

Approved 1-22-18

**Board of Public Works  
Meeting Minutes**

**Date: January 8, 2018**

**Time: 6:30 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
Dan Bowen	Business Manager – not present
Rod Procaccino	Town Engineer
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 6:30 p.m.

John Vallier **motioned** to open the meeting and reviewed the evening's agenda which included two action items; 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 December 4, 2017.

**Seconded:** Stephen Robbins All in favor.

II. **Executive Session**

Passed Over

III. **Items for Action**

i. **Grease Trap Waiver-Domino's Pizza-Ocean Street**

Tom Reynolds explained that this was a request to waive the outside grease trap at location 1899 Ocean Street. Jay Parker, Collections Assistant Foreman of the Wastewater Treatment Facility provided the Board with a memo regarding the request along with his recommendations. He has inspected the site and has spoken to the plumbing inspector and BOH. It was agreed that there is no property available to install an exterior grease trap which the Town regulations require. The Wastewater recommendations are as follows: the installation of a self-cleaning type grease trap and/or at a minimum the owner must keep a log of when the grease trap is cleaned and have the log available for Wastewater and Board of Health employees to periodically review. The owner must also provide a copy of the contract of the renderer of the grease noting how often the grease is being removed and where it is being taken

for disposal. The owner is to be aware that if the Wastewater Treatment Facility finds that the grease is creating a problem in the collection system, further actions may need to be implemented to protect the Town sewer system. The waiver is valid for this applicant only. If the business changes hands or conditions listed on the application changes, a new waiver must be applied for. Board of Health recommendations are as follows; upon routine inspections the Health Department will monitor the menu selections and check the grease trap log. To reinforce the need for proper documentation of the grease trap log the Health Department will make periodic visits to verify accuracy of the record keeping. The owner shall have the contracted renderer of grease send pumping records to the Health Department as proof and for verification.

**MOTION:** John Vallier motioned to approve the recommendation the Wastewater's Assistant Foreman to waive the requirement for an external grease trap for Domino's on Ocean Street.

**Seconded:** Stephen Robbins

All in favor.

ii. Award Contract 2018-10 for Fence Restoration at Chapel Cemetery

Rod Procaccino was present to provide detail information of the project. Scope of work; the project includes removal and resetting of granite posts, removal and repair wrought iron rails at Chapel Cemetery. The work will include grading and placement of loam and seed around the fence. Staff recommends awarding Contract 2018-10 to Colonial Stone of Plymouth, MA BSC Group the Town's consultant has contacted several references and is familiar with work performed by Colonial and recommends the award.

**MOTION:** John Valliar motioned to award Contract 2018-10 Fence Restoration Chapel Cemetery to Colonial Stone of Plymouth, MA in the amount of \$78,520 and the Chairman or designee will sign the contracts when the documents are prepared.

**Seconded:** Stephen Robbins

All in favor.

IV. Board Discussion-Pay Adjustment for Assistant Superintendent Fall/Early Winter 2017

John Vallier indicated that while the Superintendent was out for eight weeks, Shawn Patterson, the Deputy Superintendent filled in. He would recommend that Shawn be given additional pay for coverage.

**MOTION:** John Vallier motioned to make additional payment to Shawn Patterson in the amount of \$3269.79.

**Seconded:** Stephen Robbins

All in favor.

V. Next Regular Meeting

i. January 22, 2018

VL. Superintendent's Report/Update

At this time Tom Reynolds told Board members that he would not be looking to extend his contract and may be considering retirement in August.

John Cusick thanked Tom for his service and maybe he would re-consider his decision.

Following John's statement of appreciation for Tom's service, John Vallier and Steve Robbins thanked Tom.

At this time the open meeting of the Board of Public Works for January 8, 2018 adjourned at 6:45 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,  
Board of Public Works Secretary

**Documents presented at this meeting were the following:**  
Meeting Minutes for December 4, 2017  
Grease Trap Waiver from Domino's Pizza-Ocean Street  
Contract 2018-10 Award, Fence Restoration Chapel Cemetery