

Approved May 11, 2015

Board of Public Works Meeting Minutes

Date: March 9, 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 - <i>not present for this meeting</i>
Robert Shaughnessy	Vice Chairman
Chris Ionta	Member
Thomas Reynolds	Superintendent
Shawn Patterson	Deputy Superintendent
Rod Procaccino	Town Engineer
Dan Bowen	Business Manager
Ron Menard	Info Technology
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:40 p.m.

Robert Shaughnessy opened the meeting and reviewed the evening's agenda which included 1 appointment and 10 action items. He **motioned** to accept the meetings agenda as written.
Seconded by Chris Ionta
All in favor.

Appointment:

7:30 p.m. Info Technology / Ron Menard

Ron Menard was present to discuss IT's indirect costs as related to the Department of Public Works. He provided Board members with a handout which contained a detailed analysis of the department's use of IT for FY2014.

He indicated that for the past ten or eleven years they have been supplying the DPW with indirect costs associated with services and support that the IT Department lends to Enterprise groups or users. The indirects are divided into two batches; a two part formula, which totals the indirect. They look at the total infrastructure which would include all the communications that the enterprise users use when managing business needs. The formula takes the infrastructure costs, adds it up, and divides it by the amount of employees throughout the entire town using these infrastructures and these systems and then breaks that infrastructure cost down per user to each individual hour that they are using it. In summary what is illustrated is support requests that the IT Department satisfies and infrastructure costs as how it relates to users using that particular medium of technology or services.

Bob Shaughnessy had questions regarding the Network – wan/lan component vs half a million dollars which is a majority of the cost. John Cusick and Tom Whalen questioned the back charges being taken from the Enterprise accounts and noticed that they do not back charge other departments using the same system. Ron indicated that on the norm, no. Tom indicated he did not understand the logic behind going after Enterprise accounts. Ron indicated that he could not provide an accurate explanation, but he believes it could be Municipal Finance regulated by the State; that would be his answer.

Bob Shaughnessy has serious concern regarding this issue; the rate payers are funding the IT department one hundred percent. He indicated that the point to having Ron present, is to try to justify the actual costs and not just on a percentage basis. For that, he thanks Ron for coming. The Board will continue to review this issue.

Action:

1. Contract Bid Award / Fairgrounds Pump Station

Town Engineer, Rod Procaccino was present to explain details of the contract. *Scope of Work:* The project consists of constructing a new pumping station at the Fairgrounds Well site and includes an eight inch diameter transmission line and electrical service from pump station to the Bridal Path. *Funding Source:* Article 3 ATM 2013 \$1,450,000. *Staff recommends* awarding contract 2015-25 to Dankris Builders Corp. of Plainville, MA.

MOTION: Robert Shaughnessy motioned to award Contract 2015-25 Construction of Fairgrounds Pump Station to Dankris Builders Corp. of Plainville, MA in the amount of \$1,050,100 and the chairman or designee is authorized to execute the contract when the documents are prepared.

Seconded: Chris Ionta All in favor.

2. Budget Discussion

Tom Reynolds stated that for FY2016 they have put a hiring freeze and somewhat of a spending freeze on the DPW. There will be layoffs; two full time employees from Cemeteries, Trees and Greens, and all the summer/seasonal help. That virtually wipes out the department. They have asked us to cut \$75K from our expense account which is \$76,200 that will leave us \$1200 to maintain the new facility at the High School. We have no money to maintain anything. Engineering is bare bones, Highway is down six employees, and Cemeteries, Trees, and Greens is also down six employees.

Bob Shaughnessy stated that we just spent \$5,000,000 on fields and no money to maintain them. We previously went to the Advisory Board with the CPC consultant who provided a detailed analysis regarding field maintenance and the related cost which totaled \$740K plus 10%/. Dave Carriere suggested to create an Enterprise Fund for the field maintenance.

Bob indicated we would have to put an article before Town Meeting. Tom Whalen suggested that possibly an individual sport would maintain their own field. Tom Reynolds stated that we did not have one field capable of handling one group like that, we do not have a complex. May be a possibility at some point at Eames Way School, and the Little League fields at the Rec fields, baseball for the younger age groups. Bob stated that without having funds, "we are lost for words".

Tom Scollins of the Advisory Board was present to discuss the turf field at the High School and the snow on it. He would like for the DPW to split the cost of about \$4000 with the school to clear it. Bob Shaughnessy stated that the DPW's budget has been cut, we do not have the money. He indicated that you are not supposed to use a snow blower or any kind of equipment on those fields as it ruins the sub-service. Some area towns are clearing snow by hand. Tom Scollins continued to try to convince the BPW to agree with his proposal to hire out to remove the snow. John Powers of Boles Road spoke on behalf of removing the snow as indicated in manufacturer documents. He claimed many towns are allowing the removal of snow as indicated by the manufacturer of the turf. Bob Shaughnessy indicated that the question is, we have a private concern that utilizes the field; how is the Town protected and does it need to be approved by Town Counsel. Tom Reynolds indicated that he does not know what Town Counsels ruling would be but he would want to review any type of liability insurance they had before we entered into an agreement and the language in the contract. Chris Ionta indicated that is a complicated process with liability concerns; he has concern that the fields will be ruined.

Bob Shaughnessy stated that there are a lot of unanswered questions regarding the snow removal. The issue is warranty and damage to an expensive ball field all because you can't wait. Other communities have said no snow blowers, no heavy equipment, and shovels by hand only. Your proposal is for a piece of equipment and who knows what could happen. He would like to hear from the school Building Committee and the Selectmen as the issue is really a warranty. If there were damage, the DPW would be blamed because they approved it. He would like to have Town Counsel review the manufacturer's contract and the gift of money component to it. They will not make a decision tonight. Chris Ionta stated that the clearing criteria for clearing in the warranty is wide open for causing damage. Bob Shaughnessy indicated we do not have the money or the man power to consider the request. He applauds their efforts but there are other steps to follow: if it is a money issue it has to go to the Selectmen; if it is a contract or warranty issue it has to go to Town Counsel; if he signs off on it and the schools then go to Town Meeting to actually do it, acquire approval, we will then follow suit. Bob told them to do their leg work and we will hold a BPW meeting next Monday, March 16, 2015 at 7:30 p.m. in order for them to present their findings and to continue the discussion on the snow removal of the High School turf field.

3. Cemeteries

Tom Reynolds indicated that cemetery fees for graves and grave openings may be increased. They have not been increased since 2006. The issue of opening grave sales to non-residents was discussed. Bob indicated that at this time we have limited space available, so that question may have to be tabled until we have more information regarding available sources. Bob stated that the Cemetery rules are being reviewed. He asked that Cemetery discussion be added to the next agenda.

4. Snow & Ice Removal Update

Tom Reynolds indicated that he asked the Board of Selectmen for an additional \$800K in deficit spending, we are currently at 1.8 million dollars for snow removal; the original budget was for \$400K. This is the third increase to deficit spend. The motor went on truck #67 and is an integral part of the operation and it needs to be replaced. He has to wait for the Town Account to come back from vacation before he can get approval, everyone else has approved. FEMA: Tom indicated that we have submitted information on all the storms. We have met the threshold for the January storm; value of that storm damage came to \$3.8 million which included the seawall damage; \$600K for the other storms. Tom stated that he has found that the Town is quick to hit the DPW with indirect costs on our Enterprise Funds, yet we use Water, Wastewater and Solid Waste Equipment through the storms, every piece of equipment we use to plow for the Town. The Town pays for snow and ice for the time, but they do not pay for our time, or our equipment. He has calculated all our uses and is going to present that as an offset against the indirects from our Enterprise Funds. This is true cost accounting.

5. Abatements

MOTION: Robert Shaughnessy motioned to approve abatement packet # 876.

Seconded: Chris Ionta All in favor.

6. Minutes

Hold until next meeting.

7. Tabled Items None

8. Old Business

Rod Procaccino indicated that they are in the process of doing a water management plan. One of the requirements is to have mandatory water restrictions, it is complicated and very hard to control. Tom said we would have to put signs around Town about water restriction.

9. New Business None

10. Executive Session

At this time the Board of Public Works voted to go into executive session for the purpose of discussing the Solid Waste Contract and will not return to open session.

Vote:

Robert Shaughnessy	yes	Chris Ionta	yes
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The open meeting of the Board of Public Works for March 9, 2015 adjourned at 9:15 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary