

Approved 2/16/16

**Board of Public Works
Meeting Minutes**

Date: January 19, 2016

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 – <i>not present</i>
Shawn Patterson	Deputy Superintendent
Rod Procaccino	Town Engineer
Dan Bowen	Business Manager
Paul Tomkavage	Project Manager
Debbie Sullivan	Trash/Recycling Officer
Tom Whalen	CPC
Russell Ellis/Bud Dykstra	Peter Igo Park Group
Robert Galvin	Town Counsel
Matthey Abrahams	Consultant
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:27 p.m.

Stephen Hocking opened the meeting and reviewed the evening's agenda which included 3 appointments and 13 action items; no executive session. He **motioned** to accept the meetings agenda as written.

Seconded by John Cusick/Robert Shaughnessy

Appointment:

1. 7:30 p.m. Debbie Sullivan / Award

Debbie Sullivan was present to receive a Certificate of Recognition from Mass Recycling for her achievement regarding recycling enforcement in the Town of Marshfield. Her success is derived from her commitment to the program and the importance of recycling. Shawn Patterson presented the award. With a round of applause from audience members Ms. Sullivan graciously received the award. Stephen Hocking stated that the Board of Public Works is proud of the work Debbie has done for the Town of Marshfield and thanked her.

2. 7:45 p.m. Public Park Award / Peter Igo Park/CPC & Bud Dykstra Group

Bud Dykstra and Russell Ellis along with CPC member, Tom Whalen were present to receive an award from the Marshfield Tennis Club. Bud explained that seven years ago the Marshfield Tennis Club focused on the disrepair of Peter Igo Park. A subsequent group was formed; Friends of Peter Igo Park, a nonprofit. Together with organizations and staff of the DPW helping to underwrite for various

grants; 480 thousand dollars received from CPC funds; and \$40K from USTA, it has been a successful endeavor, and the work continues to move forward.

Robert Shaughnessy acknowledged the positive affects received from people working together.

Action:

3. Contract 2015-21 Avon/Central PS Upgrades/Change Order
SCADA Integration Allowance-deletion from Contract

Paul Tomkavage was present to explain the change order details. He explained that this is a procedural process. Woodard & Curran is recognized as the Towns SCADA integrator. The SCADA integration work is mostly “knowledge” programming with some hardware included. In order to advance the work, it makes sense to delete the SCADA allowance from the D&C contract, and have Woodard & Curran provide the integration directly to the Town.

MOTION: Stephen Hocking motioned to authorize a Change Order, in the amount of a credit of \$14,750.00, applicable to D & C Construction, to “back out” the allowance for SCADA integration from Contract 2015-21, and to authorize the Chairman or member to sign the contract documents when they have been prepared.

Seconded: Robert Shaughnessy All in favor.

4. Proposal for Avon/Central PS Upgrades SCADA Integration Svcs. Woodard & Curran

MOTION: Stephen Hocking motioned to authorize the proposal in the amount of \$14,750.00, from Woodard & Curran and dated December 19, 2013 as updated, for SCADA integration services at the Avon Street and Central Street Pump Stations, and to authorize the Chairman or member to sign the contract documents when they have been prepared.

Seconded: John Cusick All in favor.

6. Contract 2014-23/Damon’s Point Revetment Restoration/Change Order #3/Additional Electric Work

Rod Procaccino was present to explain the Change Order. The scope of work consists of extending the electric service 430’ and providing a new metered service connection at the pole opposite house number 272 Damon’s Point Road. The work also includes saw cutting and patching the roadway. Staff recommends that the Board of Public Works vote to approve Change Order No. 3 of Contract 2014-23 with Coastal Marine Construction, LLC and to increase the contract amount by \$26,666.30.

MOTION: Stephen Hocking motioned to authorize Change Order No.3 of Contract 2014-23 with Coastal Marine Consultant, LLC to increase the contract amount by \$26,666.30 and to authorize the Chairman or designee to execute the contract amendment when the documents are prepared.

Seconded: Robert Shaughnessy All in favor.

5. Contract 2016-01/Solid Waste Services/Amendment to Service at Spyglass Condominiums

Paul Tomkavage was present to discuss the amendment. Paul indicated that this is just a formalization regarding the request to include curbside collection at the Spyglass Condominiums but excluding yard waste.

MOTION: Stephen Hocking motioned to amend Contract 2016-01, Municipal Solid Waste, Recyclable, and Yard Waste Materials Collection; to provide transportation including Disposal; to provide said services to Spyglass Landing Condominium in accordance with the agreed-upon terms and subject to review and comment of Counsel, and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: John Cusick

All in favor.

8. Contract 2015-30 Change Order/532 Ocean St. /Revetment Storm Damage Repair

Rod Procaccino was present to explain the change order .He indicated the change order reflects additional work to take temporary measures to protect failed rip-rap slope at 532 Ocean Street by placing approximately 300 tons of armor stone from top of slope to fill gap where existing stone had rolled out due to wave damage. Staff recommends authorization of change order no. 3 to Contract 2015-30 with Northern Construction Services LLC, Weymouth, MA in the amount of \$29,568.77 for additional work authorized to temporarily repair rip-rap slope at 532 Ocean St. as directed by the Town.

MOTION: Stephen Hocking motioned to authorize Change Order No. 3 Contract 2015-30 Revetment Storm Damage Repairs with Northern Construction Services of Weymouth, MA to increase the contract in the amount of \$29,568.77, to reflect additional work to repair rip-rap slope at 532 Ocean Street, and the Chairman or designee is authorized to execute the contract change order when the documents are prepared.

Seconded: John Cusick

All in favor.

7. Marshfield Hills Cemetery/Tree Removal/Monument Repair Contract 2016-18

Rod Procaccino explained the contract. The project consists of structurally pruning and removing of dead and broken branches of approximately 100 trees, removal of 25 trees, installation of branch structural support cables and pruning of shrubs in Marshfield Hills Cemetery. Staff recommends awarding North-Eastern Tree Service, Cranston RI, the low bidder contract 2016-18 to conduct tree pruning and tree removal at Marshfield Hills Cemetery.

MOTION: Stephen Hocking motioned to award Contract 2016-18 to North-Eastern Tree Service of Cranston RI for the base bid amount of \$52,040 and the Chairman or designee will execute the contract when the documents are prepared.

Seconded: Robert Shaughnessy

All in favor.

2. Warrant Articles Discussion

Paul Tomkavage

Article: Design and/or construction of a UV Disinfection Facility and Other Plant Improvements at the Marshfield Wastewater Treatment Facility as place holder.

MOTION: Stephen Hocking motioned to approve article as place holder.

Seconded: Robert Shaughnessy

All in favor.

Article: Replacement of the two Waste Activated Sludge pumps at the Wastewater Treatment Plant and also to replace the two Septage Transfer pumps.

Article: Repair concrete and replace drive mechanisms in the two secondary clarifiers.

Article: Perform a conditions assessment of the influent sewers to the Plymouth Pump Station, line/repair such sewers as maybe necessary, and install a bypass connection to the pump station.

MOTION: Stephen Hocking motioned to approve the 2 articles as place holders.

Seconded: Robert Shaughnessy

All in favor.

Dan Bowen

Articles: (1) Repair of private roads, (2) Repair of dirt roads, (3) Grave buy-backs (4) Receiving of Chapter 90 funding

MOTION: Robert Shaughnessy motioned to add to the annual budget \$35K for private road repair; \$40K for repair of dirt roads; a sum of money to buy-back graves; acceptance of Chapter 90 funds; and an article to amend solid waste budget.

Seconded: Stephen Hocking

All in favor.

Appointment:

3. 8:00 p.m. Edited Methodology Document Discussion

Town Counsel, Robert Galvin and Matthew Abrahams were present for the discussion.

Dan Bowen opened. He and Tom Reynolds met with Rocco, Matt Abrahams and Barbara Costa, regarding the (31) questions submitted for the (4) methodologies we questioned about. For accounting, we agreed to keep the current methodology in place until such time Barbara will be able to run more accurate reports, a problem related to the software company. For IT, there were many questions. We decided to use a percentage process as related to employee users of IT. For Treasures office, it was agreed that the current spread sheet is very complex. It was decided to keep that and add in the cost of payroll charges and incorporate cost of printing charges. Those areas will provide all the information and the backup documentation. The final area was the selectmen's office. He and Tom agreed to use a percentage based equation. There was some question regarding the charges for the schools being taken out of the budget. There are some questions on whether they should be taken out.

Matthew Abrahams stated that the meetings have been very productive. They are trying to get to a point where the Board is comfortable.

Steve Hocking had concern for the schools being excluded in the budget.

John Cusick presented his analysis of the methodologies and what he recommends they should be.

He referred several times to the DOR rules and guidelines regarding the indirect costs.

Bob Shaughnessy expressed his frustration with the costs and the disproportionate charges; we are trying to compromise, but we're not sure what we are compromising on.

John Cusick stated that the Town Administrator position, the Town Treasures position, IT, and the Selectmen's office is fully funded by the tax payers. Indirect costs to the enterprise accounts were charged \$10,000 in excess for each account. There is no back-up documentation from the Town administrator/selectmen's office for indirect costs to the enterprise accounts.

Steve Hocking stated that staff was directed to have the meeting to determine a methodology for the withdrawal from the enterprise accounts.

There are 2 versions of the methodology one from December and one from January. The December version had the school budget included; the January version had it excluded.

Dan Bowen stated that the issue which came up during the meeting was that Rocco stated that he had nothing to do with the schools and wanted it taken out of the budget. Yet at the department head meeting today Rocco was talking to Tom Miller and the school superintendent and said to them, we need to meet and go over all these budgets. Tom Reynolds said to Rocco, why would you take the schools out of the budget when in fact you do work with the schools. That brought the question on why would you take that \$44 million dollars out of the budget.

Board members have not had a chance to review the January version of the methodology as it had been submitted by Rocco on the Friday before the meeting on Tuesday.

John had concern regarding the edits he submitted to the selectmen and were not addressed. Matt Abrahams indicated that he had not seen them.

Steve confirmed that we have a working methodology; Dan stated we have a methodology that we agreed on. The written documents have to be worked out but we have a verbal agreement on how we are going to come up with the methodology. The payroll budgets Dan stated that the question that has been raised since we last met was the payroll or the budgets that are listed for the Selectmen/Town Administrator indirect costs and their methodology. That is still a question. Also, why is the school's budget being taken out of the methodology; the percentage goes up twice as much with it is taken out.

Steve stated that we are close to an agreement. The dispute is whether we include the schools or not; and the other is the Town Administrators/Selectmen's budget. Dan stated that we agreed to a percentage based on his budget not including the schools. Tom Reynolds would like to see the schools added.

IT was a big change. The infrastructure was taken out, and use of a different method for the user charges was in place.

Bob Shaughnessy listed what we agree on: IT we agree on; Accounting we agree on until the software is updated; Treasurer Collector we will use their spread sheet and they will incorporate the cost of office payroll and the printer for billing, a percentage cost to each of the enterprise accounts.

Steve indicated that the major sticking points are the costs for the Board is the Town Administer vs schools and budget versus non-schools.

John and Matt will make arrangements to meet to discuss the methodologies. Steve indicated that it seems as though we are close to an agreement on methodology, but we are not ready to vote yet. He would like to hear more discussion on the town administrator vs the schools budget. At our next meeting we will decide on what we agree on and what we don't.

John talked with the city of Natick. They did have an audit. Their calculations were also in question. Overcharges can be recaptured over a period of time through offset charges. He stated this process can be used to recapture the over charges to Marshfields Enterprise Accounts.

Dan Bowen stated that as he went through some of the documents in order to make sense of some of the information; for instance he pulled up health care and found that some individuals were listed as retirees and active employees, just one over charge example. He went through the whole calculations for 2015 and found quite a few errors. The Solid Waste Enterprise account it was overbilled \$65,318.81. The Water Enterprise account was overbilled \$62,567.54. The Wastewater Enterprise account was overbilled \$55,344.50. It wasn't just cut and paste errors. It was 10-15 errors in each department a sizeable amount of money that came out of the enterprise accounts. That money should go back into those accounts. In the past we never received any backup.

Bob Shaughnessy stated we will have a discussion and review this process on an annual basis.

In conclusion Steve stated we agree on (3) of the methodologies. The 4th in question is the town administrator's vs schools.

Bob stated that, all we are looking for is a fair and reasonable cost for the indirect charges to the enterprise accounts.

At this point the discussion ended.

Rods Procaccino

Article: Matching funds to evaluate coastal or inland manmade or natural structures providing flood protection or shore front protection

Article: Eminent Domain to replace existing seawall a permanent easement for access, reconstruction and future maintenance of the seawall

Article: Town to receive a grant from state to replace 1000 foot section of seawall from Old Beach Road to 9th.

Article: Replacement of portion of the Foster Ave Seawall between 9th and 7th road stairway.

Article: To borrow \$ related to State of Emergency Declaration for purpose of repairing damaged seawalls and rip-rap slopes resulting from coastal storm "The Blizzard of 2015".

MOTION: Stephen Hocking motioned to accept these four place holders as read.

Seconded: Robert Shaughnessy All in favor.

9. Advisory Board Updates None

10. Minutes Passed over

11. Tabled Items None

12. Old Business None

13. New Business None

14. Executive Session None

At this time the open meeting of the Board of Public Works for January 19, 2016 adjourned at 10:17 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary