

- Continue to evaluate and research drone usage and software.
- Evaluate various software and make recommendations on implementation and upgrades:
 - Review status of current AutoCAD software (Civil3D and Revit) versions.
 - Evaluate various Bentley software regarding when to upgrade.
- Develop and issue quarterly BLAST newsletters to promote awareness and education on BL Applications and Software.
- Continue to oversee and lead the Discipline and application/software committees.
 - Update various CADD templates.
- Continue to coordinate with the Technical Training Committee regarding software training.
- Re-introduce some CADD features/functions to assist project teams with some specific tasks and increase efficiency.
- Create New Employee Orientation Outlines – “Intro to BLAST” and “Intro to (discipline specific)”.
- Review Engineering Detail Library – Update and Re-organize
 - Create ENG task force.
- Update Architecture/MEP/Struct Detail Library (in coordination with REVIT initiatives).
- Update Revit standards manual and conduct internal training.
- Continue communication of Deltek updates and resource planning.
- Communicate and educate employee owners about 3-D printer in Meriden.
- Develop a go-to list for people with technical issues.



DOCUMENT RETENTION COMMITTEE

MISSION

- Develop and annually update Document Retention Policy.
- Seek to educate employees and lead by example as to best document retention and file management practices.
- Address ongoing needs in regards to the sending, sharing and delivering of documents.



2016 YEAR IN REVIEW

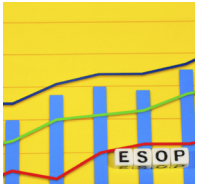
- Participated in Back to Basics Day in terms of communicating about the new file structure
- Updated the Document Retention policy
- Updated the CAD Transfer form
- Participated with the QA/QC Committee in developing a policy on saving and discarding redlines
- Developed new terms and conditions for the FTP site
- Presented a training on using the FTP site
- Refined the policy on scanning files and plans



2017 GOALS

- Research and catalog all states' licensing boards' requirements (where BL is doing work) on stamping, signing and filing plans. Make such information available to all employees.
- Continue to monitor and update document retention policy and naming and filing procedures.





ESOP COMMUNICATIONS COMMITTEE

MISSION

- To promote an inclusive and interactive work place by educating our colleagues on our rights and responsibilities as employee owners, and encouraging pride in the impact each of us has on our product and profession.



2016 YEAR IN REVIEW

Month(s)	Activity						
Annual (January - December)	Monthly ESOP Calendars						
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2016 YEAR IN REVIEW CONT'D

Month(s)	Activity	
April - June	Guess the Landmarks Mini Game	<ul style="list-style-type: none"> The Mini-Game committee selected 6 images of landmarks, emailed the entire company requesting they name the landmarks pictured and identify at least one BL discipline that was involved in the development of or is involved in the maintaining of these landmarks for public or private enjoyment. The first 15 to reply with the correct answers were entered into a contest to win an Amazon.com gift card.
	Cinco de Mayo Celebration: Spreading the Ownership Culture	<ul style="list-style-type: none"> Each office had a Cinco de Mayo catered lunch, during lunch people were encouraged to wear a fun Cinco de Mayo themed hat. Each office judged the hats, and the winner received a gift card. Field staff was encouraged to send in photos of hats to participate in the contest.
	Guess the Stock Price (May - June)	<ul style="list-style-type: none"> Each employee had a chance to guess the 2015 BL Stock Price. The four (4) closest guess were awarded a prize. Total of \$1000 was given in prizes. Very popular contest!
	Summer Happy Hour (Meriden)	<ul style="list-style-type: none"> After work gathering in our new picnic area to celebrate the summer
	Where's Waldo ESOP Trophy Game (June-October)	<ul style="list-style-type: none"> To celebrate us (BL) winning an AACE award (ESOP Association) we asked all offices to take a "Where's Waldo" inspired picture of their office with the AACE trophy. Each office did a great job and we included the photo entries in the Fall BL Owner's Manual newsletter.
July - September	Baseball Trivia	<ul style="list-style-type: none"> Baseball trivia contest that included Meriden, Hartford, Bridgeport and Norwood offices competing for Yankees Tickets. BL obtained the Yankees tickets from a BL client.
	Ice Cream Social	<ul style="list-style-type: none"> Ice Cream for everyone! ESOP committee members purchased ice cream for a fun summer snack. Field staff were encouraged to buy themselves an ice cream cone, as to not miss out on the sweet treat! Some offices (availability was the issue) had an ingredients guessing contest, with a small gift card as a prize.
	ESOP Year in Review	<ul style="list-style-type: none"> 1 hour long informational session for all employee owners after the Statements of Participation are delivered. Conducted over two weeks and over 12 sessions. Highlights include employee owner ESOP milestone recognition and 2015 Stock Price review.
	Vesting for 100% ESOP Participants	<ul style="list-style-type: none"> For those employee owners who reach 100% vesting within the ESOP, we provide a BL "100% Employee Owner" Fleece Vest.
	New Participant T Shirts	<ul style="list-style-type: none"> NEW Program in 2016: T shirts designed by ESOP CC and provided to all new ESOP participants in 2016.
	Family Month (August)	<ul style="list-style-type: none"> Celebrating the BL Work Family and our employee owner's families. Events included baseball game at New Britain Bees and Family night at the Meriden Office.

2016 YEAR IN REVIEW CONT'D

Month(s)	Activity	
October - December	ESOP Month (October)	<ul style="list-style-type: none"> ▪ Month long event - ▪ Events included: BL Guess Who, SMART BOARD Pictionary, BL Movie Trivia, BL Wellness Challenge, BL Safety Bingo, Happy Hour and end of month Raffle.
	ESOP Thank You (November)	<ul style="list-style-type: none"> ▪ In the spirit of the upcoming Thanksgiving Holiday, we teamed up with the Giving Back Committee and changed the ESOP Awards to the ESOP Thank-Yous. So instead of submitting nominations for employees who displayed outstanding employee ownership behavior – we asked employees to submit simple expressions of gratitude for people or groups within the BL family. As added incentive for submitting the ESOP Thank-Yous, BL donated \$1 for every Thank-You submitted to the Wounded Warrior Project.
	Secret Santa	<ul style="list-style-type: none"> ▪ Each employee who signed up was assigned a person in their office for whom to buy a present valued at approximately \$10. If an employee was assigned a person whom he or she didn't know very well... even better! This gave employees the opportunity to learn a little bit about their likes and dislikes as they tried to find a fun present for them. For gift ideas they could ask their direct coworkers, stalk them on Facebook, or spy on them over cubicle walls... whatever it takes!!
	Field Staff Appreciation	<ul style="list-style-type: none"> ▪ Appreciation project in which all offices participated in showing some extra appreciation for our field staff ▪ Packages were sent to all of our field staff by our offices that included some BL gear, sweet treats and other goodies. Notes from different departments were also included to let our field staff know we are thinking of them.



2017 GOALS

- Connecting Offices/Disciplines
- Reaching Field Staff
- ESOP Education
- Focus on New Hires





GIVING BACK COMMITTEE

MISSION

- To promote and foster social responsibility and involvement through charitable giving, volunteerism and community projects. The Giving Back Committee coordinates and communicates BL's giving back initiatives and schedule of events.



2016 - All of BL's Offices Participated in:

- Go Red for Women (partnered with Wellness Committee)
- Dress for Success
- Tied to Success
- 30 Good Deeds in 30 Glorious Days
- Back to School Backpack Drive
- Donation Creation ESOP Month Food Drive
- Movember – Men's Health initiative \$250+ (partnered with Wellness Committee)
- Wounded Warrior Thank-Yous – All offices \$431 (partnered with ESOP Communications Committee)

2016 - BL made an impact in local communities by participating in the following:

- **St. Baldrick's Foundation** – Donated \$492 - Camp Hill
- **Sandy Sprint** – KOP; April 23, Promotes awareness for ovarian cancer, Donations surpassed goal of \$500
- **The Village for Families & Children** – Clothing Donation - Connecticut
- **American Heart Walk** – \$700+ CT offices
- **Big Brothers, Big Sisters** – Camp Hill
- **Ronald McDonald** – Camp Hill
- **Klingberg Vintage Motorcar Festival** – CT offices; June 18
- **Meriden Humane Society** – Meriden
- **CT Foodbank** – Meriden, Hartford, Bridgeport, July 8
- **Everyone Ride / Run Against Cancer Every day (ERRAC)** – Meriden, Hartford, Bridgeport; July 16
- **Warrior Dash** – Bridgeport (Bob K.) Raised \$1300 for St Jude
- **American Red Cross** – Meriden had Mobile Blood Bank; July 25, 28 pints were collected (7 more than our goal)
- **MS Walk** – Donations surpassed goal of \$2,000 - Camp Hill
- **Mud Volleyball** – Meriden; August 20, \$250 Proceeds benefited the Epilepsy Foundation of CT
- **Food Drive** - Bridgeport donated 150lbs of food
- **Eagle Baseball Club Golf Outing Sponsorship** – Camp Hill
- **Run for the Arc Sponsorship** – Meriden
- **Greater Harrisburg Association of Realtors Foundations / Thanksgiving Food Drive Sponsorship** – Camp Hill
- **An Evening of Giving Back – CT Food Bank** – Meriden, Hartford, Bridgeport, CT; Nov 3
- **Sponsor of Tons of Toys** - Hartford
- **Toy Drive to benefit Yale-New Haven Children's Hospital Toy Closet** – CT Offices

2017 GOALS

- Facilitate at least 2 Company-wide community giving events.
- Create opportunities locally for hands on volunteering and fundraising opportunities
- Partner with other BL Committees in the coordination of giving back initiatives and events
- Communicate through social media, newsletter, intranet & Giving Back Profiles the great work our employee owners are doing in their communities





HEALTHCARE COMMITTEE

MISSION

- Annual renewal – review of current plan and utilizations.
- Make recommendations of changes to the Executive Team.



2016 YEAR IN REVIEW

- Effective Jan 1, 2016 the new plan administrator is Cigna. More than **12** employee meetings took place at the beginning of the year to introduce Cigna to employees.
- Committee recommended Sun Life as the administrator for Life Insurance and short-term and long-term disability.
- Group Dynamic continued as the FSA Administrator.
- Quarterly meetings (Lunch and Learns) were completed with Cigna assistance to educate our employees on plan design (i.e., Plan Summary/Copayments; Follow Up on Cigna, Benefits Overview and Plan Exclusions and Limitations; and Open Enrollment Mtgs).
- Benefit Meetings were provided on a monthly basis.
- Two new members were added to the team: Greg Longo (Architecture/MEP) and Ken Yoder (Environmental).
- Renewal process was completed, results came in with an approximate increase of \$300K. Team made the recommendations to continue with Cigna, Sun Life and Group Dynamic.



2017 GOALS

- Continue to educate our employees on our plan design.
- Provide tips on how to be good consumers.
- Invite spouses for additional education on Medical Plan.
- Coordinate the enrollment period. An informative meeting to take place around November 15, 2017.
- Work together with the Wellness Committee on targeted topics to promote wellness.
- Continue to use Cigna Program for Preventive Care and Wellness.





PROJECT MANAGEMENT COMMITTEE

MISSION

- Increase the proficiency of Project Management by providing Project Managers with:
 - Necessary tools, resources, and education on a continual basis to promote project profitability
- Provide exemplary client service



2016 YEAR IN REVIEW

- Created “Short Form” Project Work Plan. This created the ability to bypass the long form for projects under \$10K.
- Created a combined Project Audit Tracker (PM, QA/QC and Safety) – It was designed to accommodate all three committees in their documentation of the audit results.
- Established PM Ambassadors and their focus – Each PMC member was assigned a group of PM’s to help understand the results of their audits and train in the use of the Project Work Plan.
- Performed Quarterly Audit (through the first 3 quarters) and provided constructive feedback to PM’s & Directors.
- Made enhancements to Orientation Process – More direct process for newly hired PM’s.
- Transitioned PSMJ Bootcamp Training (scheduling) to HR (Shannon).



TRAINING

- Communicated the change with respect to the Project Work Plan (name change from PM Plan) as well as demonstrated to the entire Company the use and effectiveness of the tool itself.
- Held 2 sessions on the enhanced billing process and Deltek Vision Dashboards (new look, profitability, new reports, etc.).
- Began, with a sub-set of the committee, the development of the Project Planning module in Vision.



2017 GOALS

- PM Committee's sole goal for 2017 is to lead in the implementation of the Deltek changes to the Resource and Project Planning modules.





QA / QC COMMITTEE

MISSION

- Evaluate the current QA/QC programs across the disciplines including lessons learned from projects and consistency throughout offices
- Identify gaps and enhancements
- Continue to implement and promote Departmental, company-wide QA Plans; continue to train staff on best practices so as to incorporate into process and systems

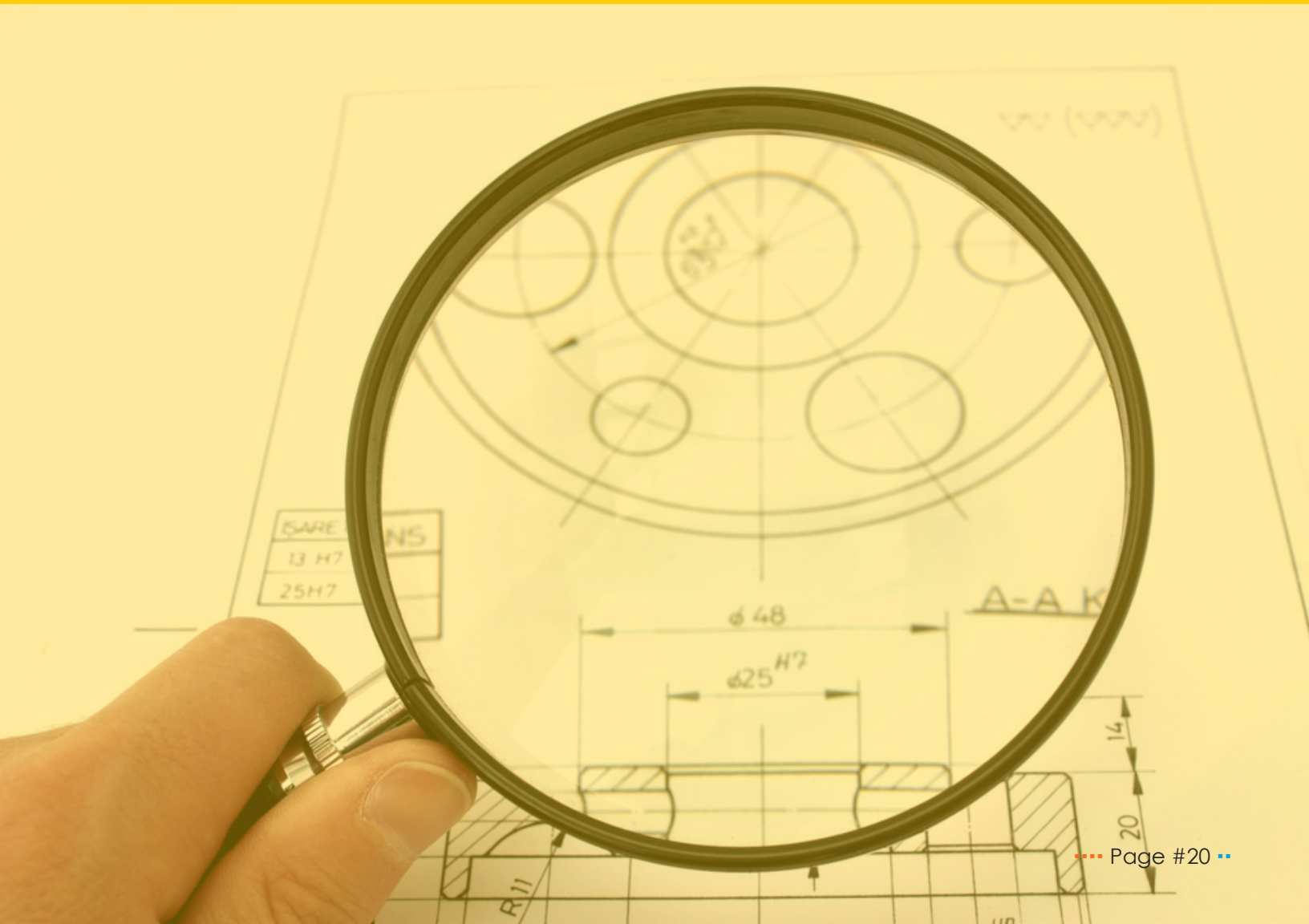


2016 YEAR IN REVIEW

- Performed audits for the first three quarters and followed up with PM's.
- Presented at BL Back to Basics Day.
- Drafted, revised and completed the BL Companies QA Plan.
- Rolled out the BL Companies QA Plan in October at the first quarterly Departmental QA/QC meetings.
- Developed a policy on saving and discarding redlines.
- Participated with the PM Committee and Safety Committee in additional training on the Project Work Plan.
- Began development of Departmental QA Plans.

2017 GOALS

- QA/QC – a year of implementation.
- Quarterly meetings reviewing Departmental and BL QA Plans and discussing lessons learned for the quarter.
- Consistent new employee orientation.
- Quarterly audits to ensure compliance and educate PM's on best QA/QC practices.





SAFETY COMMITTEE

MISSION

- Educate all employees on safe practices in field and office
- Hold employees accountable for employing best practices
- Continually respond to the ever-changing safety needs of our environment and clients



2016 ACCOMPLISHMENTS

- Sent out weekly safety e-mails keeping safety top of mind for all employees.
- Held a safety picture contest which kept safety top of mind and generated more pictures for our marketing materials.
- Updated the entire Company's seating charts found on the intranet for those who are First Aid/CPR certified to be able to respond to anyone in need.
- Celebrated **five** Committee members achieving their OSHA-10 certification.
- Continued with the maintenance, updating and understanding of our ISNET presence.
- Conducted electrical panel/box training for architectural and MEP employees.
- Held a great lunch and learn for employees working in work zones.
- Conducted three rounds of project safety audits and educated PM's about safety.
- Updated Meriden's SDS Plan and distributed a template to all other offices.
- Created SDS Plans for all offices.
- Established a subcontractor/subconsultant RFQ process, received responses and posted on intranet.
- Held first quarter and second quarter safety meetings.
- Oriented **16** new employees on safety.
- Held CPR/First Aid/Bloodborne Pathogen training for **11** employees.
- Created and disseminated a field toolbox talk form.
- Provided a great aerial lift and harness use training.
- Updated all EAP's.



2017 GOALS

- The focus in 2017 will be on training and compliance with established policies with our audits and field audits (new).
- Training that has occurred in 2017 to date:
 - confined space
 - ergonomics training for field staff in Survey and Env (2nd Q)
- Training that is planned:
 - aerial lift and harness training (Mid-Atlantic 3/15)
 - ladder training for Architecture and MEP (2nd Q)
 - work zone safety particularly for roadway work (2nd Q)
 - training for energy projects field work (3rd Q)
 - driver safety training (3rd Q).





TECHNICAL TRAINING COMMITTEE

MISSION

- Advance technical skills in each of our disciplines to raise the quality of all projects



2016 ACCOMPLISHMENTS

Discipline	2016 Training Sessions Accomplished
ARCHITECTURE, STRUCTURAL ENGINEERING & MEP ENGINEERING	<ul style="list-style-type: none"> Building Code Chapter 10 RTU Field Survey Structural Wind Load Design Building Code Chapter 10 - Part 2 Photometric Design Structural Earthquake Design Revit Team Meeting Lateral forces: bracing options
CIVIL ENGINEERING, LANDSCAPE ARCHITECTURE & TRANSPORTATION	<ul style="list-style-type: none"> GIS Intro to GIS/Impact Analysis Civil3D (Session 1 of 4) Designing & Implementing Separated Bikeways Civil3D (Session 2 of 4) CADD / C3D Training Roadway Geometric Design for Improved Safety & Operation PADEP Chapter 102 NPDES Training (Session 1 of 2) Civil3D (Session 3 of 4) Civil3D (Session 4 of 4) PADEP Chapter 102 NPDES NOI Training (Session 2 of 2) Wetland Training for Engineers GIS - Intro to GIS FERC Training GIS - next step Chapter 102 NPDES & PCSM Training
ENVIRONMENTAL	<ul style="list-style-type: none"> Phase 1 Process & Parcel Tools Soil & Rock Logging Data Usability Analysis ACOE Connecticut General Permit ACOE Connecticut General Permit AutoCAD Basics Field Documentation Methods CTDEEP Stormwater Registration for Construction Activities - Part 1 CTDEEP Stormwater Registration for Construction Activities - Part 2 US ACOE permit Training

2016 ACCOMPLISHMENTS CONT'D

Discipline	Class
SURVEY	Required Training as Needed Provided
CORPORATE	Excel Formatting & Formulas Lunch with Legal BL Companies: Data Security Sharefile FTP (second session as needed depending on interest) Social Media Blue Beam Training MS Excel MS Excel Red Cross First Aid/ CPR/ AED & Blood borne pathogens certification
PROJECT MANAGEMENT	PSMJ Project Management Training Project Work Plan (f/k/a the PM Plan) Project Work Plan (f/k/a the PM Plan) Project Work Plan (f/k/a the PM Plan) Work Zone Safety PM Training - Project Profitability, Reporting and Billing Enhancements



ADDITIONAL ACCOMPLISHMENTS

- Set up e-mail for Technical Training. The group label in Outlook is "Technical Training Email Group" and the physical email address is TTC@BLCOMPANIES.COM.
- Incorporated Technical Training Calendar onto Monthly ESOP Communications Calendar.
- Conducted tutorial during ESOP Month Screenshots in Microsoft Suite.



2017 GOALS

- Enhance the BL Technical Training program by applying Technical Training sessions toward fulfillment of professional development hour requirements.
- Implement a Technical Training Themes approach to monthly curriculum.
- Utilize Events Calendar on intranet for increased exposure of technical training sessions.



WELLNESS TEAM

MISSION

- Increase awareness, promotion, and adoption of healthy habits through educational initiatives.
- Empower employees to be responsible for their own daily choices toward living a balanced and mindful lifestyle.
- Foster a positive worksite culture with behaviors that cultivate, nurture, and support optimal well-being for ourselves, our families, and community.



2016 ACCOMPLISHMENTS

- Monthly Newsletter
- Monthly Puzzler Contest
- Posters & Wellness Tips
- Go RED for Women (together with Giving Back Committee)
- Cigna Seminar Food Additives: I'm Eating What?
- WalkaBLE Challenge
- Tai Chi Seminar
- Smoothie Day
- Granola & Fruit Water Day (Camp Hill)
- Fruit Water (Meriden)
- Family Day (together with ESOP Communications Committee)
- Wellness Challenge (for ESOP month)
- Raffle contributions (for ESOP Month)
- Health Info Cards & Stress Balls delivered to all offices
- Movember (together with Giving Back Committee)
- Mustache Contest
- Fruit deliveries to all offices – 7 months instead of 4
- Wellness logo contest
- Care Packages, all personnel



2017 GOALS

- Quarterly newsletter
- WalkaBLE Challenge
- Movember
- Go Red for Women/ AHA fundraiser & Heartwalk
- Wellness Challenge for ESOP Month
- Sharing events with other Committees such as Giving Back, Healthcare & Safety
- Lunch time or other time indoor/outdoor gatherings
- Low-fat cooking demo
- Run/walk events
- Lunch & Learns-TBD
- TED Talks-TBD
- Posting Monthly Health Observances throughout the offices
- St. Pat's Day Tea
- Keeping in touch with Cigna for Health & Wellness information



