

Approved 1-8-18

**Board of Public Works
Meeting Minutes**

Date: December 4, 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 – not present
Shawn Patterson	Deputy Superintendent
Dan Bowen	Business Manager
Rod Procaccino	Town Engineer
Paul Tomkavage	Project Engineer
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:00 p.m.

John Vallier **motioned** to open the meeting and reviewed the evening's agenda which included five action items; Item for discussion and an executive session.

Seconded by Stephen Robbins, all in favor.

I. Minutes of Prior Meeting

MOTION: John Vallier motioned to approve the draft open meeting minutes of November 13, 2017.

Seconded: Stephen Robbins All in favor.

II. Abatelements

MOTION: John Vallier motioned to accept abatement packet # 1267.

Seconded: John Cusick All in favor.

III. **Items for Action**

i. Contract 2017-21 / SCADA / Integration Services/UV Secondary Clarifiers Upgrade

Project Manager, Paul Tomkavage was present to review the contract. Scope of Work; Woodard & Curran provides SCADA services to the Wastewater Division. SCADA involves networked computers, human-machine interface screens, and devices such as programmable logic controllers to monitor system performance and adjust processes as needed. Staff recommends approval of this work. The scope was developed in a working session with Tighe & Bond and the Town, and the price is fair.

MOTION: John Vallier motioned to approve the Memorandum of Agreement for SCADA Integration Services with Woodard & Curran, and to authorize the Chairman or designated Member to execute the contract documents when they have been approved.

Seconded: Stephen Robbins All in favor.

ii. Contract 2017-21 / Change Order-Aerobic Digester Critical Concrete Repairs

Paul Tomkavage explained details of the change order. Scope of Work; to repair the severe crack, a concrete separation at the wester aerobic digester inlet structure. The concrete beyond the guide plates holding the sluice gate was originally placed without reinforcing extending as far as it should have. Cracking exacerbated by winter freeze/thaw cycles likely caused the separation. D&C Construction is the GC for the UV and secondary clarifiers upgrade and uses a concrete specialty subcontractor, Davidson, for concrete work. The team is well-suited, is mobilized now and in a position to act quickly on this work if approved. Staff recommends approval of this urgent work.

MOTION: John Vallier motioned to approve this change order for Critical Concrete Repairs to the Aerobic Digester Inlet Structure, to Contract No. 2017-21 with D&C Construction, in an amount not to exceed \$17,750.00 without prior approval and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: John Cusick All in favor.

iii. Contract 2017-21 Change Order-Improved Scum Collection & Metering in UV Channel

Paul Tomkavage explained details of the change order. Scope of Work; the operator has requested that a tipping trough be added to the project to retain and capture scum and other floating products in the plant effluent. The current proposed change order related to a tipping trough only provides the minimum necessary infrastructure so that a complete trough could be added in the future without modification to recently installed structural concrete wall and process piping. Operators have requested that a means of effluent flow measurement also be provided to account for small volumes of septage addition and waste sludge removal which are not captured by the influent flow meter. The Engineer has found that the most cost effective way of measuring effluent flow is through the use of a sharp crested weir in the effluent channel. Staff recommends approval of this work.

MOTION: John Vallier motioned to approve the change order for Tipping Trough Addition and Effluent Flow Meter addition to Contract No. 2017-21 with D&C Construction in an amount not to exceed \$15,000.00 without prior approval, and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: Stephen Robbins All in favor.

iv. Contract Change Order No. 1 / Foster Ave. Seawall

Town Engineer, Rod Procaccino was present to explain details of the change order. Description of change order; fabricate and install five sets of stair tread protectors with 6 treads and risers from aluminum diamond plate for beach access stairs along Foster Ave. Seawall at 5, 7, 8, 11 and 13 th Roads to provide additional protection of seawall concrete stair treads located seaward of the wall. Staff recommends extending the tread protection an additional 6 treads to protect the stairs.

MOTION: John Vallier motioned to authorize changer no. 1 to contract 2017-19 Foster Ave. Seawall Repair Project Phase 2 to add stair tread protection for 5 seawall stairways as proposed for a lump sum cost of \$30,000 and the chairman or designee will execute the change order when the documents are prepared.

Seconded: Stephen Robbins

All in favor.

v. Change Order No. 2 for Repaving Ocean Street intersection

Rod Procaccino was present to explain details of the change order. Description of change order; additional work required to remove and dispose pavement, prepare subbase, and repave an area about 28LF by 30LF (an additional amount requested by MassDot to the 120LF x 28LF in change order no. 1) on the east bound lanes of Ocean Street damaged by water main break on 10/21 west of original scope of work. Work will be conducted at night and in accordance with original scope of work and specification. All work shall be completed by November 30, 2017. Staff recommends authorizing change order no 2 and accept a reasonable credit for the process gravel included in the contract but not required by MassDot.

MOTION: John Vallier motioned o authorize change order no. 2 to contract 2018-06 with Aggregate Industries Saugus, MA an amount not to exceed \$10,400 and to accept a reasonable credit for gravel included in the contract but not utilized and the Chairman or designee to sign the change order when the documents are prepared.

Seconded: Stephen Robbins

All in favor.

IV. Items for Discussion

i. Full Budget Presentation

Business Manager, Dan Bowen was in attendance to give the presentation. He indicated that Shawn Patterson and he met with the Town Administrator and the Treasurer/Collector to go over the budget. Dan provided Fiscal 2019 Budget Worksheets to review and explained in funding in detail.

Shawn Patterson stated that they have daily conversations with the Town Treasurer.

V. Next Regular Meeting

i. December 18, 2017

VI. Superintendent's Report/Update

Shawn Patterson gave an update;

- At this time the DPW is prepared for the winter
- Spring Street is now done

VII. Executive Session

i. Permitting Issues / Army Corp. Engineers (ACOE)

Vote: Stephen Robbins **yes** John Vallier **yes** John Cusick **yes**

At this time the open meeting of the Board of Public Works for December 4, 2017 adjourned at 7:40 p.m. to enter into executive session and would not return to open session.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary

Documents presented at this meeting were the following:

Meeting Minutes for November 13, 2017

Abatement Packet #1267

Contract 2017-21 SCADA Integration Services / UV Secondary Clarifiers Upgrade Project

Contract 2017-21 Change Order – Aerobic Digester Critical Concrete Repairs

Contract 2017-21 Change Order – Improved Scum Collection & Metering in UV Channel

Contract Change Order / Foster Ave. Seawall

Change Order / Repaving Ocean Street Intersection

Full Draft Budget for FY2019