

Approved July 17, 2017

**Board of Public Works
Meeting Minutes**

Date: June 19, 2017
Time: 7:00 p.m.
Place: Marshfield Town Hall
Hearing Room 3

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

John Vallier	Chairman
Stephen Robbins	Vice Chairman
John Cusick	Member
Thomas Reynolds	Superintendent
Shawn Patterson	Deputy Superintendent-not present
Dan Bowen	Business Manager
Rod Procaccino	Town Engineer-not present
Paul Tomkavage	Project Engineer
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:03 p.m.

John Vallier **motioned** to open the meeting and reviewed the evening's agenda which consisted of 11 items. **Seconded** by Steve Robbins, all in favor.

Action:

I. Minutes of Prior Meeting

MOTION: Steve Robbins motioned to approve meeting minutes of June 5, 2017.

Seconded: John Cusick All in favor.

II. Abatements

MOTION: John Vallier motioned to approve abatement packet #1176.

Seconded: Steve Robbins All in favor.

III. Items for Action

i. Signing of Extension Agreement for Coastline Plumbing

Tom Reynolds recommended to extend the contract. The Parties agree to extend the original contract for an additional second year, which will begin immediately upon the expiration of the original or previous extension end date. The contract extension period begins July 26, 2017 and expires July 25, 2018.

MOTION: John Vallier motioned to approve the Extension Agreement for Coastline Plumbing.

Second: Stephen Robbins All in favor.

ii. Annual Re-appointment of Town Engineer

Tom Reynold stated this is an annual appointment in accordance with the Town of Marshfield General By-Laws Article 42: the office of Town engineer shall be under the jurisdiction of the Board of Public Works and appointed annually by the Commissioners as Adopted by Article 7, 1971 STM.

MOTION: John Vallier motioned to re-appointed Roderick Procaccino as Town Engineer for Fiscal Year 2018 with a term starting on July 1, 2017 and ending on June 30, 2018.

Seconded: Stephen Robbins All in favor.

iii. Septage Hauler Permit Approval

Tom Reynolds stated that Eric Mueller of Wind River Environmental applied for a Septage Haulers Permit for calendar year 2017. His documents have been reviewed and approved/signed by the Chief Operator of the Wastewater Facility, Clint Stetson.

MOTION: John Vallier motioned to approve the Septage Hauler Permit and to authorize the Chairman to execute the permit as approved.

Seconded: Stephen Robbins All in favor.

iv. Award Contract No. 2017-24/Transfer Station Scale Replacement Project

Paul Tomkavage, Project Manager was present to explain details of the contract. Scope of Work; Provide and install/construct the replacement truck scale at Marshfield Transfer Station. Background and Staff Recommendation: the present scale has been recognized as being in need of replacement for several years and has been so noted by the state official providing annual certification. Fairbanks Scales, Inc. was the low bidder. Weston & Sampson's experience with Fairbanks is positive. Staff recommends award of this contract, Base Bid with Alternate 1, to Fairbanks Scales, Inc.

MOTION: John Vallier motioned to award Contract No. 2017-24, Transfer Scale Station Replacement Project, to Fairbanks Scales, Inc., for the Base Bid and Alternate 1 in the amount of \$94,763.16, and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: Stephen Robbins All in favor.

v. Award Contract 2018-01/Professional Landfill Environmental Monitoring & Reporting

Paul Tomkavage, Project Manager was present to explain details of the contract. Scope of work: the Engineer shall provide the following services; Task 1-Groundwater/Surface Water Sampling and Analysis (2 rounds/year); Task 2-Soil Gas Monitoring (4 rounds/year); Task 3-annual third-party Cap Inspection and Reporting; Task 4-Transfer Station Monitoring third-party inspections and reporting (2/year); Task 5-entineering assistance (as-needed basis) Task 6-annual CB/SS BUD Management. Staff recommends award Contract No. 2018-01 for Professional Landfill Environmental Monitoring and Reporting Services to Weston & Sampson Engineers, Inc. WSE provides professional and staffing continuity in this work. Staff obtains routine assistance from WSE on various items including trend analysis and data interpretation.

