

Approved 1/4/16

**Board of Public Works
Meeting Minutes**

Date: December 14, 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 Engineer
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:25 p.m.

Stephen Hocking opened the meeting and reviewed the evening's agenda which included 7 action and no executive session. He **motioned** to accept the meetings agenda as written.

Seconded by John Cusick.

Action:

3. Transfer Station Fees

Tom Reynolds opened the meeting's discussion. John Cusick had requested a reduction in cost for the transfer station permit which is currently \$20.

Paul Tomkavage, Project Engineer was present. He had provided Board members with his memo dated 12/11/15 in which he detailed the Transfer Station resident sticker fee. He indicated that the sticker fee has been \$20 for a number of years. The fee largely reflects a choice not to charge residents by the item for what they bring as many towns do. A fee of \$10 is charged for an additional sticker for a resident of the same household and a senior citizen discount of \$10 for residents 70 years or older. Paul went into great detail covering all aspects of disposal costs of solid waste and recycling. He stated that he is comfortable with the Superintendents suggestion to wait on reducing the sticker fee until we have had at least one year with the new solid waste contract.

Tom stated that there are issues with the billing. Only precinct 1 has been sent out; all the six precincts had been sent down stairs in the beginning of October, and only precinct one has been sent out to date; our collections are behind severely, that is for water, wastewater and solid waste. He has not been able to get any answers from down stairs regarding this issue. Dan Bowen indicated that it now costs \$40 per ton for recyclable removal as previously there was no charge. On average, waste collection and disposal costs are about \$30K more per month. Scrap metal's return has decreased significantly.

John Cusick indicated that he would like to see the sticker fee lowered to \$15; \$5 for the second vehicle and \$10 for seniors. Bob suggested trying the change for 6 months and see how it works. Steve stated that he would not be in favor of changing the fee at this time. He would rather wait and review the numbers after a year; it would be more physically responsible to wait. At this time a lot of our revenues are decreasing. He would review the issue in 6 months but would rather wait a year with the new contract.

Bob's concern is with the Treasurer's office and the cash flow. It took three weeks to cash his check he gave them for his real estate taxes. In May they had lost his check and it took three weeks at that time also. The problems in this Town seem to be elsewhere; not with the DPW; it is going to affect a lot of us on our cash flow.

MOTION: John Cusick motioned to change the sticker fee to \$15, \$5 for the second and \$10 for the seniors.

Seconded: There was no second on the motion; the motion does not go forward.

Steve admired John for his advocacy regarding the fee reduction, something he has wanted for many years prior to his commission as Board member.

2. Vote to Extend / Defer Indirect Cost Deadline of 12/15/15 as referenced in Town Meeting Calendar & Budget Schedule 2017 for FY submitted by Town Administrator

Tom addressed the issue. A "draft" methodology was provided to the DPW for review. Board members have a copy. Tom asked that the Board vote to extend the deadline with the possibility to meet with the Board of Selectmen on January 4, 2016.

MOTION: Stephen Hocking motioned to extend the Indirect Cost deadline of 12/15/15 to 1/4/16.

Seconded: John Cusick All in favor.

4. Advisory Board Updates

Greg Caille of the Advisory Board was present; Steve thanked him for coming. Tom would also like to invite him or the Chairman to attend the 1/4/16 BPW meeting.

6. Old Business None

7. New Business None

1. Enterprise Budget / Indirect Costs Discussion

John Cusick reviewed the "draft methodology" (as provided by Mr. Abrams) and made several edits.

Dan Bowen provided the Board with an excel spread sheet with the tabs; which he showed on a screen for all to view and to better see the indirect costs; these costs are based on fy13; this is the document that we have gotten for the past two years. He stated that we have always requested additional back-up which we never received. We have finally received this document with the tabs. Steve Hocking stated we have never seen this before. This is the document that he (Dan) has been discussing with the financial group.

Board members proceeded to review the spread sheet in great detail noting several inaccuracies and discrepancies. Tom indicated that once the "draft" Enterprise Fund Indirect Cost Methodology has

been reviewed by the two Boards, you can then meet and discuss the methodology; it will then go back to the table for discussion/review.

Tom stated we will have to find out what the Board of Selectmen voted on tonight and arrange to meet with them on January 4, 2016. Steve asked Dan to forward the "draft" to BPW members once complete with edits for review.

Steve thanked Greg Caille for attending the meeting tonight.

At this time the open meeting of the Board of Public Works for December 14, 2015 adjourned at 9:11 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary