

1 Public Works Consolidation Review Committee
2 Draft Committee Minutes
3 June 21, 2017
4

5 Committee Members Present: Elaine Sopchak, Chair, Michael Plageman, Vice Chair, Andrew
6 Brown, Susan Cook, and Justin Rabidoux, South Burlington Public Works Director
7

8 Others Present: Patrick Scheidel, Municipal Manager, and Annie Costandi, Stormwater
9 Coordinator/Staff Engineer
10

11 The meeting was called to order at 7:00 p.m.
12

13 **Agenda Item 1: Committee Organization**

14 **Mike Plageman MOVED and Sue Cook SECONDED a MOTION to elect Elaine Sopchak**
15 **as the Chair of the Committee. The MOTION passed 5-0.**
16

17 **Elaine Sopchak MOVED and Justin Rabidoux SECONDED a MOTION to elect Mike**
18 **Plageman as the Vice Chair of the Committee. The MOTION passed 5-0.**
19

20 **Agenda Item 2: Develop Proposed Meeting Schedule and Potential Attendees; Timetable**
21 **for Committee Work**

22 This agenda item was moved to the end of the agenda.
23

24 **Agenda Item 3: Review of Documentation Provided to the Committee**

25 Ms. Sopchak commented that tabs 9 & 10 weren't included in the binder provided to the
26 Committee for review.
27

28 Mr. Scheidel summarized the successes of the consolidation and documents that were provided
29 to the Committee by Dennis Lutz, the Town Public Works Director. He noted that while some
30 items under the consolidation would not provide an immediate return on investment, the Town
31 and Village have worked successfully on the sharing of best practices such as See, Click, Fix, the
32 sharing of equipment and working together. Individuals have not been cross-trained on vehicles
33 and equipment, but they have worked together and trained together on items such as winter
34 operations. Buildings and vehicles remain separated. There are still some different practices
35 between the Town and Village that will have to be maintained. One example is that the Town has
36 23 miles of unpaved roads which doesn't apply to the Village.
37

38 Ms. Sopchak commented that the most important document is page two of Dennis's memo that
39 outlines 8 suggested questions that the Committee should discuss when reviewing the
40 consolidation. Before discussing the questions in depth, Mr. Rabidoux suggested that the
41 Committee discuss what the end product or goal of the consolidation review should be to provide
42 the Committee with direction. The Committee agreed that they should provide a presentation to
43 both the Trustees and the Selectboard. Mr. Brown commented that there are 3 potential
44 recommendations that they could make which are to continue with the same path for
45 consolidation, go back to the status quo, or to suggest alternatives with the intent to go further

46 with additional consolidation efforts. If the Committee decides to make changes to the MOU,
47 they should create draft language for consideration by the Boards.
48

49 The Committee reviewed and discussed the 8 questions on the memo and agreed that Mr. Lutz
50 and Rick Jones, Village Public Works Superintendent, should provide clarification on the
51 technical aspects of the questions. The Committee discussed whether the plan for consolidation
52 was the best approach and if there is a better way to carry out the future components of
53 consolidation. Ms. Cook suggested that the Committee should explore how the consolidation
54 provided additional perceived value to residents by looking at the other opportunities that were
55 not outlined in the MOU such as whether Town and Village residents received new benefits from
56 sharing best management practices across the communities. Ms. Sopchak suggested that the
57 Committee should look into the staff's perception of the process and how the consolidation has
58 affected employees. The Committee decided that they would like to develop a questionnaire to
59 administer to the Public Works employees to gauge their satisfaction on the consolidation. Ms.
60 Cook suggested that they look into how certain key employees were instrumental in this process
61 and how their absence may affect the future success of consolidation. Ms. Sopchak suggested
62 looking into how engineering services have changed between the Town and the Village and if
63 there is sufficient capacity for the Town Engineer to do more in-house services.
64

65 The Committee discussed what the criteria for determining what was successful, partially
66 successful, or unsuccessful would be and would like Mr. Lutz and Mr. Jones to provide them
67 with more information that would be helpful for the Committee to define those measures. The
68 Committee would like to have an updated Integration Study, particularly the areas that cover IT,
69 communications, and potential areas for cost savings. The last update provided was in February
70 2016.
71

72 **Agenda Item 4: Proposed Agenda Items for Next Meeting and Identification of Needed**
73 **Additional Information**
74

75 The Committee agreed to send any questions regarding data needs, clarification on the criteria
76 for success, and for the questionnaire to Ms. Sopchak. She will compile the questions. Mr.
77 Scheidel will send a draft questionnaire. Ms. Cook questioned whether the Committee could
78 contact another community such as Stowe or Waterbury who have merged successfully to either
79 have a member of those particular departments attend a meeting or to obtain their lessons learned
80 that might help this Committee move forward with their recommendations.
81

82 At the next meeting, the Committee would like to meet with Mr. Lutz and Mr. Jones to discuss
83 the criteria for success and to provide clarification on questions and additional data needs. The
84 Committee will also discuss the questionnaire.
85

86 The Committee scheduled 5 meetings for July 5, July 19, August 2, August 16, and August 30.
87 These meetings will begin at 7 p.m. and run for approximately 90 minutes.
88

89 The meeting adjourned at 8:30 p.m.