

Approved 9/14/15

**Board of Public Works
Meeting Minutes**

Date: June 29, 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	Member
Thomas Reynolds	Superintendent
Shawn Patterson	Deputy Superintendent
Rod Procaccino	Town Engineer
Dan Bowen	Business Manager
Paul Tomkavage	Project Manager
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:25 p.m.

Stephen Hocking opened the meeting and reviewed the evening's agenda which included 15 action items. He **motioned** to accept the meetings agenda as written.

Seconded by Robert Sahughnessy All in favor.

Action:

10. Fueling Facility Change Order

Paul Tomkavage was present to explain the change order as related to backfill material. Paul and Staff are satisfied with the settlement discussion. Tom indicated that both Tom and Shawn have devoted much time and effort to this project; Paul indicated that Weston & Sampson provided an enormous amount of work time in an effort to settle the contract.

MOTION: Stephen Hocking motioned to approve Change Order Proposal No. 1 of Contract 2014-22, New Fueling Facility, to MECO Environmental Services Company, Inc. in the net amount of \$23,000.00, and to authorize the Chairman or member to sign the documents when they have been prepared. As part of the change order, the Town agrees to provide backfill materials for backfilling of the underground storage tanks.

Seconded: Robert Shaughnessy All in favor.

9. Emergency Sewer Replacement – Water Street / Discussion

Paul Tomkavage was present to explain the situation and the reason for the change order. Scope of Work: to replace approximately 160 feet of badly deteriorated gravity sewer in Water Street, in the Blue Fish Cove area, with new PVC pipe. Re-establish all building connections. Remove and properly dispose of existing asbestos containing pipe materials. Provide proper conservation / erosion control measures during the work. Staff recommends approval of this work. The contractor is well

suited to performing this work, and had provided a price that is fair. Conservation has stated in writing this repair "is an immediate priority".

MOTION: Stephen Hocking motioned to approve the Change Order for the replacement of 160 feet of sanitary sewer in Water Street, to Contract 2015-21 with D&C Construction Company, Inc. in an amount not to exceed \$21,738.28 without prior approval and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: Robert Shaughnessy All in favor.

8. Winslow Burial Contract Change Order

In a memo to the Board of Public Works, Tom Whalen requested a change order for the Winslow Cemetery Project. He indicated that the Cushman Tomb has been determined. It is an underground crypt with is subject to vehicle traffic as related to routine maintenance of the cemetery. Any breach of the tomb could be disastrous and an expensive repair. The change order includes installing four granite posts to protect the tomb. He indicated that there are sufficient funds to cover a request for \$4,275.00.

MOTION: Stephen Hocking motioned to approve the change order to increase the amount to \$4,275.00.

Seconded: Robert Shaughnessy All in favor.

3. Contract 2015-18 Change Order / Final Balance to Hewitt's Point Revetment

Rod Procaccino was present to explain the change order.

Status of the project: description of project – replace approximately 150LF of mortared revetment protecting seawall at Hewitt's Point with un-mortared revetment and add 550LF of un-mortared revetment to protect the seawall north of Puritan stairs. The project is complete.

Change Order No. 7 is needed to adjust quantities actually installed which resulted in a net decrease in the contract amount. Staff recommends authorizing change order no. 7 to Contract 2015-18 with Watson Excavating, Inc. to balance out contract by adjusting quantities to reflect amounts delivered and installed.

MOTION: Stephen Hocking motioned to authorize change order no. 7 in the amount of \$8,316.55 to decrease Contract 2015-18 to reflect actual quantities for a final contract amount of \$1,333,923.45 with Watson Excavating Inc., East Bridgewater, and the chairman or designee will execute the change order when the documents are prepared.

Seconded: John Cusick All in favor

4. Contract 2015-05 Contract Amendment / Foster Ave. Seawall Repair/ Engineering Svcs.

Rod Procaccino was present to explain the reason for contract amendment.

Scope of work: Provide engineering services during construction of 1000LF of concrete seawall along Foster Ave. from Old Beach Road to 9th Road. The project includes reconstructing the concrete stairs at 13th, 11th and 9th roads. This project is being funded through a state grant. Staff recommends amending Contract 2015-05 with GZA Geo Environmental, Inc. Hingham, MA to add engineering services during construction of the seawall as described.

MOTION: Stephen Hocking motioned to authorize amendment no. 1 to Contract 2015-05 Engineering Services Foster Ave. Seawall Repair Project with GZA-Geo Environmental Inc. Hingham, MA In the amount of \$108,000 and the chairman or designee will execute the contract amendment when the documents are prepared.

Seconded: Robert Shaughnessy

All in favor.

5. Gus Lewis & Clint Stetson / Authorize to Sign / State Net DMR Reports

Tom Reynolds indicated this is a house keeping item. This request will allow the Chief Operator and Assistant Operator to enter the Net DMR which is a web page application which NPDES permittee users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to the Integrated Compliance Information System (ICIS). This is an alternative to the paper based DMR submission process.

MOTION: Stephen Hocking motioned to approve the request of Gus Lewis and Clint Stetson through Tom Reynolds authorization to sign for Net DMR.

Seconded: John Cusick

All in favor.

6. Contract 2015-31 Award / Water Division / Gate Valve Exerciser

Tom Reynolds addressed the contract. Scope of work is to furnish the Marshfield Water Division with Gate Valve Exerciser per specification of bid.

MOTION: Stephen Hocking motioned to award E. H. Wachs Co., Harvard, Ill with Contract 2015-31 to furnish gate valve exerciser to the Marshfield Water Department for \$58,375.00.

Seconded: John Cusick

All in favor.

7. Contract 2016-05 Award / Supply & Install Bituminous Concrete Paving

Tom Reynolds addressed the contract. Scope of work: resurfacing various roads by paving with Type I Bituminous Concrete including work such as pavement milling, sidewalk installation, driveway aprons and adjustment of structures. Staff recommends award of contract no. 2016-05 to T.L. Edwards in the amount of \$568,175 for FY2016 renewable for an additional two years at the sole discretion of the Department of Public Works.

MOTION: Stephen Hocking motioned to award contract 2016-05-Supply and Install Bituminous Concrete Paving and Miscellaneous Appurtenant Work to T. L. Edwards, Inc. in the amount of \$568,175 and to authorize the Chairman or designated member to execute the contract documents when they are prepared.

Seconded: John Cusick

All in favor.

1. Abatement Policy Revision & Review

Dan Bowen addressed the issue. He revised the existing policy to be a one-time only hardship abatement after which they would have to make arrangements with the Treasurer's office for a payment plan in order to finance the fee.

Board members reviewed the policy revision. In regard to the Military abatement which currently exists at 50% for active duty call up, John Cusick requested that to be increased to 75%. Steve Hocking and Robert Shaughnessy were in support of the increase.

MOTION: Stephen Hocking motioned to approve the abatement policy for water, sewer and trash fees, Policy Number 2005-1 Revision 3, Financial Hardship with the aforementioned changes.

Seconded: Robert Shaughnessy

All in favor.

2. Indirect Cost Discussion

Stephen Hocking stated that we have identified some indirect costs that we have concern with, that have not been addressed satisfactorily to our Staff and to the Board of Public Works from the “financial team”. We have requested to go before the Board of Selectmen for their explanation and the request to meet, a request that has not been addressed. Steve has asked Dan Bowen to obtain a written explanation from the “financial team” on what their concerns are, a request that has gone un-addressed by them. During our discussions, we have talked about an audit regarding the indirect costs. Tom Reynolds stated that we would need the Board of Selectmen’s approval for an audit to be performed. Bob Shaughnessy stated that we need an Independent Audit to be done. Steve indicated that we need a ‘bill’ from anyone requesting indirect charges to the Enterprise Accounts. There have been several unanswered increases(which have been questioned) with the Town Accountant, Town Treasurer and Town Administrator, asking for explanations at meetings, and have received none, and have left meetings more confused. Board Members stated that this is not acceptable. The suggestion is to proceed with an audit, present our discrepancies to the auditor where we feel there is inappropriate justification, and proceed from there.

The Board agreed that the next course of action will be to request again, in a letter, to meet with the Board of Selectmen, asking to be added to their agenda for a discussion in a public meeting, to address our concerns. At that time we inform them that we would like to have an Independent audit performed; and in order to do a basic independent audit from each division, we need in detail, how they arrived at their numbers, something we have been unable to obtain. Dan indicated that there have been issues with the off-set charges too. This is to be addressed with the Selectmen also.

11. Abatements

MOTION: Stephen Hocking motioned to approved abatement packet # 917.

Seconded: John Cusick All in favor.

MOTION: Stephen Hocking motioned to approve abatement packet # 920.

Seconded: John Cusick All in favor.

10. Minutes

MOTION: Stephen Hocking motioned to approve open meeting minutes of May 11, 2015.

Seconded: Robert Shaughnessy All in favor.

**Note: John Cusick abstained from the vote*

MOTION: Stephen Hocking motioned to approve executive session minutes of May 11, 2015.

Seconded: Robert Shaughnessy All in favor.

**Note: John Cusick abstained from the vote*

MOTION: Stephen Hocking motioned to approve open meeting minutes of May 27, 2015.

Seconded: Robert Shaughnessy All in favor.

MOTION: Stephen Hocking motioned to approve executive session minutes of May 27, 2015.

Seconded: Robert Shaughnessy All in favor.

13. Tabled Items None

14. Old Business

- (a) 307 Plymouth Ave. – Tom indicated that he has a meeting scheduled for July 10th with DEP, Executive Office of Energy, Jim Cantwell, and Plymouth County Mosquito Control to review the issues there.
- (b) High School Fields Update-Tom indicated that there are still issues dealing with the school personnel regarding fields. The principal of the High School has had the custodians remove the bat and helmet racks from the dugouts; he has locked up all the equipment; has removed the flag from the flag pole and locked the flag up and has not issued us a key. Tom has received complaints from parents asking why there is no flag being flown. Tom stated we need to have the keys; the DPW issues the keys to custodians and the Athletic Department, who sign-off on them when used.

Tom contacted Town Counsel who stated that the principal's authority ended at the threshold of the door at the High School and the only authority he has on the field is when there is a school event. Tom has been in contact with the new Superintendent of Schools and will arrange for a meeting with him once he has taken the position. Another issue are the fields located on Forest Street. He walked the fields today with a turf specialist; the fields are in very poor condition. The fertilization program has not been followed; the irrigation frequency is off, no one is monitoring it, the grading is all off, there are rocks everywhere, and there is black mold. He will be meeting on July 14 with the Facilities Manager, the contractor, and Public Works staff. He is asking the Board's support not to accept the fields until they are at the condition they should be. If we took over those fields right now, soccer could not be played on them. There has been no oversight.

- © Tom indicated that the \$137K that was cut from expenses in the DPW General Fund budget happened to be the amount Facilities got. He said that during the budget process we were told that there were short falls and that everyone was going to be cut, which was not true. The only ones actually cut were the DPW budgets. He also indicated that the Facilities Manager was going out to bid on an analysis of all Town Buildings at a cost of \$250K which happens to be the amount of money they cut from our roads program: \$250K to 0. If fairness is what we are looking at, we were not treated very fairly; those (2) cuts alone equal \$387K and that does not include the salary \$147K in salaries that they moved around.

Bob Shaughnessy stated that they want to do a Charter change in order to get rid of the Board of Public Works so that the Board of Public Works cannot alert the people of Marshfield that their infrastructure is being robbed. Tom stated that at the Town Meeting, the power point presentation the Town Administrator put up on the board was not accurate. It showed a \$47K cut to the DPW, an erroneous figure which in fact, the cut totals \$387K, not including the \$147K in salaries moved around. Bob Shaughnessy stated that with all the budget discrepancies provided to us from the Town Administrator, Town Accountant and Town Treasurer we are obligated to use and auditor they choose, and we have to accept that? This is why we need to have an independent auditor.

Bob also brought up the issue of private roads and snow plowing. We have always plowed private roads open to the public and have provided emergency repairs; but that article that addresses emergency repairs to private roads did not make it on the Warrant for Town Meeting, it was not approved.

- (d) Bob Shaughnessy indicated that the Cemetery Committee is very concerned with the expansion of Couch Cemetery. Also, we need to modify the rules pertaining to cemeteries.

15. New Business

(a) Tom indicated that he would like to invite Capital Budget Committee to attend our August meeting to discuss our needs.

(b) Two employees retired: Barry Bartlett and Donna Beals.

16. Executive Session None

At this time the open meeting of the Board of Public Works for June 29, 2015 adjourned at 9:07 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary