

**Public Works Directors Association Meeting**  
9:00-11:00 a.m.  
**Wednesday, August 8, 2007**  
**GPCOG Conference Room**

**Present:** Erik Street, Chair, (Yarmouth); Shawn Bennett (Pownal); Mike Bobinsky (Portland); Doug Fortier (Windham); Bob Malley (Cape Elizabeth); Roger Mosley, (Standish); Mike Shaw (Scarborough).

**Staff:** Carol MacKenzie (GPCOG); Sue McIntyre (GPCOG).

1. **Welcome and Introductions** – Erik Street, Chairman  
Erik Street called the meeting to order at 9:10 a.m. and welcomed those present.
2. **Acceptance of Minutes from June 13<sup>th</sup>, 2007 Meeting**  
*Bob Malley made a motion for approval of the June 13<sup>th</sup>, 2007 minutes, seconded by Roger Mosley. All were in favor. Minutes were unanimously approved.*
3. **Future meeting topics/meeting dates**  
Roger Mosley said he has left a message with Dave Sherlock from the MaineDOT but has not heard from him yet.

The group reviewed the results of the “Meeting and Agenda Topics Survey”. (A copy of the results was distributed for reference.)

In lieu of the responses pertaining to meeting days, times and locations, it was decided to meet once a month (with the exception of a couple of months during the summer), and to schedule meetings on every second Wednesday of the month from 9:00 a.m. to 11:00 a.m. Meetings will continue to be held in the GPCOG Conference Room in Portland and items such as bagels, muffins, etc., will be provided along with coffee and juice.

Agenda topics receiving the most interest: (listed here in order of preference)

- Safety programs (top of the list)
- Collector road issues
- Public relations
- Employee policies
- Eco-friendly products
- Public safety issues
- Shared services

Discussion began pertaining to safety programs. Many public works departments would benefit from inviting someone from the Bureau of Labor to give an overview on what is required, on job safety analysis, applicable forms, etc. It was noted that Safety Works provides a list of recommended and required programs for various departments and gives a good starting point.

Further discussion followed pertaining to other topics such as collector road issues, winter issues, salting roads, a comparison of lane miles, etc. Mike Bobinsky offered to provide a presentation on what Portland is doing in regards to trends, parking and rural settings, etc. The group could share notes on this topic. A plowing roundtable was also suggested. Other topic ideas included route issues, level of service, equipment vendors, funding allocations, and a PACTS presentation.

Several more topics for discussion were considered. One thought would be to compile a list of performance evaluations, cost of living wages, step wages, and employee policies for comparison and for discussion at one of the meetings and/or to incorporate the information through a link on the COG website. It was noted that MMA also provides some information that might be useful and that perhaps someone from MMA could be invited to come to one of the meetings.

A discussion pertaining to good public relations followed. There was consensus that this is an important topic. Several ideas such as good media coverage, brochures, and open houses were considered.

Another suggestion involved having a meeting on how “green” your work place is in regards to the use of herbicides, pesticides, shop supplies, and eco-friendly products. The use of biofuels was also mentioned. In reference to springtime, good topics to incorporate for discussion could include storm water features such as catch basins, etc. A representative from Dig Safe could be invited to one of the meetings.

Erik will set up a calendar for the year indicating the scheduled speakers and/or vendors for each meeting.

**4. Mutual Aid Agreements – Update**

Mike Bobinsky provided a brief update pertaining to the Mutual Aid Agreement. Carol said she had a copy of what went out to the Town Managers. The first meeting is due to be held in September.

**5. Announcements**

The Maine APWA fall meeting is scheduled for October 3 and 4 in Augusta in conjunction with MMA. The National APWA Conference is due to meet in Boston. Next year the National Conference will be held in New Orleans. Erik spoke of supervisory training and said he would be speaking with MaineDOT on that topic. A discussion followed pertaining to a website for the APWA Maine Chapter.

**6. Other Business**

Discussion ensued pertaining to paving bids, service districts and the benefits of having towns that abut each other to bid together. Carol replied that she could send a bid out anyway and the group would have to decide who wants to go together. A short discussion pertaining to the cost of salt followed. It was agreed to invite the road salt vendor to one of the meetings.

If a meeting is cancelled during the winter months due to a storm day, the meetings will be re-scheduled to the following Wednesday of the next week. Erik will notify Sue and she will send an email out to everyone.

The next meeting is scheduled for September 12, 2007. Agenda topics will include “Safety Programs” and “Personnel Policies.”

**7. Adjourn**

The meeting adjourned at 11:25 a.m.