

**Board of Public Works
Meeting Minutes**

Date: September 14, 2020

Time: 6:00 p.m.

Place: Town Hall

Hearing Room 3 Zoom Meeting

In attendance for all or part of the meeting were the following:

John Cusick	Chairman
Dave Carriere	Vice Chairman
Robert Shaughnessy	Member
Shawn Patterson	Superintendent
Rod Procaccino	Town Engineer – <i>not present</i>
Dan Bowen	Business Manager
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 6:00 p.m.

John Cusick **motioned** to open the meeting and reviewed the agenda which included (1) appointment, action items, items for discussion and Superintendent's report.

Seconded by Dave Carriere.

Roll Call Vote: John Cusick yes Dave Carriere yes Robert Shaughnessy yes

Unanimous

Appointments:

6:15 p.m. Ed Tirabassi / 44 13th Road / Water Issue *Did not attend the meeting*

I. Action Items:

i. Approval of Meeting Minutes for: July 13, 2020

MOTION: John Cusick motioned to accept meeting minutes of July 13, 2020.

Seconded: Dave Carriere

Roll Call Vote: John Cusick yes Dave Carriere yes Robert Shaughnessy yes

Unanimous

ii. Contract 2020-14 Close out Step Covers & Balancing Change Orders/Foster Ave. Revetment

Shawn Patterson presented the change order as Rod could not be in attendance. Shawn indicated ha the project is substantially complete. The steel protective step covers have not been installed. The job went well as he and Rod had been reviewing the project's progress. The Town requested that a textured coating be applied to the stainless diamond steel covers that was not originally specified to help reflect the sunlight to reduce heat adsorption and improve anti-skid properties for bottom 10 stair treads at 3rd Road, 5th Road and 7th Road concrete beach access stairs. Staff recommends authorization of change order no. 3.

MOTION: Dave Carriere motioned to authorize Change Order No. 3 to contract 2020-14 Foster Ave. Revetment Improvement Project with T. Ford Co. of Georgetown, MA in the amount of

\$2,224.25 to coat protective stair treads for 3rd, 5th and 7th Roads beach access stairs, and the Chairman or designee is authorized to execute the change order when the documents are prepared.

Seconded: John Cusick

Roll Call Vote: John Cusick yes Dave Carriere yes Robert Shaughnessy yes
Unanimous

iii. Contract for Interim Superintendent

Dave indicated that he reviewed some contract details with Shawn. He proposed that the Board prepare a contract for Shawn which would include an eight percent pay increase. All members were in agreement and will go forward with preparing a contract.

MOTION: Dave Carriere motioned that the Board of Public Works authorize the Vice Chair, David Carriere, to work with the Superintendent to draft an Interim Superintendent contract with an eight percent increase which will be retroactive to August 17, 2020.

Seconded: John Cusick

Roll Call Vote: John Cusick yes Dave Carriere yes Robert Shaughnessy yes
Unanimous

II. Discussion

i. Indirect Costs Review

Dan Bowen was present to review indirect costs. John Cusick stated the budget used to determine the percentages of the indirect costs should include the school's budget. Dan will submit a budget to the Town Treasurer as related to indirect cost based on a budget that includes the school budget. There was discussion regarding the \$256K that the Town owes the Enterprise Accounts.

MOTION: John Cusick motioned to include in the offsets a pay-back of the \$256K for over a period of five (5) years which amounts to \$51,200 per year for five years.

Seconded: Dave Carriere

Roll Call Vote: John Cusick yes Dave Carriere yes Robert Shaughnessy yes
Unanimous

Dan Bowen indicated that he would send an email to the Treasurer to recalculate the indirect costs for FY2022 at a percent based on a budget that includes the schools. He will also asked that he adjusts the Town Administrator's budget from \$295,152 down to \$172,500 and we are asking to recoup the \$256K over five years through the offsets which will be \$51,200 per year over the next five years. John had concern regarding Town Councils charges as the charges provided by the Town Administrator and Treasurer were increased from last years figure.

ii. Indirect Costs Methodology Review

John stated that this is something to be done annually. He previously provided detailed edits of the methodology to Board members. They will review the document and discuss the issue at the next meeting.

iii. Citizen Petition for Audit

Dave indicated that he has prepared a Citizens Petition to modify By-Law 15, the Annual Audit to include the indirects and the offsets. The By-Law needs to be amended/updated. He has 128

signatures which were certified by the Town Clerk and sent to the Board of Selectmen. The article was not included in the Warrant based on the claim that the order of submission was incorrect, something Dave takes exception to. He will investigate the issue further and will ensure that the article will be included in the Spring STM. He apologized to all who signed and indicated he will have to obtain signatures once again.

iv. STM Warrant Articles - review

v. Town Charter Revision/Have Deputy Superintendent Positions under BPW Authority as Superintendents

Dave addressed the issue. The Town Charter, article 3-2-3, Board of Public Works relates to the Boards structure. There is contrary language under personal by-law and the Charter. He suggested adding two sentences to the Charter. He contends that the Superintendent and his two Deputies should be under the direct authority of the Board of Public Works. He will draft an updated amendment.

Shawn would like to build a good management team going forward. Having other Staff members on the team to have the ability to make decisions along with himself; a joint effort in making the Department grow and continue moving forward.

vi. By-Law Amendment Update – previously discussed

III. Superintendent's Report

Shawn's Updates:

Wrapping up the Ocean Street and Plymouth Ave. project

Foster Ave. project is almost complete

Beaches have been prepared for the upcoming winter

There are many projects underway

Dave gave an update on 965 Plain Street. He had a walk-through today with the owner's project manager, project engineer, chief operating officers of Weston & Sampson as well as the Town Administrator, Town Accountant and Town Treasurer/Collector, all were present for a discussion and to basically look at the proposed layout design. Dave provided a handout of the layout design for the Board to review. He requested a decision on the layout in order to let Weston & Sampson know. Board members reviewed and were in agreement to go forward with the layout as presented.

The next meeting will be on October 5, 2020.

At this time John Cusick **motioned** to adjourn.

Seconded: by Dave Carriere

Roll Call Vote: John Cusick yes Dave Carriere yes Robert Shaughnessy yes

Unanimous

The open meeting of the Board of Public Works for September 14, 2020 adjourned at 6:55 p.m.

Respectfully Submitted,
Ann Marie Sacchetti,
Board of Public Works Secretary