

# Board of Public Works Meeting Minutes

**Date:** October 28, 2019  
**Time:** 6:30 p.m.  
**Place:** Marshfield Town Hall  
Hearing Room 3

**In attendance for all or part of the meeting were the following:**

Dave Carriere	Chairman
John Cusick	Vice Chairman
Robert Shaughnessy	Member
Thomas Reynolds	Superintendent
Shawn Patterson	Deputy Superintendent – <i>not present</i>
Rod Procaccino	Town Engineer
Tom Molinari	Project Engineer
Dan Bowen	Business Manager – <i>not present</i>
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 6:30 p.m.

Dave Carriere **motioned** to open the meeting and reviewed the evening's agenda which included approval of minutes, 4 items for action, 2 items for discussion and Superintendent's report.  
**Seconded** by John Cusick.

**Appointment:** 6:45 p.m. Marion Street Residents Passed Over

**1. Approval of Minutes of Prior Board Meetings**

i. Approval of Draft Meeting Minutes: October 7, 2019

**MOTION:** Dave Carriere motioned to accept the minutes.

**Seconded:** John Cusick All in favor.

## 11. Items for Action

i. Catch Basin Contract Approval

Tom Reynolds addressed. Based upon the bids submitted to the South Shore Consortium, R.J. Gabriel Construction Co.,Inc. has been awarded the contract for Catch Basins for the Town of Marshfield. He recommends to move forward to award the contract.

**MOTION:** Dave Carriere motioned that on October 21, 2019, the Board of Public Works voted to award Contract SS 2019 PW1: Catch Basins Contract to R.J. Gabriel Construction Co., Inc. in the amount of \$379,614.00.

**Seconded:** John Cusick All in favor.

ii. BPW Policy 2019-03: Inter-Department Requirements for Personnel Enter DPW Work areas Requesting Labor or Staff Assistance or Information

Dave Carriere read the policy as follows:

It is the intent of the Board of Public Works to promote a productive Department of Public Works with these requirements for personnel from other Town departments working with staff of the various DPW Divisions.

1. Personnel from non DPW departments that do not regularly interact with the administrative staff of DPW will communicate first with either the Superintendent, Deputy Superintendent, Business Manager, or Supervisor of the division clerical personnel to be contacted describing the DPW Business to be conducted.

Non DPW department personnel as determined by the Superintendent, such as but not limited to Accounting, Treasurer Collector, Planning, Town Clerk, Conservation, Facilities and Selectmen staff are exempt from this policy.

Police, Fire, Emergency Management, non DPW Department Heads and the Town Administrator are not affected by this policy and have access by right.

2. Personnel from non DPW departments that do not regularly interact with the Highway, Cemetery, Trees and Greens, Water, Waste Water and Solid Waste Staff of DPW will communicate first with either the Deputy Superintendent or Supervisor of the division personnel to be contacted describing the Division business to be conducted.

Non DPW department personnel as determined by the Deputy Superintendent, such as but not limited to Facilities, School, Recreation and Beach staffs are exempt from this policy. However, if the interaction is a request for labor or equipment support and is being made after the start of the work day the request for support must be made through Deputy Superintendent or his designated alternate.

**This requirement does not apply to emergency situations.**

Police, Fire, Emergency Management, non DPW Department Heads and the Town Administrator are not affected by this policy and have access by right.

The Board of Public Works does not expect or seek to limit cordial interaction between Town employees but does expect that such interaction will be **brief** when non DPW personnel are conducting official DPW business.

**MOTION:** John Cusick motioned to accept the policy as written.

**Seconded:** Robert Shaughnessy All in favor.

iii. Contract 2020-07 / Couch Cemetery Columbarium Bid

Tom Reynolds and Rod Procaccino presented the contract details. Scope of work; The project consists of furnishing, delivering, and installing Columbariums for the use at the Town's Couch Cemetery Expansion located at 665 Union Street. The contract shall be in accordance with the Bid Document dated October 10, 2019, the detailed terms, specifications, and conditions which are made part of this contract. Staff recommends awarding Contract No. 2020-17 to Monument Warehouse of Elberton, GA, the low bidder.

Bob Shaughnessy indicated that the Cemetery Rules are old. There are professionals that develop rules along with a rate structure in line with other communities. He would like this discussion to take place at a future meeting.

**MOTION:** Dave Carriere motioned that the lowest qualified bidder, Monument Warehouse of Elberton, GA be awarded Contract No. 2020-07 in the amount of \$48,250.00 or based on actual quantities used to furnish, deliver, and install the required Columbariums for the Couch Cemetery Expansion (s) and authorize the Chairman of the Board of Public Works, or designee, to execute the contract when the documents are prepared.

**Seconded:** Robert Shaughnessy

All in favor

iv. Contract 2020-08 / Construction Equipment Rental & Labor

Tom Reynolds presented the contract. Scope of work; the project consists of the DPW requesting the need to rent construction equipment with operator/labor for short term maintenance, long term infrastructure projects, or repair work to its infrastructure. At times the maintenance and repair work occurs under emergency circumstances that requires an emergency response. The contract shall be in accordance with the Bid Document dated October 1, 2019, the detailed terms, specifications, and conditions which are made part of this contract. Staff recommends award of Contract No. 2020-08 to Mass Pavement Reclamation, Inc. of Hanover, MA, the low bidder.

**MOTION:** John Cusick motioned that the lowest qualified bidder, Mass Pavement Reclamation, Inc. of Hanover, MA be awarded Contract No. 2020-08 in the sum of estimated amount of \$203,600; based on the specifications and hourly rates, it may increase/decrease based on actual quantities used and authorize the Chairman of the Board of Public Works, or designee, to execute the contract when the documents are prepared.

**Seconded:** Dave Carriere

All in favor.

III. **Items for Discussion**

i. Discussion of Articles for STM

Board of Public Works has seven Articles which are; Articles 6, 12, 16, 19, 20, 21, and 22. They consist of funding for: (19) Water Meter Replacements; (12) Additional funding for Road Reconstruction; (21) Water Tank Painting; (16) Water Restriction Amendment By-Law; (6) Ocean Bluff Revetment Study; (22) Water Division Replacement Vehicle; (20) Solid Waste Replacement Truck.

Articles were reviewed and discussed.

ii. Discussion/Update on 10/21 Capital Building & Selectmen's Meetings & 10/22 Advisory Board Meeting

Dave Carriere had attended the meetings and noted there was favorable support for BPW article requests as there were no real issues that stood out.

IV. Superintendent's Report / Update

There was an issue with the SCADA antennae located on the roof of Town Hall. The roofing contractor removed the antennae without notifying anyone which resulted in losing control of our

pumps that feed our tanks. The situation was rectified only to have it happen again. The contractor that was preparing to take the weathervane off the roof caused interference with the signal for SCADA. Winslow Cemetery Road will be paved within the next few weeks. Cross walks solar signs will be installed next Thursday; flashing crosswalk signs will be located at Library Plaza, Peter Igo Park. The signs are solar powered. A stop sign is on order for Forest and Pine Street intersection. The open house at the DPW barn was a success with a good turnout.

**V. Next Regular Meeting**

November 18, 2019 STM

**VI. Adjournment**

At this time the open meeting of the Board of Public Works for October 28, 2019 adjourned at 7:40 p.m.  
Dave Carriere motioned to adjourn; John Cusick seconded.

Respectfully Submitted,

Ann Marie Sacchetti  
Board of Public Works Secretary