

Board of Public Works Meeting Minutes

Date: June 7, 2021

Time: 6:00 p.m.

Place: Library Program Room, Library Plaza

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

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

The meeting convened at 6:00 p.m.

Robert Shaughnessy motioned to open the meeting and reviewed the agenda which included action items, items for discussion, and Superintendent's report.

Seconded by Dave Carriere **All in favor.** **Unanimous**

I. Action Items:

- i. Approval of Open Meeting Minutes for 5/10/21 & Executive Session Minutes for 5/10/21

MOTION: Robert Shaughnessy motioned to approve open meeting minutes of 5/10/21.

Seconded: John Cusick **All in favor.** **Unanimous**

MOTION: Robert Shaughnessy motioned to approve executive session meeting minutes of 5/10/21.

Seconded: Dave Carriere **All in favor.** **Unanimous**

- ii. Annual Re-Appointment of Town Engineer

Tom Reynolds stated that Rod has been here longer than any other employee of the Town and has done a yeoman's job over those years. His institutional knowledge is amazing in what he retains. He is there whenever needed. Tonight he is not present as he is reviewing documents that are needed for this Wednesday. He is here early in the morning and stays late almost every night. I would highly recommend re-appointing Rod to the position. Dave concurs with Tom and beyond that, Rod has done everything in the best interest for the Town of Marshfield and the Department of Public Works. John agrees. Bob indicated that when he was first elected to the BPW in 2002, Rod was the Staff Engineer. The BPW at that time made Rod the Town Engineer, Walter Fender was the Superintendent at that time. Many Superintendents have come and gone and Rod still remains. Bob also stated that many consultants have told him that Rod is one of the best Town Engineers on the South Shore if not the State.

MOTION: Robert Shaughnessy motioned to re-appoint Rod Procaccino as the Town Engineer.

[illegible]

II. Items for Discussion:

i. Update on 965 Plain Street

Tom gave an update. The majority of the unsuitable material has been removed and they are beginning to back fill. We have installed the Jersey barriers preparing to cut the asphalt in the parking lot in order to remove unsuitable material there also. Trench for the water has been cut. Once the water is completed we will begin the gas main. Hopefully by that time we will be out to bid on this project with the majority of the site work completed and the foot print of the building will be roughly 6 inches below the final grade of the floor. The bids that are going out are for the construction of the storage facility, locker rooms, and mechanics bays and related equipment.

Dave Carriere has been the representative from the Board. He has been attending the meetings involved with the project. Tom Reynolds has recused himself as he has a relative who works for a company that could possibly bid on the project.

ii. Update on Marshfield Hills Sidewalk Project

Tom gave an update. The tree contractor will be taking the three remaining trees down today. We have taken all the logs, removing them as they are taken down. Right now, because of issues with Police details we missed a day or two on Plain Street which has set us back. The granite curb is being delivered this week at Old Main Street. The same crew will be working on both projects. Neighbors have asked about a big tree located on the corner of Prospect and Old Main Street. Our tree specialist has inspected the tree and will cut the dead leaders. The rest of the tree appears to be in good shape at this time. Fred Russell has asked about a handicap spot at the GAR building. He (Tom) will meet with Fred at the site and determine what needs to be done.

iii. Dredge Spoils/Harbor Master Parking Project

Bob indicated that the area is under the control of the Department of Public Works. We want to make sure that we have a written agreement siting terms and conditions including a Sunset clause. Tom indicated that Mike has had to go before the ZBA and Conservation. Tom reached out to Town Counsel regarding the agreement and he indicated that he would work on some type of an agreement on whatever the Board wished, including a Sunset clause. Bob wants the agreement to be in place for future reference for others when we are no longer in our positions. Dave indicated he has walked the area and there will be a lot of physical work that will have to take place to be able to use it. John Cusick has issues with the parking of the large trailers in the lot currently used for residents using Harbor Park and walking areas. Dave indicated we need to know his legal issues and where we actually sit regarding regulations. Bob stated there are many things to be worked out. Dave stated it is not "carte blanche" that is for sure. Tom stated that the number one priority is the building we are working on. Anything that would slow that project down he has asked if it could wait until the contract is in place; then we can move forward with the other projects.

iv. FY 2021 Budget Status

Dan had provided Board members with a packet regarding budget information. Everything is looking good this year. Budgets are intact, collections are good. Tom indicated that he had slowed the overtime two weeks ago, emergency use only.

v. Update on Complete Streets

Tom indicated that we have a consultant with Environmental Partners who is working with us on Complete Streets. We are waiting for an opening for two employees. The consultant is working on the program. Once the program is submitted, it will be the first step in obtaining the funding.

vi. Indirect Cost Methodology

John Cusick indicated that he has a copy of the methodology with numerous edits. The complete Town budget needs to be included in determining percentages. Bob suggested going through the methodology and determine what is negotiable and what is not negotiable, and determine where the points of disagreement are. He stated that this is a team effort. Once we have gone through the process we can meet with the Town Administrator. Dave stated we are all on the same page going forward with this effort.

vii. Status of Infrastructure Letter

Bob indicated that Dave had drafted the letter and edited. We agreed to the letter at our last meeting. Tom indicated that he has spoken to the Town Administrator about the letter of which he sent a copy to. He indicated that the BOS may not sign on as they may have a different opinion on how to proceed. Tom told him it was a “draft” and we would be open to any changes they would want to incorporate. We have not had a response as of yet, from the Planning Board.

IV. Superintendent’s Report / Update:

Tom stated the tanks at Telegraph Hill and Forest Street mixes have been installed this week. Dave indicated we need to create a policy regarding the prevention/protection of our water supply including protection of certain chemicals entering the water supply.

Tom indicated that effective this year, June 19th is a State holiday. It falls on a Saturday and the Town is giving its employees the Friday before off. He wanted direction on the operation of the Transfer Station as related to the holiday. Bob stated to keep the Transfer Station open. Dan indicated the funding is available. Tom indicated that the trash is being picked up on Friday, therefore the Transfer Station must be open in order for them to unload the trash. On Saturdays, many residents use the Transfer Station.

V. Next Meeting:

June 21, 2021

July 12, 2021	<i>one meeting only for the month of July</i>
August 16, 2021	<i>one meeting only for the month of August</i>

VI. Adjournment:

At this time Bob Shaughnessy **motioned** to adjourn the open meeting of the Board of Public Works for June 7, 2021 at 6:43 p.m.

Seconded by John Cusick.

All in favor.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary