

Public Works Consolidation Review Committee
Draft Committee Minutes
August 30, 2017

Committee Members Present: Elaine Sopchak, Chair, Michael Plageman, Vice Chair, Susan Cook, Andrew Brown

Absent: Justin Rabidoux

Others Present: Catherine Hammond, minute taker.

The meeting was opened at 7:11 PM.

Agenda item #1: Public to be heard

No public attended.

Agenda item #2: Approve minutes of 16 August 2017

The Committee made several corrections to the draft minutes. Mike Plageman MOVED and Andrew Brown SECONDED the amended minutes. The amended minutes were approved unanimously.

Agenda item #3: Discuss and finalize Committee Recommendations

At the last meeting Ms. Sopchak asked all members send their recommendations to her. She developed a chart with a brief description of all the Committee's recommendations that included when to implement each recommendation and who on the Committee made the recommendation. There were several recommendations made by everyone on the Committee. They discussed each of the draft recommendations, ranked them, and made suggestions as to timing of their implementation.

The Committee discussed the report to be submitted to the Town Select Board and Village Trustees. Ms. Sopchak asked the Committee if they wanted to do simply a high-level list of recommendations or do an executive summary, a high-level list of recommendations, and details in the report. Ms. Cook recommended that the recommendations be grouped into 3-4 topics. Ms. Sopchak said that all the tasks that the Committee is recommending could be combined into a long-range public works plan. The report that the Committee submits to the boards could be the first step in a long-range planning process.

The Committee drafted a list of recommendations and potential topics as follows:

- Personnel
 - Single contract for both Village and Town
 - Analyzing job descriptions
 - Aligning rules and regulations
 - Best practices and procedures
 - Unified organizational chart
 - Cross training (number one priority)
- Financial
 - Capital process
 - Rolling stock
 - Common purchasing policy
 - Joint bonding
- Public Engagement
 - Communications and service call management/administration
- Resource management
 - Asset management software
 - Single administration

The Committee talked about the format of the report to be presented to the boards. It will state who the Committee spoke to; what information they read; the current state of both Public Works departments; and the Committee's recommendations. The MOU will not be revised at this time, as it does not expire until June 30, 2018; by then the boards will have had time to discuss how they want to proceed.

- A draft report will be done by Ms. Sopchak and sent to the Committee members by September 10, 2017.
- Ms. Sopchak would like to have any edits from the Committee members by September 15, 2017.
- Ms. Sopchak will then have a second draft to the Committee members by September 20, 2017.
- Second edits to Ms. Sopchak by September 25, 2017.
- Final draft to be done by September 28, 2017.
- The final report will be submitted to both boards on October 2, 2017.

The Committee would like to present the report to both boards during a joint meeting by end of October or first week of November. The whole month of October could be used to put the presentation together.

The meeting adjourned at 8:25 PM.