

Approved 9/10/18

**Board of Public Works
Meeting Minutes**

Date: August 13, 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
John Cusick	Vice Chairman- <i>not present</i>
Steve Hocking	Member
Thomas Reynolds	Superintendent
Shawn Patterson	Deputy Superintendent
Rod Procaccino	Town Engineer
Dan Bowen	Business Manager
Paul Tomkavage	Project Engineer
Several Residents	Ocean Bluff Area
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 6:45 p.m.

John Vallier **motioned** to open the meeting and reviewed the evening's agenda which included, 1 appointment, minutes, abatements, four action items, and Superintendent's Report. **Seconded** by Stephen Hocking, all in favor.

John Vallier welcomed Stephen Hocking, the newest member of the Board of Public Works. He has filled the recent vacant position.

Appointment:

Ocean Bluff Residents / Revetment Issue

Many residents of the Ocean Bluff neighborhood were present raising concern for deteriorated revetment used for ocean protection in front of their homes. They contend the condition of the revetment over the years has not been maintained. The continued neglect has created an emergency situation. They have been in contact with the Conservation Agent in regard to obtain permitting to conduct revetment repairs. Some homeowners have hired private contractors to work on their properties.

Rod Procaccino addressed the issue. He understands the issues. He stated that FEMA has outlined 11 sites and this sited is one of them which is in need of repairs. There was much damage done during the March 2nd storm. Pictures of before and after storm effects will help with FEMA assistance. The erosion is multifaceted; damage below contributes to deterioration at the higher levels. The estimate he received in 2016 to rebuild that stretch would be from twelve to fourteen million dollars. Repairs could cost about four million dollars. He agrees maintenance should be done but they have been dealing with failed seawalls since 2010.

Our Town equipment is not suitable to conduct repairs. Maintenance cost over three to four years would be about fifty thousand dollars a year. Maintenance does not go away even with the new walls. Tom Reynolds stated that Brant Rock is being repaired as a result of grant money received from 2015. Two years ago we asked for money at Town Meeting in order to start the process of repair at Ocean Bluff and we were told the Town did not have money at the time. The FEMA process is on-going. Our frustration with FEMA is that they are constantly changing personnel and as a result the process has to start all over again. The Town Administrator has presented a strategic plan outlining needed projects in the Town which would include money for sea walls. Tom also stated, residents need to attend Town Meetings in order to support the articles in support of funding for storm/sea wall protection.

Residents continued to express their frustrations.

Tom Reynolds indicated that they will seek permitting from Conservation in order to move forward and provide some relief for the residents in their affected area. Rod asked residents to provide any photos they may have showing before and after storm damage for the benefit of FEMA reimbursement.

At this time the appointment came to a close at 7:30 p.m.

I. Minutes of Prior Meetings

- i. Approval of Draft Meeting Minutes for July 30, 2018 – *passed over*

II. Items for Action

- i. Abatement Hardship Income Levels

Dan Bowen indicated this was the Federal Guidelines covering abatements for financial hardships which requires signature of BPW Chair. John Vallier signed the Guideline document.

- ii. Superintendent's Contract

MOTION; Stephen Hocking motioned to extend the current Superintendent, Tom Reynolds contract to August 17, 2019.

Seconded: John Vallier

All in favor.

Steve indicated that it has been an honor working with him and Tom is an asset to the Town of Marshfield and we are fortunate to have him.

- iii. Consultant Selection for MS4 Stormwater Permit Contract 2019-03

Paul Tomkavage was present to explain the permit. MS4 means Municipal Separate Storm Sewer System. The Federal Stormwater program dates to the late 1980s. The last General Permit was issued in 2003. The new one became effective July 1, 2018 after a lengthy review and comment process. The new permit is much more prescriptive in terms of actions to be taken. The broad objectives of the permit are to create a map of the stormwater system and limit pollution entering it through such actions as Best Management Practices (BMP's), bylaws and regulations, and eliminating illicit discharges and connections. Four proposals were received for the project. Through careful selection, Staff recommended Environmental Partners Group.

MOTION: John Vallier motioned to award Contract 2019-03, Professional Services for MS4 Stormwater Permit Notice-of-Intent and Year-One Requirements, in an amount not to exceed \$32,395.00 without prior approval, to Environmental Partner Group, and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: Stephen Hocking

All in favor.

iv. Award Contract / Design & Permitting of Couch Cemetery Expansion

Rod Procaccino was present to provide details of the project. The Towns Consultant ESM has conducted groundwater study over the developed and future undeveloped portions of Couch Cemetery and provided recommendations for expansion. Merrill Associates was asked to provide a proposal to conduct design and permitting for development of Phase I and Phase III. Merrill had developed a concept plan to create new grave sites and columbarium. The first phase should yield approximately 1500 graves. The mix between cremations and full burials has yet to be determined. Staff recommends proceeding with; Wetlands Delineation, Existing Condition Survey and Plan, Conservation ANRAD, and N HESP filing. Once impacts to resource areas are established we will request additional funding to proceed with design.

MOTION: John Vallier motioned to award Contract 2019-04 Design Services for Couch Cemetery Expansion to Merrill Engineers and Land Surveyors, Hanover, MA and authorize task 1 through 3 and task 8 for a total amount of \$28,000, and authorize the Chairman or designee to sign the contract when the documents are prepared.

Seconded: Stephen Hocking

All in favor.

v. Change Order / Center Marshfield Cemetery Tree Removal

Rod Procaccino was present to provide details of the change order. The project is near completion, there is some minor limb work required on two trees and support cables to be installed on a Norway Spruce tree. Additional stump grinding is required on a four foot diameter stump. The Town requested that a 50 foot tall dead pine tree be removed that was not part of the original scope of work. Staff instructed Contractor North Eastern Tree Service Inc. to remove the tree while onsite.

MOTION: John Vallier motioned to authorize Change Order No. 1 to Contract 2018-11 with North Eastern Tree Service Inc., Cranston, RI to remove Pine tree from Center Marshfield Cemetery for the amount of \$1500 and the Chairman or designee is authorized to sign the change order when the documents are prepared.

Seconded: Stephen Hocking

All in favor.

III. Next Regular Meeting

To be determined.

IV. Superintendent's Report/Update

- Tom's updates: Fathom Software Solutions
- Current software company will no longer be available within 18 months
- To be proactive he along with the Town Administrator, Treasurer and Paul DuRoss
- visited a prospective company
- He would like to have a joint meeting with the BOS for a power point presentation
- Paul DuRoss was present; he provided detailed input to what he observed during the visits.

At this time the open meeting for the Board of Public Works for August 13, 2018 adjourned at 8:01 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary