

Approved 12/7/15

**Board of Public Works
Meeting Minutes**

Date: August 17, 2015

Time: 7:15 p.m.

Place: Marshfield Town Hall

Hearing Room 3 Second Floor

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

Stephen Hocking	Chairman
Robert Shaughnessy	Vice Chairman
John Cusick	Membe
Thomas Reynolds	Superintendent
Shawn Patterson	Deputy Superintendent- <i>not present</i>
Rod Procaccino	Town Engineer
Dan Bowen	Business Manager
Paul Tomkavage	Project Manager
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:20 p.m.

Stephen Hocking opened the meeting and reviewed the evening's agenda which included 20 action items. He **motioned** to accept the meetings agenda as written.

Seconded by Robert Shaughnessy All in favor.

Action:

1. Household Hazardous Waste Day – Contract 2016-10

Paul Tomkavage, Project Manager was present to explain details of the contract. *Scope of Work:* to provide personnel, materials and vehicles to collect and remove for disposal household hazardous wastes collected at the annual event at the Furnace Brook Middle School. This event is scheduled on the third Saturday in September. This year the date is September 19, 2015. The State Contract FAC82, allows municipalities to hire a preapproved contractor for Household Hazardous Waste Day events. *Staff recommends* continuing with Clean Harbors through the state contract and on a "car count" basis.

MOTION: Stephen Hocking motioned to award the Household Hazardous Product Collection Contract 2016-10 to Clean Harbors Environmental Services for an amount not to exceed \$20,000.00 and to authorize a member to execute the contract documents when they are prepared.

Seconded: Robert Shaughnessy All I favor.

2. Contract 2014-15 Amendment #2-Fueling Facility Engineering Services

Paul Tomkavage, Project Manager was present to explain the reason for the amendment. *Scope of Work:* amendment 2 is for work outside of the scope of services in the contract, and for additional construction-phase services provided. These are summarized and detailed in the proposal. *Staff recommends* approval of Amendment #2 to Contract 2014-15. WSE has provided consistent services

throughout the construction phase of this project with a degree of thoroughness that protected the Town's interest.

MOTION: Stephen Hocking motioned to approve amendment #2 to Contract No. 2014-15, Design, bidding, and construction administration for a new fueling facility, to Weston & Sampson Engineers, Inc. for the additional amount of \$17,800, and a revised contract total of \$104,300, and to authorize the Chairman or member to sign the contract documents when they are prepared.

Seconded: John Cusick

All in favor.

3. Contract 2014-22 Change Order No. 2-MECO Environmental for Fueling Facility

Paul Tomkavage, Project Manager explained the Change Order No. 2. *Summary:* Materials and labor for (1) new computer package for the Gasboy software; it would not load onto the existing software; (2) replace/upgrade multifunction digital copier for the office; (3) two months of additional chain link fence rental; (4) additional service tech training and start-up due to new computer, and (5) two new security cameras, in a different location, that provide better overall coverage than those in the contract. *Staff recommends* approval of Change Order No. 2 in the amount of \$14,472.22 to Contract 2014-22.

MOTION: Stephen Hocking motioned to approve Change Order No.2, in the amount of \$14,472.22, to Contract No. 2014-22, and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: John Cusick

All in favor.

4. Annual Re-Appointment of Town Engineer (per Town Charter)

Steve Hocking stated that in accordance with the Town of Marshfield General By-Laws Article 42: the office of Town Engineer shall be under the jurisdiction of the Board of Public Works and be appointed annually by the Commissioners as Adopted by Article 7, 1971 STM. He indicated that during his nine years on the Board it has always been a pleasure working with Rod and it is an honor to re-appoint him.

Tom Reynolds stated that he cannot say enough about what Rod and the whole Engineering Staff does for not only for the DPW but for the entire Town. They oversee every project that is going on in the Town. There are not enough hours in the day for them to do what they need to do with more always added. He can't say enough about what they have done; he recommends re-appointment of Rod.

