

York County Public Works Group

October 28, 2010

8:00 – 9:30 AM

York Public Library

Draft Meeting Notes

Committee Members: Mike Clause (Kennebunk); Mary Ann Conroy (Kittery); Tim DePerrio (York); Paula Green (Wells); Dean Lessard (York)

Guests and Staff: Myranda McGowan (SMRPC)

1) Welcome and Introductions

2) Update on Regional Training Coordinator

Based on discussions at the September meeting, cost estimates were revised to delete any costs related to overhead and other expenses related to SMRPC hiring an the regional training coordinator as an employee (taxes, health insurance, and retirement). Instead a flat rate of \$30 per hour was used to calculate costs for each public works department and the coordinator would be considered an outside consultant. They would be responsible for paying their own taxes and would not receive any health insurance or retirement benefits.

- Wells is not included on the list; Myranda will contact Terry Oliver to see if they are interested in participating.
- Each Public Works Department is responsible for a variety of departments – sewer, water, parks and recreation, highway, etc. For example, if there are separate departments for sewer and water, we should contact those departments to see if they are interested in participating?
- Should we charge a flat rate for the smaller departments? A suggestion of \$500 was made and we still need to decide how many employees the \$500 would cover.
- The Regional Training Coordinator should also be responsible for making sure each department maintains weekly/monthly inspections of building(s) and equipment. They should also be present at Department of Labor inspections.
- How do other states deal with record keeping and trainings?
- We should broaden the geography that the Regional Training Coordinator would cover, from Kittery to Bath.
- The Regional Training Coordinator should meet with each department at least 1-2 times per year.
- The group discussed various methods of distributing costs among departments. Suggestions included calculating costs based on population or miles or road. It was

decided to stay with the current method of calculating costs based on number of employees.

- Based on a suggestion from the MMA, Wells formed a Safety Committee.

The group also reviewed the draft agreement between SMRPC and the communities. Many people feel that this agreement does not need to go to their respective councils for approval and that they could use funds in their existing budgets to pay for the share of the coordinator position. One option is to allow communities to pay the coordinator based on the amount of work that would need to be completed for that department.

- Could a pre-assessment be completed prior to hiring a regional training coordinator? Miranda will contact SafetyWorks through the Maine Department of Labor to determine if any grant funding is available.
- The Regional Training Coordinator should be encouraged to contact other communities that might be interested in participating.
- Based on this approach, we would advertise for a consultant based on qualifications. Miranda will research this approach and will discuss at the next meeting.

We did not discuss agenda items 2-4

5) Agenda for November 10th meeting

We will be meeting with the Greater Portland Council of Government's Public Works Group on November 10, 2010 at the Saco Transportation Center (Train Station). *The meeting starts at 9:00am.*

The group was not interested in listening to a presentation on Ice B Gone. Instead, the group was interested in discussing the following topics:

- Collaboration and promotion of a Public Works Week
- Mutual Aid/Equipment Sharing
- Regional Training Coordinator
- Discussion of future meetings

NEXT MEETINGS –

November 17 – Saco Train Station, 9:00am (meeting with the GPCOG Public Works Group)

December 23 – We will change time of this meeting, the group is interested in inviting MaineDOT Region 1 staff to discuss salt brine locations in York County.