MOTION: John Vallier motioned to approve Contract No. 2018-01 for Professional Landfill Environmental Monitoring and Reporting Services to Weston & Sampson Engineers, Inc. in an amount not to exceed \$48,000.00 and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: Stephen Robbins

All in favor.

vi. Excel Recycling, LLC proposal for scrap metal recycling

Paul Tomkavage was present to discuss the proposal. He indicated that the current vendor, Spiegel South Shore Scrap Metal, Inc., came on board after the former vendor, United Salvage Corp. of America acquired the predecessor, Integrated Metal Recycling. United Salvage Integrated's service was problematic at times, as was the condition of their equipment. Spiegel is an established vendor that served us well in the pre-Integrated Metal Recycling era, and they provide very responsive service now. Excel is also an established vendor that has a new shredder plant in Freetown and export facility in New Bedford. With these facilities, they are able to offer enhanced revenue, relative to a traditional stockpile/middleman like Spiegel. Paul believes it is in the Town's interest to consider engaging Excel for scrap metal recycling. Tom Reynolds agreed and indicated to go forward and follow the market.

vii. After Town Elections Annual Reorganization of the BPW

John Vallier indicated that he spoke to Town Counsel regarding this issue of voting for the member position of the Board of Public Works as at a previous meeting voting for a new chairman and vice chairman took place and inadvertently voting for the member did not take place. Town Counsel's opinion as told to John Vallier today, that it was not necessary to be voted on. John Cusick did not agree. John Vallier ended the discussion despite Mr. Cusick's discrepancy with Town Counsel's opinion.

IV. Items for Discussion: Town Administrator's Letter & Town Accountant's Letter

Tom Reynolds addressed the letter and had comments in reference to various contents of the letter.

The FY2018 shortfall in sewer and solid waste enterprise funds is due to the fact that we have not set our rates, which usually takes place in the month of August. Also, there are other revenue sources that need to be calculated which has not been taken into consideration such as, income from the septage haulers which use the Wastewater Facility. He has spoken to the Treasurer in regard to this.

Also, in the past, the Treasurer's office had not followed through in submitting late notices to delinquent customers. With the hiring of the new Treasurer, the problem has been identified and addressed. Mr. Della Russo has communicated very well with DPW Staff.

The letter also stated that the DPW needed to step back in hiring personnel due to shortfalls in the enterprise funds, however, the positions were not in the enterprise funds, but are part of the general fund budget.

Another issue in the letter; Tom stated that over the last five years, the DPW has paid \$589K in indirect costs to the Treasurer's office. At Town Meeting two years ago, he had suggested that the DPW take over the billing since the bills were not being sent out due to the changing of the staffing in the Treasurer's office that we all understand. In conversation with the new Town Treasurer it was discussed that the DPW take over the billing, a process which would require a billing clerk. Tom stated that our office would be tracking the billing internally. There would be cross-training within the office. Tom indicated that we have never been involved in the collections until now. Going forward it is something to consider. It would take the burden off the Treasurer's office and put it where it should be. Tom also indicated that the Grade 6 position existing in the DPW office would be upgraded to a Grade 7 as the billing clerk.

V. Personnel

i. Approval of Hiring Engineering Intern

Tom Reynolds asked for the Boards approval to hire a part-time intern. The position is for summer and assists the Engineering Department which needs the help.

MOTION: John Vallier motioned to approve the hiring of an intern in the Engineering Department.

Seconded: Stephen Robbins All in favor.

ii. Approve Upgrade of CTG Foreman

Tom Reynolds asked during the budget process for the additional monies that were cut two years ago. The current Foreman of the CTG has been working out of grade for the last two years assuming the additional responsibilities of the previously vacated supervisor' position. He would like to upgrade this position to the supervisor's position of a grade 13. The Town Administrator recommended that \$7500 be added to the payroll to cover the out of grade expense until October when additional funding may be available.

MOTION: John Vallier motioned to approve of the upgrade for the CTG Foreman to a Grade 13, Supervisor's position.

Seconded: Stephen Robbins All in favor.

VI. Next Regular Meeting

i. Monday, July 17, 2017 at 7:00 p.m.

VII. Superintendent FYI none at this time

VIII. Adjournment

The open meeting of the Board of Public Works for June 19, 2017 adjourned at 7:45 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary