

**Public Works Directors Association Meeting**  
**Wednesday, January 14<sup>th</sup>, 2009**  
9:00-11:00 a.m.  
GPCOG Conference Room

**Present:** Erik Street, (Yarmouth); Shawn Bennett (Pownal); Doug Fortier (Windham); Norm Millet (Topsham); Roger Mosley (Standish); Dan Nowell (Sebago); Rob Pontau (Topsham); Scott Tilton (North Yarmouth).

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

1. **Welcome and Introductions** – Erik Street - Chairman

Erik Street called the meeting to order at 9:10 and welcomed those present.

2. **Acceptance of Minutes from December 10<sup>th</sup>, 2008.**

*Roger Mosley made a motion for approval of the December 10<sup>th</sup>, 2008 meeting minutes, seconded by Doug Fortier. Vote taken. All were in favor. Minutes approved.*

Sue McIntyre provided an overview of the Public Works Directors' Association webpages. Items reviewed included links to meeting minutes; surveys; equipment sharing inventory; employee evaluation forms; permits and license fees, etc. Carol additionally explained the registering process that allows access to the bid webpage, for review of bid specs and bid results.

A question was asked if it would be possible to add the roundtable topics of discussion alongside each of the meeting dates that are listed on the meetings webpage. It was also noted that this might be a good time to update our Equipment Sharing Inventory list. Sue will add the roundtable discussion information to the site and will follow-up on updating the Equipment Sharing Inventory as well.

3. **Roundtable Discussion- Fleet Maintenance**

The group discussed and shared their respective policies with regards to fleet maintenance.

***Yarmouth***

- The Public Works Department uses a schedule in conjunction with the life cycle of their equipment.
- A reserve account is used for equipment and a list is put together by Erik for his department. That list is presented to the council along with lists provided by other departments.
- Erik is looking into getting the same brand of equipment/vehicles for his entire fleet.
- Yarmouth has two mechanics. The lead mechanic has been there for 18 years and the shop mechanic has been there less than two years. They do their own vehicle inspections and pay for certain certifications for their mechanics.
- They service close to 80 pieces equipment, which includes police, fire, rescue, parks, etc. They don't charge for the labor but do keep track of it and send a separate bill for parts to the other departments.
- Yarmouth is considering doing a needs assessment study and is also researching the idea of merging with the Town of Cumberland's maintenance garage. Right now, Erik said, two of his bays are dedicated to public works. There is not much room.
- Most Public Works Department trucks average about 3 miles per gallon

***Pownal***

- Pownal has a small fleet and has four dump trucks that are on ten year replacement rotations. However, if a vehicle is still in pretty good condition after ten years, they defer replacement for a year or two.
- They also have a one-ton pick-up truck that is on a ten-year rotation as well. Shawn prefers steel-bodied trucks vs. the stainless steel bodies due to the higher life cycle of the steel ones.
- Public Works Department trucks get about 4 miles per gallon.
- Drivers keep a written log which is subsequently inputted into an Excel spreadsheet format. Shawn also updates maintenance costs each year and has been able to estimate an hourly cost rate of \$43.00 to operate one of his trucks. (This does not include the cost of personnel time).
- Pownal does employ a mechanic/operator. Besides driving one of the dump trucks, his mechanic role includes some big repairs depending on the time of year.
- Pownal has a capital projects planning committee.

- Shawn updates his figures on a regular basis. When the town votes for capital improvements, all town departments are included in that session. The town currently does not have a reserve account, but Shawn is hoping that it will be strongly considered in the future. Shawn does have to go to bid and must return to the council to show the bid. The Council can then either say yes or no on what item to buy. A final approval is needed.

### ***Topsham***

- When Rob took the ***Topsham*** position, trucks were 20 years old.
- Public Works has a capital reserve account.
- If a projected expenditure is not approved at the town meeting, it cannot be spent. If an item does get approved at the town meeting, it must then go back to the selectmen for further approval. Any expenditure over \$5,000 must go to the selectmen to get approval.
- Topsham Public Works has eight dump trucks and two are less than ten years old. One of the oldest ones has the least breakdowns and has a new body, so they are keeping it. The newest pick-up truck is a 2003. Six of the dump trucks and four pick-up trucks are due for replacement.
- Rob spoke of informational graphs and numbers that he keeps to provide data on the age, mileage and condition of each one of the Public Works Department's vehicles. It subsequently provides factual support for expenditure requests at town meetings.
- In regards to maintenance work Topsham has one mechanic who also services the fire trucks. They don't do inspection stickers.
- Topsham Public Works Department has an 80 x 200 foot facility.

### ***Windham***

- ***Windham*** is currently dealing with budget constraints with projected shortfalls.
- The Public Works Department has a capital equipment replacement schedule and they normally do a lease purchase.
- Town officials always focus on the bottom line and when cuts have to be made, the first thing they cut is capital.
- Doug goes through the budget workshop/committee first for approval. Once you get the bid, you must then go back to the Council for a final approval.
- A big drawback for the Public Works Department is the lack of a building to wash their equipment. The equipment is left outdoors which contributes to rust due to the moisture that builds and then works on the calcium.
- Windham has done a lease purchase for a dump truck. It has worked well for them.
- During the winter, Public Works has one person assigned to the same truck for the season.
- The Public Works Department has three mechanics and they service all town vehicles and equipment including public works, police, fire, and rescue. They do not service the school buses.

### ***Standish***

- ***Standish*** does not provide a garage with a drain for the Public Works Department that would allow for the washing down of trucks.
- When Roger began working for Standish in 1994, he began with three dump trucks and plow gear.
- Roger started a capital plan to replace equipment in ten year intervals. However, they do try to pace that out.
- With regards to the capital program, they go from seven to ten years. Each year the capital plan gets reviewed and then other equipment is included. It depends on who gets approval for new equipment during that year.
- Standish currently does not have a reserve account but the town has been strongly considering beginning one.
- Any capital equipment expenditures over \$75,000 must be put to a referendum vote. A week later, following the referendum, it goes to the town meeting for a vote on whether or not to expend the monies. Roger noted that if a referendum is passed and monies are raised through the budget, then the town meeting normally votes to expend the monies.
- Standish has about 16 to 17 pieces of equipment for winter operations. Eight of these items belong to the town.

- Standish Public Works does not have a mechanic on staff. All maintenance items are done by the driver/operators. Roger does all the other mechanic work and has rebuilt a loader's transmission and differentials. His goal, however, is to eventually have someone in-house to do all of the mechanic work.

***More discussion followed on:***

- Lease purchase options
- Use of personnel in conjunction with time efficiency
- Wear and tear on vehicles.
- Varying services between companies
- Blended rates and hourly rates
- Per hour cost to operate trucks.
- FEMA monies for ice storm

**4. Announcements:**

- Collector road assessment books are now available.
- Bids for striping will be going out in early May. Carol requested the group to send in names of companies that provides striping services.

**5. Other Business:**

A short discussion took place about whether bids for paving should go out earlier this season. There might be a possibility of getting a lower price. The benefits of an escalator clause were also discussed. It was decided to go ahead and put the paving bid out early.

**6. Next Meeting – February 11<sup>th</sup>, 2009**

Meeting topic ideas were discussed. Ideas suggested included: Dig Safe, Budgets/Reserve Accounts/ Government formats, etc.

**7. Adjourn**

The meeting adjourned at 10:55 a.m.