

Public Works Directors Meeting
April 21, 2010
9:00 a.m. at GPCOG

Members Present: Mike Shaw, Chair (Scarborough); Bob Malley (Cape Elizabeth); Roger Mosley (Standish); Jim Plummer (Freeport); Erik Street (Yarmouth)

GPCOG Staff: Eben Marsh, Maddy Adams

1. **Welcome.** Mike Shaw, Chair, welcomed the committee.
2. **Minutes from March 10, 2010 meeting.** *Bob Malley moved approval of the March 10, 2010 minutes. Roger Mosley seconded the motion and all were in favor.*
3. **Snow Plow Roadeo.** Bob reported that notices have gone out. The Roadeo is scheduled for May 12th. The set-up will need to be done the day before the Roadeo (May 11th) beginning around 9:30. A lot of markers from the course are still there. Each community needs to provide one judge; the judges will be meeting at 1:00. Steve Goodman usually collects the sheets. It should be pretty straightforward. The registration fee was increased this year. It was suggested that a reminder of the Roadeo be sent out to Public Works Directors. A different venue will need to be determined for next year's Roadeo. Next year we will look at going to a one-person competition. There was some discussion about having a wing or not, and it was decided to keep the wing. A suggestion for next year was to have an obstacle course with a loader and a plow. The Roadeo should be a standing item on our monthly meeting agenda just to keep it in people's minds. The Roadeo will serve as the May meeting of the Public Works Directors. We should do a critique of the Roadeo at the June meeting.
4. **MUTCD Sign Standards – Meeting Retroreflectivity requirements.** There are some funding strings attached. We are going to have to look at the signs more like an asset in terms of maintaining them. Codify your sign replacement; there are different methods to do it. You can go with a schedule replacement or you can test them with a special device. Before you can do that you need to have a system and inventory. Southern exposure will fade signs quicker. Erik mentioned that they had a representative from 3M put on a demonstration that was very informative. Perhaps we should do that again.

There was some discussion about signs being stolen and what is being done to prevent vandalism. E911 signs were also addressed. OOB and Saco have their town seals on their signs. It wouldn't be a bad idea to inventory our signs. Mike said that Scarborough is using GIS for all of their signs. They are starting to inventory them and contemplating what they are going to do regarding replacement rotation. They are wondering if they should go with a geographic schedule. Funding is also an issue. Bob suggested doing one area of town at a time; it is easier to manage that way and you are doing it incrementally. Mike said that he has been doing that with catch basin and road striping – rotating by doing half each year. Amy Dubois, the GIS Coordinator in Scarborough, could talk to this group about asset management and do a little presentation. At that time we can talk a little more about this sign issue. He will also reach out to Ray at PermaLine. Before the sign bid goes out, we should peruse it to make sure it is up to date to meet these new requirements.

5. **State Road Salt Bid.** Erik forwarded this information to Eben. Eben distributed a memo on this issue. He reviewed the benefits of the GPCOG road salt bid. Road salt was COG's first bid. Sticking together through this process has proven itself over the years. He encouraged their

participation in the COG salt bid. COG continues to review the bid specifications, etc. The vendors come to the table. This bid will be coming out in the next couple of weeks. If you have any recommendations for changes to the bid, please let Eben know. Bob suggested that Eben put together a comparison sheet of the COG salt bid versus the State salt bid for the past three years. Spell out the differences between the two bids. In the state specs, there is a requirement to purchase 75% of what you estimated and you cannot purchase over 125%. The COG bid has been made to work for the municipalities. Ogunquit was one of the York County towns that went with the state salt bid but their price was higher than the COG bid. Mike noted that the way the towns recoup the value of COG is to use COG's services and bids. There are no bid fees on most of the COG bids for member towns. Mike mentioned that McCabe sold all of their equipment. They have always done a great job. Kim will still be doing the salt trucking though.

Update on bids: Catch basin and road striping will be opened on Friday. Paving was just done and fuel oil will be coming up. All the paving bidders were in attendance at the bid opening. Eben would like to do a pre-bid get-together prior to the bid going out next year. He would like to work with the PWD's on the format of the paving bid in particular. Bob mentioned that the contractors often want to know what streets need to be done so that they can group the streets together. If they have to bounce the trucks around, it gets costly. Eben asked if it would be helpful to bring the PWD's together with some of the contractors. Bob thought it would be helpful to review the bid page by page. He didn't think it would be necessary to meet with the contractors. Mike thought there might be some things that the contractors might suggest to help the process. The bottom line is pricing. Bob suggested that perhaps we should be looking at quality assurance/quality control and core density testing. Eben suggested that the PWD's go through the bid specs prior to each bid going out. This can be added to the monthly agenda.

6. Work Order Programs/Customer Service Requests. There was a discussion about how each of the town's handle customer requests/complaints, and whether or not there is a work order process. In Cape Elizabeth they use Microsoft Access. Erik said they tried it with GIS but they now use Access and a work order form. They have two forms – a work order from the public gets filled out and it gets sent to the superintendent. There is a job sheet for public works. On this sheet they keep track of gravel and pipe and costs, etc. In Standish they also use Access. Scarborough uses City-Tech; it is a canned software. They have invested a lot of time in it. They can track customer requests and the amount of money for the repairs. They use FEMA rates. Mike reviewed the work order and explained further. They will have a tracking function which will be able to tie to e-mail. Currently they do not have the e-mail link. They are hoping to have employees keep track of their own vehicle maintenance (electronically). Right now Mike and his workers have laptops in their trucks. CityTech has a number of different modules. Vehicle maintenance, etc. will run through this program. MUNIS is used for payroll. There was further discussion about how the process works. The base modules of CityTech cost between \$12,000-\$15,000, and the annual maintenance fee is reasonable.

7. Other Business. National Public Works Week begins May 16th. Erik tried to put together a subcommittee for the Maine Chapter. Perhaps a newsletter could be put together. Mike mentioned that Chief Thurlow (Scarborough) started a newspaper segment on people in the town highlighting fire, police, and public works.

There was a two-day Maine Asphalt Paving Seminar recently. It would be good for the chapter to attend upcoming events.

8. Next Meeting. Since the Rodeo is scheduled in May, that will serve as the May PWD meeting.

9. Adjourn. The meeting adjourned at 10:55 a.m.