

Approved 2-12-18

**Board of Public Works
Meeting Minutes**

Date: January 22, 2018

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
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 minutes, abatements, seven action items; discussions and Superintendent's report.

Seconded by Stephen Robbins, all in favor.

I. Minutes of Prior Meeting

MOTION: John Vallier motioned to approve the draft open meeting minutes of January 8, 2018.

Seconded: Stephen Robbins All in favor.

II. Abatements

MOTION: John Vallier motioned to approve abatement packet #1282.

Seconded: Stephen Robbins All in favor.

III. **Items for Action**

i. Drain Layer License Application and Renewals

Tom Reynolds addressed the item. He indicated that there was one new application for the Drain Layers license and eight renewal requests for year 2018. The new applicant was Albert Emanuello of Albert Emanuello Excavating; renewal applicants are; Robert Biagini of Biagini Inc.; James Rorke of All-Town Inc.; Kevin Powell of Powell Construction Co.; Robert Clancy of Clancy Construction Co. Inc.; Kevin Sealund of Sealund Corporation; Russell B. Totman of Totman Enterprises; Michael McDougall of McDougall Bros. Enterprises; Tony Iaria of Iaria Bro. Inc. All requirements have been met as set forth by the Wastewater Treatment Facility.

MOTION: John Vallier motioned to approve licenses for Albert Emanuello, Robert Biagini, James Rorke, Kevin Powell, Robert Clancy, Kevin Sealund, Russell B. Totman, Michael McDougall and Tony Iaria.

Seconded: Stephen Robbins

All in favor.

ii. Contract No. 2014-24/Transfer Station Scale Replacement Project-Change Order #1

Tom Reynolds explained the change order. Item #1. Requested concrete testing; Item #2. Pre-payment, by Faribanks, to Eversource, to turn the overhead power back on upon completion of the project. Staff recommends approval of change order no. 1 to Contract no. 2017-24. The concrete testing is a necessary part of quality control, and the overhead power pre-payment was at the urging of Eversource.

MOTION: John Vallier motioned to approve Change Order No.1 in the amount of \$1,649.00, to Contract No. 2017-24 and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: Stephen Robbins

All in favor.

iii. Contract No. 2017-21/Ultraviolet Disinfection & Secondary Clarifier Upgrade Project Change Order

Passed Over

iv. Brant Rock Seawall Construction Services / Contract 2017-15 Amendment No.1

Town Engineer, Rod Procaccino presented details of the amendment. (A) Project Status: Project involves design and permitting seawall repair of Seawall along Ocean Street from Franklin Street to just south of North Street. Design is complete pending permitting-waiting for resolution with ACOE and CZM regarding toe revetment. The Town received a \$1,852,875 grant which met and exceeded STM article for match. The Town will match with \$617,625 for total construction project cost of \$2,470,050. (B) Amendment no. 1 proposal from GEI (Bourne Consulting), Franklin, MA. (1) add construction services and resident Engineer. (2) utilize unused direct expense budget for additional design cost. Staff recommends approval of amendment no. 1 to engineering service contract with GEI Consulting Inc., Franklin, MA for bid doc prep., construction services, and resident engineering on a time and material basis for an amount not to exceed \$184,940, and to further recommend utilization of unused expense budget to cover additional design cost.

MOTION: John Vallier motioned to authorize amendment nol. 1 to contract 2017-15 Engineering Services Brant Rock Seawall Repairs in the amount not to exceed \$184,940 for Bid Doc preparation, Construction Services and Resident Engineer Services, and to allow unused expense budget for design expenses, with GEI Consulting Inc., Franklin, MA, with said amendment being contingent upon EEA Seawall Construction grant execution with the state and the chairman will sign the amendment when the documents are prepared.

Seconded: Stephen Robbins

All in favor.

v. Enterprise Funds Capital Expenditure – Vote

Tom Reynolds stated that the department has received totals for retained earnings for the Enterprise Funds which is something that has not been available until much later, in previous years. Tom explained in detail capital items that are being requested.

John Cusick brought up the issue where Enterprise Fund equipment is used to plow Town Roads. The General Fund should be absorbing the cost related to this service and not be the sole responsibility of

the rate payers. After further discussion Board members indicated this discussion will continue to the next meeting. Tom continued to review capital item requests/needs. After further discussions it was decided a vote would be postponed until the next meeting.

vi. Articles for Town Meeting - Vote

Tom Reynolds reviewed the articles; (1) Acceptance of Chapter 90 Funding (2) Emergency Repairs of Private Ways (3) Graves Buyback (4) Solid Waste fy19 Budget (5) Wastewater fy19 Budget (6) Water fy19 Budget. After discussion it was decided voting on the articles will be postponed until the next meeting.

vii. Bond Premium Article –Vote

Tom Reynolds reviewed appropriation of Bond Premium and Certain Retained Earnings. After discussion it was decided a vote would take place at the next meeting.

IV. Items for Discussion

i. Acceptance of Roads Protocol/Policy

Tom Reynolds stated that he wanted Board members to be familiar with the process regarding a road acceptance. The Board currently has a policy in place not to accept roads.

ii. Budget including Indirects & Snow & Ice Budget

Dan Bowen, Business Manager for the DPW provided a detailed budget presentation on excel spread sheets. There was much discussion and explanation regarding values assigned to various line items. John Cusick had specific concern for postage charges and the Town Administrator costs as charged to the Enterprise Accounts. John Vallier indicated that we will need further clarification on questionable costs.

iii. Executive Office of Energy & Environmental Affairs / Dams & Seawalls Program Awards

Tom Reynolds stated that the Town of Marshfield has received several millions of dollars in grant monies since 2014 to date. This is due to the collaborative efforts from both of our elected officials and our Staff. Our approach is that of a “Team” and each member of the Team plays a key role in the final outcome of our projects. We have been pro-active and many of our projects have been “shovel-ready”.

That is what is looked for when granting awards. We have been fortunate; there is a lot of hard work from Engineering and our entire Staff. He cannot say enough about what Rod Procaccino and Charlie Swanson have done to get the programs ready; the whole Staff, it’s a Team effort and he is very proud of the effort of the men and women in the department. The Town of Marshfield benefits from it greatly.

iv. Rave Alert / Mass Notification Alert System

Tom addressed the issue which is in regard to communication to the public. He has a webinar scheduled to investigate certain software that is available to provide this service. John Vallier suggested that a demonstration for the Board could be arranged at some point.

V. Next Regular Meeting

i. February 12, 2018

VL. Superintendent's Report/Update

Updates provided during meeting relative to subject matter.

At this time the open meeting of the Board of Public Works for January 22, 2018 adjourned at 8:37 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary