

York County Public Works Group

May 27, 2010

8:00 – 9:30 AM

Wells Town Hall

Draft Meeting Notes

Committee Members: Charles Anderson (Sanford); Mike Bolduc (Saco); Guy Casavant (Biddeford); Mary Ann Conroy (Kittery); Terry Oliver (South Berwick); John St. Pierre (Berwick)

Staff: Myranda McGowan (SMRPC); Tom Reinauer (SMRPC)

1) Welcome and Introductions

Tom started the meeting by giving a brief description of the process of creating this group. There was interest two years ago to create a regional public works group. SMRPC requested their current planning contract amended to be allowed to create a regional public works group and was recently approved by MaineDOT. SMRPC has set aside \$10,000 until next June 2011 to help assist the regional public works group. This first meeting is a chance to determine what types of items the group would like to discuss at future meetings.

2) Discussion

The group discussed the different types of services that each Public Works Department is responsible/not responsible for:

Kittery: Highway Department, parks system including the school athletic fields, storm water system, solid waste, the town would like the Public Works Department to take over maintenance of town facilities.

Biddeford: Vehicle maintenance, highway, winter plowing, solid waste, recycling, parks/recreation, schools, beaches, cemeteries, waste water, sewage, and facilities.

Saco: Streets, fleets, Regional School Unit (RSU) #23 facilities, wastewater treatment, Amtrak station, commercial fish pier, trash collection is contracted through ecomaine.

Sanford: Vehicle Maintenance, sanitation, curbside trash/recycling is contracted out, Sanford Regional Airport and parks are not part of the Public Works Department, separate division for maintenance of facilities.

Berwick: Small water department, transfer station is contracted to Waste Management, Planning Board reviews, sewage has a separate district.

S. Berwick: Road maintenance including summer maintenance of all roads and downtown plowing, maintenance of public buildings, facilities, regional maintenance facility, storm water management, not responsible for sewer or water.

a) Highway Simplification Study – Tom suggested that Peter Coughlan attend the next meeting to provide an update of the study. Peter Coughlan works for the MaineDOT and provides staff support for the Highway Simplification Study. ***SMRPC will invite Peter Coughlan to speak at the next meeting.***

b) SMRPC Cooperative Purchasing – Tom gave an overview of the Cooperative Purchasing program through SMRPC and the Greater Portland Council of Governments (GPCOG). The program can be set up to add any items that municipalities need. Currently, there are some items that SMRPC handles, and some that are handled through GPCOG. SMRPC municipalities can participate in GPCOG programs for a small administrative fee. The group requested more information on what products/services are available through the cooperative purchasing program.

- Berwick/South Berwick/York purchase some items cooperatively and helps save money for each town.
- State bidding process requires that municipalities predict how much product they will use for the year. If they are under or over the project amount, the municipality pays extra. The SMRPC/GPCOG process is much different; there is no commitment to a particular quantity of product, which most municipalities prefer.

SMRPC will provide the group with a list of products and services available through the cooperative purchasing program.

c) Regional Maintenance Facility – Terry described the regional maintenance facility that South Berwick operates. The facility provides assistance to Berwick and the school department with space to lease to others. As a result of the facility and mechanics, South Berwick has been able to increase the life expectancy of their vehicles.

South Berwick agreed to host the July 22nd meeting at the regional maintenance facility.

d) Guest Speakers – The group decided that having someone attend a future meeting with knowledge about union negotiations and contracts would be helpful.

e) Workshops/Trainings – The following topics were discussed:

- MS4 (storm water management) training
- Training for mechanics

- The Department of Labor can provide training
- Kittery developed their own Local Roads Scholar program as a way to reward their employees in completing courses and training.

Many people noted that trying to keep track of required training for each of the employees can be challenging and time consuming. ***SMRPC will research options for municipalities, including options for a regional training coordinator.***

Other discussions included:

- Tom gave a brief update on the idea of establishing a more formal public works mutual aid program. SMRPC had met with Bob Bohlman from York County Emergency Management and Pete Coughlan from MaineDOT to start discussions last year, but not much has been done. The group thought it would be a good idea to get the process going again. ***SMRPC will get in touch with Pete and the group can also discuss the idea at the meeting on June 24th.***
- The group also discussed sharing the inspection camera and staff person that is currently being shared by Biddeford, Saco, and Old Orchard Beach. They will take a look at the current agreement and see if Kittery and the other municipalities may be able to join in sharing the equipment.
- The need for GIS related work was also brought up. Tom mentioned that SMRPC may be able to help out in some cases if the request is small or if they can provide existing data. No decision was made on the subject.

The group decided that future meetings should take place on the 4th Thursday of each month. The next meeting was scheduled for June 24th at 8am at the Wells Town Hall. The July meeting will be on the 22nd at 8am at the Regional Maintenance Facility in Berwick.