

York County Public Works Group

September 23, 2010

8:00 – 9:30 AM

Sanford Town Hall

Draft Meeting Notes

Committee Members: Charlie Anderson (Sanford); Mike Bolduc (Saco); Guy Casavant (Biddeford); Mary Ann Conroy (Kittery); Dean Lessard (York); Joel Moulton (Eliot); Jon St. Pierre (Berwick/South Berwick)

Guests and Staff: Marian Alexandre (SMRPC); Eben Marsh (GPCOG); Myranda McGowan (SMRPC); Tom Reinauer (SMRPC)

1) Welcome and Introductions

2) Discussions

Eben Marsh (Director of Cooperative Services at the Greater Portland Council of Governments –
Both GPCOG and SMRPC provide a cooperative purchasing program to their member communities to help save money when purchasing the following products/services. The Midcoast Council of Governments in Bath has joined the GPCOG Cooperative Purchasing program this year. Approximately \$15 million is spent each year on the cooperative purchasing program between the two programs.

- SMRPC is responsible for the bidding process for the following contacts: copy/computer paper and pavement striping.
- GPCOG is responsible for the following contracts: catch basin cleaning, culvert pipe, Christmas tree recycling program promotion, gasoline/diesel, heating fuels, office supplies, paving/reclaiming/crack seal, road salt, signs/accessories, tires/tubes, and tree trimming and removal.
- GPCOG charges an administrative fee for non-member communities. Since SMRPC communities are not members of GPCOG, they are assessed an administrative fee. Could SMRPC members be considered the same as GPCOG member communities? SMRPC does not assess any fees for items purchased under their program.

A discussion took place on the advantages and disadvantages of having one competitive bid for the region vs. multiple bids; particularly for road salt bids. Some people are concerned that having multiple bids could potentially undermine the integrity of the GPCOG bidding process because bids are based on a good faith estimate from each community of how much road salt they plan to use. Some people believe that multiple bids are important and will not hurt the integrity of the process because there are two distinct road salt markets, one for the Portland

region and one for the Portsmouth, NH region. One possibility is to open both bids on the same day so there are no advantages for any of the bids.

Potential items/services to consider for the future include the following list. Please let Marian know what products/services you are interested in purchasing and she can start the process with GPCOG.

- Carbide cutting edges for snowplows
- Work boots, safety gear, vests, rain gear
- Sodium hydrochloride for treatment plants
- Idling reduction apparatus
- Fireworks
- Boiler maintenance/repairs

Training Coordinator Position – Information was sent to the group prior to the meeting related last months discussion; information includes estimated costs, draft job description, and draft agreement.

- The indirect rate used in the estimated costs matrix indicates the overhead rate. Many people thought that overhead would not be included in the costs and that SMRPC would provide overhead expenses.
- Does the regional training coordinator need to be an employee of SMRPC? SMRPC has used contract employees in the past. However, we would not be able to provide office space if the person is a contract employee.
- Sanford believes that the extra costs associated with this regional training coordinator would not be approved by the Council.
- The job description should state that experience with OSHA and the Department of Labor would be useful.
- Could the costs for each employee be based on the requirements of each position? Each position has different responsibilities and training requirements.
- Could the regional training coordinator also conduct trainings and then charge per person that attends, so that some of the costs associated with hiring a regional training coordinator are recovered?
- Some departments would be able to place the additional funding for the regional training coordinator in their safety budget not personnel budget.

NEXT MEETINGS – October 28 – York, 8:00am
November 17 – Saco Train Station, 8:00am (possible joint meeting with
the GPCOG Public Works Group?)