

Approved 9-11-23

Board of Public Works
Meeting Minutes

Date: July 17, 2023

Time: 6:00 p.m.

Place: Library Program Room, Library Plaza

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

John Cusick	Chairman
Robert Shaughnessy	Vice Chairman
Diane Jordan	Member
Tom Reynolds	Superintendent - <i>not present</i>
Jimmy Kent	Deputy Superintendent
Rod Procaccino	Town Engineer
Ken Ryan	Environmental Engineer
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 6:03 p.m.

John Cusick motioned to open the meeting and reviewed the agenda which included an appointment, action items, items for discussion, minutes and the Superintendent's report.

Seconded by Robert Shaughnessy

All in favor.

APPOINTMENT:

6:15 P.M. David Raftery/Abatement Issue

Mr. Raftery was present to appeal the denial of his abatement request. He indicated that he had a water pipe leak at 1717 Ocean Street, building B. crawl space. When it was discovered on 4/24/23 he corrected the problem. The water was going directly into the ground below so it was not detected for some time. A subsequent water bill showed the usage had increased attributed to the water leak. After a brief discussion Board members agreed to provide some financial relief.

MOTION: Robert Shaughnessy motioned to cut the water bill in half and normalize the sewer bill.

Seconded: John Cusick

All in favor

ACTION ITEMS

1) **Water; Sewer; Solid Waste Rates**

Rod was present to review the Water & Sewer rates. He had provided Board members with documentation. He has suggested to increase water rates by 6.3% and a 4 to 5% increase rate in out years to show surplus. After some discussion Board members agreed.

MOTION: Robert Shaughnessy motioned to establish the water rate for fy24 at a 6.3% increase in Residential and out of Town water; 6.3% increase in Condominium and Apartment and Commercial rate for Fy24 based on documentation provided by Town Engineer, Rod Procaccino.

Seconded: John Cusick

All in favor

Sewer; Rod provided details on sewer rates projections for fy24. Capital projects were approved in spring ATM 2023 funded by RE. No RE used of offset FY2024 sewer rates. Note: the Town is no longer sharing capital costs (60% User and 40% Town. He has suggested to increase sewer rates by 4%. After some discussion Board members agreed.

John suggested that in the October STM that we submit an article that would generate a cost to users and some type of cost to the Town. Bob indicated that Town offices including the schools do not pay for their sewer use. The resident rate payers are picking that up and is an added burden to them. It is an inequity on the rate payers. There is an unfair balance. We as a Board need to sure that doesn't happen but the Select Board are not receptive and have refused us twice at the suggestion of a 60/40 split. He would be 100% in favor of a citizen's petition for sewer users. John would like to discuss the issue at a future meeting.

MOTION: Robert Shaughnessy motioned to establish the sewer rate for fy24 at a 4% increase for residential and sewer rate is increased nominally 10% for Condominium, Apartments and Commercial units, by increasing base rate from \$50 to \$75 to reduce inequity in comparison to residential rate. Out of Town sewer rate is based on contractual percentage of costs in original agreement with the Town of Duxbury, based on documentation provided by Town Engineer, Rod Procaccino.

Seconded: John Cusick All in favor.

Solid Waste; Ken provided details on solid waste rate projections similar to Rods. A 6.3% increase is projected for fy24 based on his calculations. The current trash fee is \$416. The 6.3% increase would bring the fee to \$446 dollars per year which is a \$26 dollar increase; based on budget numbers and capital outlay. He included 500K in expenses as in the past couple of years we have not received any increases in our budgets for DPW. As a result, we have had to go to Town Meeting to ask for additional funds as we did not have enough funds to pay the Solid Waste contract we had. He is trying to avoid going to back to Town Meeting a third time.

MOTION: Robert Shaughnessy motioned to accept the rate analysis/documentation Staff has provided to be an increase of 6.3% for fy24; the new trash rate to be \$446.

Seconded: John Cusick All in favor.

2) Landfill Environmental Monitoring and Reporting Agreement

Ken Ryan was present to provide contract details. *Scope of work;* **Task 1**-Groundwater/Surface Water Sampling and analysis (2 rounds per year) **Task 2**-Soil Gas Monitoring (4 rounds per year) **Task 3**-Annual Third-Party Cap Inspection and Reporting **Task 4**-Transfer Station Monitoring third-Party Inspections and Reporting (2 per year) **Task 5**-Engineering Assistance (as needed basis) **Task 6**-Annual CB/SS BUD Management.

Potential Future task for landfill ponding repair not part of this extension. Staff recommends extending the contract for a additional year to Weston & Sampson Engineers (WSE). They have performed these monitoring services for years without increasing their prices unless the scope increased due to MassDEP action of Town request. This year's increase request represents a 5.7% increase due to WSE is mostly due to the subcontracted laboratory costs.

MOTION: John Cusick motioned to execute Contract No. 2023-02 for Professional Landfill Environmental Monitoring and Reporting Services with Weston & Sampson Engineers, Inc, for a period of one year, in an amount not to exceed \$51,800, and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: Diane Jordan All in favor.

3) Contract 2021-13 Amendment / Engineering Services / Surf Ave.

Rod provided details of the amendment. Project status; water and drain and sewer laterals have been installed from Ocean Street to and including Monitor Road which represents about 70 percent of total project. There are three intersections remaining to be completed. Work in 6 intersections have been completed. The consultant Environmental Partners Group is requesting additional compensation for task 5, Construction Administration, Task 9, Resident Project Representative and Extended

Construction Administration due to the increase in projected time to complete the project. The increase in time was due to Sewer lateral work which added approximately 2 weeks and the replacement of the drain on Hartford which added approximately one week and an additional 3 weeks due to productivity issues caused by multiple temporary bypass water breaks, and groundwater conditions. Staff recommends authorization of task 9 and 10 at the requested fee to cover the additional 6 weeks of construction. The increase in Construction Administration requested of \$22,600 has been justified. Staff recommends offering 50% of the requested amount to close the issue. Bob stated a major delay was the gas company. Rod said they decided to change out their main. Bob said after this is over, they will have new drainage: new gas lines, new water lines and new sewer lines.

Residents of the area were present to ask questions regarding the road issues. Bob stated that the Superintendent will provide updates at the Board meetings when he gives his report. Diane suggested having a time line which would help residents understand.

MOTION: Diane Jordan motioned to authorize Amendment No, 4 to Contract 2021-13 Engineering Services Surf Ave. Water main and Drainage Replacement with Environmental Partners Group LLC an additional amount of \$11,300, for Task 5 and \$32,500 for Task 9 and \$16,130 for Task 10 for a total amount of \$59,930, and the Chairman or designee will sign the contract amendment when the documents are prepared.

Seconded: John Cusick

All in favor.

4) Draft Letter to Select Board / Joseph Driebeek Way

Diane read a draft letter from email she provided. She indicated she had made some changes. Bob suggested to have an engineering firm look at the lot. He is not in favor of calling the lot a parking lot. The Select Board may change the use in the future. John stated that there was never a problem with the old entrance.

There was a question regarding the sign that exists at the lot but the DPW did not put it there.

John would like to vote on the letter with the new adjustments and review again at the next meeting.

DISCUSSION

1) Discussion on Superintendent Search Committee

Bob opened the discussion. He had provided documents for reference in the search process; Ideal Qualifications for a DPW Manager / Superintendent. He indicated the advertisement needs to be reviewed and updated. The issue of selecting a search committee was discussed. Each Board member can choose someone they would want on the committee. Bob feels that choices should include members of Town Hall staff, such as Town Administrator, Building Inspector etc. Discussion would continue at a future meeting.

VOTE TO ACCEPT MINUTES – 6/5/23 & 6/26/23 Open Meeting Minutes

MOTION: John Cusick motioned to approve meeting minutes of 6/5/23.

Seconded: Diane Jordan

All in favor.

MOTION: John Cusick motioned to approve meeting minutes of 6/26/23.

Seconded: Robert Shaughnessy

All in favor.

SUPERINTENDENT'S REPORT

Jimmy Kent provided the report:
Surf Ave. update was previously provided.
Catch basins being cleaned
Street sweeping being done

Road side update; patching
Guardrail has been fixed
Street sweeping being done

NEXT MEETING – August 14, 2023

At this time John Cusick **motioned** to adjourn the open meeting of July 17, 2023 at 8:20 p.m.

Seconded: Robert Shaughnessy All in favor.

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