

Approved 8-17-15

**Board of Public Works
Meeting Minutes**

Date: June 8, 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 7:20 p.m.

Stephen Hocking opened the meeting and reviewed the evening's agenda which included 13 action items, 2 appointments and an executive session. He **motioned** to accept the meeting's agenda as discussed.

Seconded by Robert Shaughnessy.

All in favor.

Action:

1. Town Hall Hours / Proposed by Rocco.

Tom Reynolds read the memo dated 6/5/2015 from Rocco Longo to Town Hall Employees in which it states what and when the new Town Hall hours will be and when. Effective July 1, 2015, the hours will change. Tom indicated that Solid Waste will be the most impacted by the change. On Fridays Town Hall will close at 12:30 and that is a day when many Transfer Station permits are sold and also trash is continually picked up; an activity that generates many phone calls on a daily basis. Many issues arise and it is important for residents to have that contact.

John Cusick provided a memo with a spread sheet documenting Transfer Station permit sales showing a continual increase in sales on Fridays also, there is minimal activity during Monday evening hours. He stated that closing the Town Hall on Friday afternoon sends a negative image of the DPW to the general public. He also indicated that there was no discussion with Union members regarding the change in hours. Union employees are still working under their old contract as there is "no" new contract yet to be ratified. He recommends to ask the BOS to re-consider the decision on changing the Town Hall hours.

Tom Reynolds indicated that the BPW does not dictate the hours of its employees, it is the Town Administrator or BOS.

Steve Hocking indicated the direction from the Board to advise our administrative staff to develop an alternate plan for the sale of Transfer Station stickers.

At this time the Board members adjourned temporarily to attend the first appointment with the BOS & Advisory Board in the Selectmen's Hearing Room; it is 7:30 p.m.

Appointment:

1. Meeting with Advisory Board / Snow & Ice Budget

DPW Deputy Superintendent, Shawn T. Patterson provided the BOS and Advisory Board a twenty-seven page document he prepared along with Staff assistance, the "2015 Snow & Ice Removal Report & Summary. The "Introduction" was as follows: "The Town of Marshfield Department of Public Works has developed a town-wide SNOW & ICE REMOVAL POLICY to insure safety for the Town's residents, employees and other citizens that travel through the Town of Marshfield. Since the winter of 2015 we felt that it was necessary to rewrite the policy and add some changes we feel will better serve everyone involved which will be detailed later in this summary. Our main priority when developing a policy IS PUBLIC SAFETY. Ensuring safe passage throughout Town; ensuring continuous ability for emergency personnel and vehicles to respond to emergency situations 24/7 and maintaining a safe work environment for our Public Works personnel."

Tom Reynolds read the full 27 page document at the meeting. Many DPW personnel were in attendance in support for all Staff members including support for Tom Reynolds, Shawn Patterson and James Kent. Many of whom worked tirelessly during the extreme winter we experienced. Many unsung heroes contributed to the plowing of relentless snow, its removal and all ice issues.

Shawn openly praised the DPW Staff. In his experience, he has never worked with such a great Staff ever. He is proud to be a part of them.

At the close of the meeting the BOS motioned to approve an additional \$40K needed to meet the Snow & Ice budget needs.

At 8:24 p.m. the BPW returned to Hearing Room to continue with their meeting.

The second appointment was present.

2. Marshfield Yacht Club Request

Kevin Maguire and Bill Kerrigan of the Marshfield Yacht Club, located at 11 Ridge Road, were present to discuss their request in an email dated May 29, 2015. They are requesting to dispose some of the dredge materials from the Club's boat basin at the Town's upland disposal site off Joseph Driebeek Way in Brant Rock. They understand this location is under the control of the Board of Public Works. They reference the authorization the DPW received in regard to dredge the South River from the Sea Street Bridge, south, past the Yacht Club. They intend to dredge hydraulically and pump the material down to Rexhame Beach. They would like to join with the Town and hydraulically dredge and also pump its material down to Rexhame Beach. They are not sure if they would need the site but would like to know if it would be available. They will be also be going to the Board of Appeals and to Conservation regarding the issue.

Town Engineer, Rod Procaccino stated that if the dredged materials are clay they cannot be used as beach nourishment.

Mr. Macguire indicated that testing requirements have been set up by both DEP and the Corps, they are requiring us to do the applicable chemical analysis for upland disposal.

MOTION: Robert Shaughnessy motioned to work with the Marshfield Yacht Club beach re-nourishment for utilization of beach nourishment and if the material is unsuitable then Engineering will review the analytical analysis and make a recommendations to the Board and at that time, in principal we would be for it.

Seconded: John Cusick

All in favor.

Action:

2. Foster Ave. Seawall Award / Issues Contract 2015-32

Town Engineer, Rod Procaccino was present to discuss the contract. The order of takings were executed and recorded at the registry. The bid took place on Thursday; we received only three bids. Scope of Work for the project consists of reconstructing 1000 linear feet of concrete seawall along Foster Ave. from Old Beach Road to 9th Road. It includes reconstruction the concrete stairs at 13th, 11th and 9th roads. DPW Engineering Staff recommends awarding Northern Construction LLC, Weymouth, MA, the low bidder. References were checked and with favorable responses. This contractor had also performed satisfactory work for the Town. This work is being funded by a state grant. Construction may begin by August 1, 2015.

MOTION: Stephen Hocking motioned to award Contract 2015-32 Foster Ave Seawall Repair Project to Northern Construction LLC of Weymouth, MA in the amount of \$2,754,900 with said award subject to final grant agreement execution authorizing the funding and the Chairman or designee will execute the contract when the documents are prepared.

Seconded: Robert Shaughnessy

All in favor.

3. Hewitts Point Status & Change Order

Town Engineer, Rod Procaccino presented the change order. He indicated that E. Watson Exavating Inc., East Bridgewater is over 95% complete including additional work through change order #4.

As directed by the Town

Change order #5 – Install handicap accessible ramp in sidewalk, grout hole under seawall, re-pour concrete stairs from road to seawall, replace railings on top stairs and repair railings on bottom stairs.

Change order #6 – Install additional 8-10 ton toe stones along existing mortared revetment to protect sheet pile, overlay lower concrete steps both sides at Puritan, overlay concrete ramp with steps.

DPW Engineering Staff recommends authorizing change order #5 and #6 to conduct additional work as directed by the Town.

MOTION: Stephen Hocking motioned to authorize change order no.5 in the amount of \$23,297, and change order no.6 in the amount of \$40,462 to increase Contract 2015-18 a total amount of \$63,759 for an additional work as directed by the Town with Watson Excavating Inc., East Bridgewater, and the Chairman or designee will execute the change orders when the documents are prepared.

Seconded: Robert Shaughnessy

All in favor.

4. GZA Contract Oversight Amendment / NEMO Storm Damage

Town Engineer, Rod Procaccino explained the details of the amendment. Status of the project: design was completed and the project was put out to bid and awarded to Northern Construction Services LLC. Northern started repairing revetment several weeks ago and is over 50% complete.

Amendment No. 1: to Task 7-Construction Support Services in accordance with GZA-Geo Environmental in letter dated 6/5/15 for \$31,200, with billing based on time and material basis. Engineering Staff recommends authorizing amendment no.1 to contract 2015-11 with GZA for Construction Services.

MOTION: Stephen Hocking motioned to authorize amendment no.1 to increase contract 2015-11 in the amount of \$31,200 for engineering services with GZA Geo-Environmental Inc., Hingham, MA and the Chairman or designee will execute the contract amendment when the documents are prepared.

Seconded: John Cusick

All in favor.

5. Contract 2015-30 Change Order / Bay Ave. Wall Repair

Town Engineer, Rod Procaccino explained the details of the amendment. Northern Construction Services LLC started repairing the seawall revetment several weeks ago and is over 50% complete. Change Order #1: to conduct 4 foot repair of 109 LF section of collapsed seawall at 50 Bay Ave. from storm damage during Blizzard of 2015 in January 2015. Northern Construction Services, LLC Weymouth, MA proposal letter dated May 29, 2015 per detail plan prepared by GZA. DPW Engineering Staff recommends authorizing change order no.1 to conduct 4 foot repair of 109 LF of Bay Ave. Seawall near house #50. GZA has prepared a plan and the lump sum provided is satisfactory.

MOTION: Stephen Hocking motioned to authorize Change Order No.1 to increase Contract 2015-30 in the amount of \$141,658 with Northern Construction Services LLC, to repair section of Bay Ave. Seawall and the Chairman or designee will execute the change order when the documents are prepared.

Seconded: Robert Shaughnessy

All in favor.

7. Enterprise Funds Discussion

John Cusick provided a detailed analysis regarding the Enterprise Funds, including indirect and direct costs being assessed to them which are all in question. He explained that in FY2009 the spread sheet showed indirect costs and where they came from, the total of the costs and the percentage of the general fund budget. Starting in FY2010 the columns in the spread sheet were removed making it difficult to interpret the spread sheet. These columns need to be brought back to current spread sheets reflecting indirect cost.

Business Manager, Dan Bowen stated that when he and Tom Reynolds met with Rocco, Marsha and Barbara reviewing each of the different costs being charged to us and the relevant explanation for each cost, the only explanation they received from them was that is, how the prior treasurer did it. There is no real breakdown as to how they arrive at the numbers they do. He stated that John brings up a good point; he has a number and how he arrived at it but we are not getting the information regarding how they arrived at their numbers. The numbers they have come up with is incorporated into our FY2016 budget. They were supposed to come before the Board and present them and the Board would vote on them but that never happened.

Stephen Hocking suggested in advancement of the issue is to still meet with the Board of Selectmen in open meeting to the public. Have them justify the FY2016 budget costs with us, which they have not, and get the process moving on with an audit.

MOTION: Stephen Hocking motioned to begin the process of (1) auditing our Enterprise Accounts; (2) to request a meeting (yet again) with the Board of Selectmen and their financial team if they feel it's appropriate to discuss FY2016 indirect charges (3) and to have a back-up plan of giving them actual numbers to live by and they have to get back to us.

Seconded: John Cusick

All in favor.

8. Abatements

MOTION: Stephen Hocking motioned to approve abatement packet #908.

Seconded: Robert Shaughnessy

All in favor.

MOTION: Stephen Hocking motioned to approve abatement packet #909.

Seconded: Robert Shaughnessy

All in favor.

MOTION: Stephen Hocking motioned to approve abatement packet #915.

Seconded: Robert Shaughnessy

All in favor.

MOTION: Stephen Hocking motioned to approve abatement packet #916.

Seconded: John Cusick

All in favor.

Dan Bowen addressed an issue with a previous abatement listed on packet #910. He indicated that the individual has received abatements in the past based on hardship guidelines. However in the last billing cycle, it appears that a job has put her over the hardship guidelines. Upon being notified of this, the individual submitted a letter requesting to meet with the Board to appeal the abatement denial. Dan contacted the individual and they asked that the letter be read.

MOTION: Stephen Hocking motioned to deny the abatement of packet listing of #910.

Seconded: Robert Shaughnessy

All in favor.

9. Minutes

MOTION: Stephen Hocking motioned to approve open meeting minutes of March 16, 2015.

Seconded: Robert Shaughnessy

All in favor.

**John Cusick abstained.*

MOTION: Stephen Hocking motioned to approve open meeting minutes of April 6, 2015.

Seconded: Robert Shaughnessy

All in favor.

**John Cusick abstained.*

MOTION: Stephen Hocking motioned to approve open meeting minutes of April 27, 2015 TM

Seconded: Robert Shaughnessy

All in favor.

**John Cusick abstained.*

10. Tabled Items

None

11. Old Business

Bob Shaughnessy indicated that Dan Bowen was successful in including the Solid Waste piece along with the CCR Report that is sent out annually to our 10 thousand users. He would like to thank Dan for the effort in accomplishing that task.

12. New Business None

13. Executive Session

At this time the Board was polled to go into executive session to discuss contract negotiations.

Vote: John Cusick yes Robert Shaughnessy yes Stephen Hocking yes

At this time the Board of Public Works open session for June 8, 2015 adjourned at 9:38 p.m. to go into executive session and would not return to open session.

Respectfully Submitted,

Ann Marie Sacchetti
Board of Public Works Secretary