Bob Shaughnessy stated that he and the late Commissioner, Joseph Lambert appointed Rod to the position of Town Engineer and that it was the best appointment ever made.

MOTION: Stephen Hocking motioned to re-appoint Roderick Procaccino as Town Engineer for Fiscal Year 2016 with a term starting on July 1, 2015 and ending on June 30, 2016.

Seconded: John Cusick

All in favor.

5. Annual Re-Appointment Recommendation to BOS of Tree Warden

Steve Hocking stated that the Board of Public Works is requesting the Board of Selectmen add to their next agenda the appointment of the Tree Warden. The appointment of a Tree Warden is a requirement of GLM Ch 41 S 106. The position also requires that the Tree Warden be present for scenic road hearings per GLM Ch 40 S 15c.

MOTION: Stephen Hocking motioned to appoint Thomas J. Reynolds, Superintendent of the Department of Public Works, to the position of Tree Warden and make that recommendation to the Board of Selectmen, for a one-year term. This term is to be effective for FY2016 beginning July 1, 2015 to June 30, 2016.

Seconded: Robert Shaughnessy

All in favor.

14. Superintendent's Contract

Steve Hocking stated that the Town By-law requests that annually we evaluate the position of Superintendent. As of August 17, 2015 he will receive a 3% pay raise as indicated in his contract.

Steve Hocking made the recommendation to approve the pay raise for Tom Reynolds effective August 17, 2015.

All members in favor.

6. Discussion & Award Contract for Skate Park

Town Engineer, Rod Procaccino was present to explain the details of the contract. *Scope of work:* the project includes demolition of portions of existing park, installation of reinforced cement concrete skate park structures, landscaping and drainage work. *Staff recommends* awarding the contract to the low bidder Grindline Skate Parks Inc. in the amount of \$380,100 for Base Bid only. The contractor has the required construction experience. The Skate Park Committee reviewed references and recommends awarding to Grindline.

MOTION: Stephen Hocking motioned to award contract 2016-06 Uncle Buds Skate Park Renovations in the amount of \$380,100 to Grindline Skate Park Inc., Seattle Washington, and the Chairman or designee is authorized to execute the contract when the documents are prepared.

Seconded: John Cusick

All in favor.

7. Contract 2016-07 Award for Harbor Park Improvement Project

Town Engineer, Rod Procaccino explained the details of the contract. *Scope of work;* the project includes construction of bituminous concrete walkways, site grading, cement concrete pads, irrigation system, landscape plantings, rock garden, granite steps, seeding pavilion shelter, picnic tables and benches. *Staff recommends* awarding the contract to the low bidder Dandel Construction Inc., Hudson, MA in the amount of \$207,555.

MOTION: Stephen Hocking motioned to award Contract 2016-07 Harbor Park I Improvement Joseph Driebeek Way to Dandel Construction, Inc. Hanson, MA in the amount of \$207,555 for Alternate A Scope of Work and the Chairman or designee is authorized to execute the contract when the documents are prepared.

Seconded: John Cusick

All in favor.

8. Contract Time Extension for Senior Pedestrian Walk

Town Engineer, Rod Procaccino gave the Board an update. He and Charlie Swanson have been on site overseeing the project. The project got a late start due to the baseball season. At this point the walk has been paved.

9. Private Roads Discussion

John Cusick opened the discussion regarding snow removal on private roads. Bob Shaughnessy stated that the By-Law states that a private road open to the public can receive Town services with a certain amount of maintenance. The 2005 Street Directory has not been verified. We need legal review to determine the status of roads; an issue that can be brought to Town Meeting in the fall to obtain appropriation to conduct the review. Bob said that most private roads are deed sensitive; beyond the scope of Police, Fire, and DPW. We need a solid list of what roads should be plowed. There are so many different variables of roads. There are not enough man hours in a day dedicated to the research necessary to determine the legal status of each road.

Steve Hocking indicated that we will need Town Counsel's assistance in addressing the private road issue. Tom stated that we can still plow private roads open to the public. Steve said we will have to address the issue prior to the fall Town Meeting. We need to forge ahead to obtain an accurate list for a street action plan. We need an accurate list prior to winter. The plan will be to continue with the date to identify some of the roads, get an opinion from Town Counsel on how to proceed with the legalities of it, and look into the idea of Bob Shaughnessy's to have paralegals do research on the roads.

10. Enterprise Accounts Discussion

Stephen Hocking referenced (2) letters by the Board of Public Works to the Board of Selectmen. One letter asks that the BPW be added to the next BOS meeting agenda in order to discuss the Department of Public Works Enterprise Accounts participation in the Town's program for the Allocation of Indirect Cost to the General Fund. The BPW is concerned about the continuing undocumented annual increases that the Enterprise Accounts are experiencing related to the Indirect Costs. The suggestion is for the Board of Selectmen to authorize an independent audit of the "Allocation of Indirect Cost to the General Fund" program for the Enterprise Accounts.

In the second letter the BPW asks that they be added to the next BOS meeting agenda in order to discuss budget overages that occurred during Fiscal Year 2015 in our (DPW) General Fund and Wastewater Budgets.

Both letters explain in great detail each issue. Board members reviewed and approved each letter as written; they signed each letter, both to be submitted to the Board of Selectmen.

John Cusick thanked Dan Bowen for his assistance regarding these issues.

11. Update on Single Stream Recycling

Paul Tomkavage, Project Manager was present to give Board members an update on the new program of Single Stream Recycling. We are at the end of the second week of the automated single stream recycling. Distribution of the carts are on-going. Most residents are pleased to have the bigger cart. Tom indicated that some of the street addresses are not accurate but this is something they are working to clear up.

John Cusick asked if there was a noticeable increase in recycling and how that could affect costs. Paul indicated that it will take some time before that can be determined, possibly after the first year we will have a more accurate assessment of the program.

12. Fall Special Town Meeting

Discussion on the articles to be added to the warrant. Tom Reynolds stated that we have some major issues; this past spring at the Annual Town Meeting, we did not receive any capital funds, as a result, it has created a set-back on the meter replacement program; well cleaning. Paul Tomkavage referenced (2) articles; one related to the design and or construction of an upgrade to the UV Disinfection System of the Marshfield Wastewater Treatment Facility. A new NPDES permit for the wastewater plant became effective 3/1/15. It contains a detailed Enterococci Compliance Schedule for meeting the new Enterococcus limits. Through operational improvements, the plant is close to reliably meeting the new standards. However, the existing UV disinfection system dates from 1999 and is no longer manufactured. It has had components fail and has already received factory upgrades with the current "marginal" support may be eliminated. The NPDES permit requires the design of new facilities be completed by the end of February 2016. The additional funding is needed to ensure we meet the design milestone and ultimately the construction and operation milestones.

The other article he referenced is for repairs to the sanitary sewer collection system that conveys wastewater to the Marshfield Wastewater Treatment Facility. The vast majority of the Town's sewer system is about 35 years old, some much older. Paul indicated that for many years an annual line-item appropriation enabled the DPW to make the necessary repairs, many of which were affected through the cast-in-place lining (DIPP) method. The DPW has also replaced pipe sections when deterioration or collapse was so severe as to preclude rehabilitation by lining. However, this appropriation was scaled back in 2014 and completely eliminated in 2015. By allowing sewage to seep out deteriorated sewer pipe, presents a threat to the environment. It also allows groundwater in (infiltration); this extraneous water is carried and pumped throughout the system, adding cost and unnecessary volume.

Several segments of sewer in the Blue Fish Cove area have been identified as in urgent need of repair. Providing this funding will enable the DPW to get back on track with its repair program.

Tom expressed the need for additional funding for capital needs; solid waste; more money was cut from equipment maintenance which totals about \$80K. Many of our vehicles will not make it through this winter. Cemetery, Trees and Greens needs their entire vehicle fleet to be replaced. Regarding Brant Rock, Tom indicated that we will have preliminary plans by the end of the month. There will be a meeting with the Brant Rock Civic Association sometime in September; all Board members are invited to attend. The plans will be available prior to the meeting. Also, there are plans for the North Main Street sidewalks. There may be a need for an article regarding private roads; and additional funding for solid waste. Bob Shaughnessy brought up the need on having adequate equipment for snow plowing.

13. Annual Water, Sewer & Trash Rates.

John Cusick noted that the indirect costs have not been accepted; Steve said the Board is not accepting Town meeting vote on that, but, is a reality we have to face until we are able to achieve a change to that number. At this time, all our numbers are based on Town meeting vote. The Board is not agreeing with that number but, again, we are working with that number to make our budget work. We will adjust our rates accordingly if we achieve what we think we will achieve in the budget discussions.

Paul Tomkavage addressed the FY2016 Solid Waste Rate Projections.

MOTION: Stephen Hocking motioned to raise the solid waste rate by 13% to \$300 for FY2016 and monitor the waste and recyclable streams to the cart program.

Seconded: Robert Shaughnessy All in favor.

Rod Procaccino addressed the FY2016 Water Rate Projections.

MOTION: Stephen Hocking motioned to approve the water rate increase of 4.5% for FY2016.
Seconded: John Cusick *Robert Shaughnessy opposed.*

Rod Procaccino addressed the FY2016 Sewer Rate Projections. Bob Shaughnessy asked, where is the General Fund in helping with the sewer is? In previous years it was a 60% of the improvement went to the rate payers and 40% went to the General Fund. Now it is 100% to the rate payers and 0% to the General Fund. It is a sense of fairness that should be addressed. John Cusick stated that the sewer system has benefitted the Town overall. Steve Hocking stated when we bring our thoughts on this proposal to the majority of the Town, which does not have sewer; the Town may vote it down, as they did with the proposal of betterments applied to residents along the seawall for its repairs.

MOTION: Stephen Hocking motioned to approve the sewer rate increase of 4%.
Seconded: John Cusick *Robert Shaughnessy opposed.*

Rod Procadino presented the FY2016 Water Rate Projection for out of Town Water Rates.

MOTION: Stephen Hocking motioned to increase the out of Town water rate for FY2016 to 4.5%.
Seconded: Robert Shaughnessy All in favor.

Rod Procaccino presented the FY2016 Utility Rates.

MOTION: Stephen Hocking motioned to approve FY2016 Utility Rates as presented by Town Engineer Rod Procaccino.
Seconded: Robert Shaughnessy All in favor.

15. Abatements

MOTION: Stephen Hocking motioned to approve abatement packet # 932.
Seconded: Robert Shaughnessy All in favor.

MOTION: Stephen Hocking motioned to approve abatement packet # 928.
Seconded: Robert Shaughnessy All in favor.

16. Minutes

MOTION: Stephen Hocking motioned to approve open meeting minutes of 6/8/2015.
Seconded: Robert Shaughnessy All in favor.

MOTION: Stephen Hocking motioned to approve executive session meeting minutes of 6/8/2015.
Seconded: Robert Shaughnessy All in favor.

17. Tabled Items None

18. Old Business - Old Rexhame: signage at Winslow Ave. Extension

19. New Business - None

20. Executive Session

At this time the Board of Public Works voted to go into executive session for the purpose of a possible land acquisition and not to return to open session

Vote:

Robert Shaughnessy **yes** Stephen Hocking **yes** John Cusick **yes**

The open meeting of the Board of Public Works for August 17, 2015 adjourned at 9:44 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary