

**Board of Public Works
Meeting Minutes**

Date: March 8, 2021

Time: 6:00 p.m.

**Place: New DPW Building Conference Room
965 Plain Street Zoom Meeting**

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

John Cusick	Chairman
Dave Carriere	Vice Chairman
Robert Shaughnessy	Member
Tom Reynolds	Superintendent
Dan Bowen	Assistant Superintendent
Rod Procaccino	Town Engineer
Paul Tomkavage	P.E., Project Manager
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 6:05 p.m.

John Cusick motioned to open the meeting and reviewed the agenda which included 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

I. Action Items:

- i. Approval of Open Meeting Minutes for 2/16/21 – Passed over until the next meeting
- ii. HR/TA Volunteer Policy

John opened the discussion and addressed an email from Danielle Kerrigan of Human Resources which refers to the Vaccination Clinic opening on Monday 2/8/21 to be located at the Marshfield Fair Grounds. She is asking for Town Hall employees to "volunteer" for temporary reassignment to the clinic site between the hours of 9:00 a.m. and 5:00 p.m. If each department can reassign 1 to 2 employees per day minimal workflow interruptions can be achieved. She provided a copy of the Policy. John took exception to the ability of the Town Administrator to decide for the DPW employees and does not have the authority to do so.

Dave stated that our employees should be willing to take the assignment, and there should be some kind of offset for us if the volunteer is from either Water, Wastewater or Solid Waste. Also, the employee should have the privilege of refusing if they are not comfortable with the assignment.

Bob Shaughnessy stated in an emergency we should be working together as a team. He indicated that it is a paid volunteer assignment. As far as General Fund versus Enterprise Fund there should be some kind of agreement to cover that. He is in favor in working as close as we can to get through this state of emergency and help out the Town and the Towns people.

John stated that it should have been included in the Ledger and the Marshfield Mariner. He referred to Enterprise Funds G.L. c. 44, 53F1/2: the enterprise enabling statute provides that the enterprise revenues may only be used to enterprise-related expenses. He takes exception for the use of the Enterprise used to pay the volunteers. He stated the DPW has always worked with the other departments in emergency situations.

Tom Reynolds said that he defended the DPW in regards to volunteering. We were given the option to volunteer for four hours in order to receive a vaccination. Our employees are on the frontline dealing with the public every day. For our employees to have the opportunity to be vaccinated is very important. The Unions have signed off on the policy and he believes this is a benefit to our employees and he hopes this discussion will not jeopardize our employees getting vaccinated.

John stated that he had a problem in the way it was developed and that family members are included in being vaccinated also.

The Town Administrator agreed to participate in the meeting as long as the Chairman was not disrespectful. He continued to say the Unions were in agreement. Back when the Board of Selectmen declared a state of emergency we reached out to all the Unions including the DPW in which we did a side agreement which was; they could work at home to prevent them from being laid off and they could temporarily be re-assigned. We never would reassign anyone without checking with the Department Heads or in regards to the DPW it would be the Superintendent. Professional medical personnel administer the shots, we need non-medical personnel to monitor the patients who are receiving the shots to make sure they do not have an adverse reaction. He stated its one Town, one group of elected officials to work for the interest of our residents. It is not the policy of the Town for family members of the volunteers to receive the shot.

Tom stated that about 15 employees have volunteered. Dave stated that he supports the concept particularly when it accelerates our staff in receiving the shot. The sooner they are fully vaccinated and hopefully not contagious we can move forward on this as long as we are documenting the hours in respect to the Enterprise Divisions where it becomes part of our offsets. Mr. Maresco did not agree as this is an emergency situation where the rules change. He stated that if you do not want your employees to participate that is fine, but make sure you tell them that it's the Board of Public Works who does not want them participating because you want to be splitting hairs on how it's being paid for; it's being paid for with all Town funds. The Town Treasurer provided additional clarification on the funding. Bob S. stated that this is a state of emergency and we need to work together. For this reason he does not think we should be splitting hairs between General Fund and Enterprise Fund.

John re-stated he does not agree the way it was done and should have been put into the newspaper.

MOTION: Dave Carriere motioned to accept the policy and agree to it.

Seconded: Robert Shaughnessy

Roll Call Vote: John Cusick No Dave Carriere yes Robert Shaughnessy yes

Vote passes to accept the policy, 2 to 1.

iii. Road Acceptance Policy Review – Passed over until the next meeting

iv. Abatement/Bill #4378

Dan addressed the issue. He indicated that we received a request for an abatement but was not a hardship request. It is a second home in which the owner rents out. There is currently a tenant in the house. Due to the size of the bill he (Dan) thought it was some kind of hardship. He was looking for a Board opinion on the issue. Dan indicated that the policy states that a second home or rental property does not qualify for an abatement. This is not a request for a financial hardship, only a request to review their previous bill and consider some sort of abatement.

Board members decided they would like additional information.

Dan indicated that he would send a denial letter and have them come before the Board and they can plead their case in an open hearing if they wish to.

v. Federal Financial Hardship Guidelines FY2021

Dan addressed the issue. He indicated that annually we look at the Federal Guidelines for Poverty Levels. Each year he reviews the Federal register and incorporates the new guidelines which is part of the Abatement Policy. Board members agree with policy.

MOTION: John Cusick motioned to accept the update of the Federal Financial Hardship Guidelines for FY2021.

Seconded: Dave Carriere

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

vi. Septage Haulers Permit Renewals for 2021

Tom addressed the issue. From Clint Stetson, Chief Operator of the Wastewater Treatment Plant has provided a listing of the annual Septage Hauler permit renewals. The following Septage Haulers have filed for License Renewals for 2021: James Rorke of All-Town, Inc.; Albert E. Wood Jr. of Fred E. Nava & Son Inc.; Paul F. Spender Jr. of P.F. Spencer Jr. Inc.; Warren Bush of Little Dryden Enterprises, Inc.; Erik Anderson of K.R. Anderson Pumping Co.; Pat McGonagle of McGonagle Septic; Robert J. Fortini of Plymouth Septic Service.

MOTION: John Cusick motioned to accept the Septage Hauler Permit renewals for 2021.

Seconded: Dave Carriere

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

vii. Disposal Fee for Mattresses at Transfer Station

Paul Tomkavage addressed the issue. He recapped what has been happening at the Transfer Station. Since last summer, we have been inundated with mattresses and box springs. Recent totals have been 250-275 items per month with 90% brought in by commercial clean-out contractors or similar. Recently, GOT Junk brought in 32 in one day. Likely we are seeing this volume because we are a bargain. They are volume hogs and prevent Staff from optimizing trailer loading so we may pay for some additional trips. Effective October 2021, the Mass DEP is expected to make mattresses and box springs waste ban items. This means they cannot end up at a SW disposal site, i.e. a landfill or incinerator. They must be collected separately by this date. Processing will consist of deconstruction and recycling of most components. The Mass DEP web site illustrates this. State contract FAC90 has four approved vendors that do mattress recycling. DEP Municipal Assistance Coordinator for our region indicates an average cost to dispose of an item is \$18. Most Towns in his region charge at least \$20, size and how collected do not factor in. Paul stated to keep it simple at \$20. This is about getting ready for a requirement that we will have to start meeting. Recommendations: adopt a per item fee and pick a starting date for its implementation; promulgate the fee appropriately: flyers, web site, social media, WATD etc.; verify pricing from mattress recyclers and work towards getting a firm on board; investigate DEP grant to cover first-year mattress transportation and recycling costs.

Paul suggested maybe by the next meeting we could try to figure out a recommended starting date. He recommended the \$20 fee based on his research. By May 1st we could implement it. It would give additional time to contact vendors which are difficult to reach. Bob Shaughnessy agrees with the May 1 start date for the mattress disposal fee and would suggest a \$25 fee. He would also like information regarding items that have similar properties that look like a cushion. Dave suggested that something in the range between \$25 and \$30 dollars range is more appropriate when we actually get into operation here. May 1 is a good start date and has no problem with waiting until July 1. John stated that Got Junk could be charging the customer \$25 for each mattress. Paul proposed that we should charge the same dollar amount for the commercial vendors, something John had concern for.

The issue will be further discussed at the March 22nd meeting.

Discussion:

i. New IT Position/Job Description

Tom stated that the job is being advertised and they are using the Systems Analyst job description from 2010. Once the person is hired they will work with the DPW. The accounts will be charged based on the indirect policy. John takes exception to the percentage that the Town has determined to be a 51-49% cost split for the IT employees and wants to know what Town Halls intention is. Dan explained that it will go as the policy stands. There will be 3 employees in IT and they will add those salaries and will charge the indirects according to the policy, that's his understanding. Dave had concern that the job description did not include the location of hire. He does not like the way this was approached by Town Administration. He also knows of the need of IT support but the level of which we are going to need is versus how much of it gets split between Town Hall is what is determined and it should be something that is charged on a direct charge basis. John still took exception to the 51-49 split in support of the new IT employee also stating it should be a direct charge. Dan stated that staff had presented the BPW with the suggestion to hire an IT employee for the DPW. The BPW balked at that. Subsequently the Town Administrator is going to hire someone which now he becomes a Town Administrator employee. We had the opportunity. Dave stated that there was no real negotiation/discussion.

ii. Use of Enterprise Fund Employees-Snow & Ice Removal

Tom stated that nothing has changed since the last meeting. John indicated that we need to be reimbursed for employees that are plowing roads during daytime hours. We need to be reimbursed for that cost. Dan stated that we track those hours. After the last meeting he sent an email to the Town Administrator and Treasurer alerting them that we would be sending this new offset. Patrick's reply was there can't be a new offset because it's not part of the policy. They are basically saying that they are not going to accept our offset. John said for them to figure it out. Tom stated we still have to plow the roads. Every year we go over this issue. Bob Galvin has given opinions using Water and Wastewater personnel and equipment. We continuously beat a dead horse and don't get anywhere with it and still have to get the job done. John stated that we still have to be reimbursed. He wants to send a letter to the IG, the AG, DOR and BOS. Tom stated they may say that they don't have to reimburse for that. Dan said that every Board meeting we have this conversation. A letter should be put into writing and state what we plan to do as the BPW. John stated that he would write a draft letter for the Board members to review.

Superintendent's Report

In regard to "complete streets" Tom stated that Shawn was our representative and he went to the class. We now have to send someone else to the class to obtain certification. He will be sending 2 people to attend the seminar. Once we have that person in place, we will use the template from the Town of Stoughton for our plan to submit. The majority of communities are using their template submitting the application. We will submit in order to obtain funding.

We submitted the application for the Ocean Bluff Revetment Design.

The application for Phase II Brant Rock Seawall is due on Thursday, the 11th. He has been assured that once the applications are in then they will be addressing the questions that Ocean Bluff had presented.

He will then meet with Ron G., Dave Miller along with Rod to go over the questions.

March 10th there is a pre-construction meeting regarding Damon's Point Sluiceway.

Dyke Road sluiceway tide gate structures; after June 30th looking to install.

Met last week with the Chamber of Commerce in regard to the Down Town's upgrades and the Library Plaza upgrades; follow-up meeting on March 17, 2021.

FEMA requirements for the flood warnings are going on the message boards.

Getting ready for the spring start-up with our fields. Met with youth groups.

Met with Capital and Advisory. Most requests for Capital we received. We will be getting new vehicles.

We will be down to 2 mechanics and are not having much success with applicants. He has reached out to his peers. They are all having the same issues trying to find mechanics. Car dealerships are hiring students right out of school and offering over \$30 to start. It is difficult competing. He has reached out to the trade schools with no response.

Next Meeting: March 22, 2021.

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 March 8, 2021 adjourned at 7:35 p.m.

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