

Approved 9/14/20

**Board of Public Works
Meeting Minutes**

Date: July 13, 2020

Time: 6:00 p.m.

Place: 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
Paul Tomkavage	Project Manager/Engineer
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 6:07 p.m.

Dave Carriere **motioned** to open the meeting and reviewed the agenda which included action items, items for discussion and Superintendent's report; motion to accept the agenda. **Seconded** by John Cusick.
Unanimous

I. Action Items:

- ii. Approval of Meeting Minutes for June 3, 2020 & June 15, 2020 (to be passed over)

MOTION: Dave Carriere motioned to accept meeting minutes of June 3, 2020.

Seconded: John Cusick All in favor.

Bob Shaughnessy present but not on zoom yet.

- iii. New Drain Layer License Approval

Dave Carriere stated that Leo Castello of Castello Construction has mad application for a new drain layer license with the Town of Marshfield Department of Public Works. The applicant has submitted a completed application; submitted appropriate insurance documentation to the Wastewater Treatment Facility and submitted appropriate Bond documents to the Wastewater Treatment Facility. The applicant has met the requirements as set forth by the Wastewater Treatment Facility and as such qualifies for licensing by the Board of Public Works.

MOTION: Dave Carriere motioned to accept the new drain layer license to Castello Construction.

Seconded: John Cusick Robert Shaughnessy Dave Carriere

Unanimous

- i. After Town Elections: Elect from Membership, BPW Positions for Ensuing Year

Following a Town election for a seat on the Board of Public Works, it is customary to reorganize positions at the next Board meeting. According to the Town Charter: "following each annual Town election: (a) select from its membership a Chairman, a Vice Chairman, and a Clerk for the ensuing year". Town elections took place on Saturday, June 27, 2020. David Carriere was elected to serve for

the three year term on the Board of Public Works. The next Board member who would be up for re-election, traditionally, is voted as the next Chairman. Board Member, John Cusick is currently serving his third year on the Board. He will be up for re-election next year, 2021. At that time he will have completed three years serving on the Board of Public Works.

MOTION: Dave Carriere motioned to nominate John Cusick as Chairman.

Seconded: John Cusick

Tom Reynolds Roll Call Vote to nominate John Cusick as Chairman:

Dave Carriere (*seconded*) **yes vote** Robert Shaughnessy **no vote** John Cusick **yes vote**

MOTION: John Cusick motioned to nominate Robert Shaughnessy as Vice Chairman.

Seconded: Dave Carriere

Bob Shaughnessy stated that he would rather have Dave Carriere as Vice Chairman and he would remain as the Member. He would want Dave in a leadership role. He is in Town more often than he is.

MOTION: Robert Shaughnessy motioned to nominate Dave Carriere as Vice Chairman.

Seconded: Dave Carriere

Tom Reynolds Roll Call Vote to nominate Dave Carriere as Vice Chairman:

Robert Shaughnessy **yes vote** John Cusick **yes vote** Dave Carriere **yes vote**

Unanimous

MOTION: Tom Reynolds motioned to nominate Robert Shaughnessy as Member.

Seconded: John Cusick

Tom Reynolds Roll Call Vote:

John Cusick **yes vote** Robert Shaughnessy **yes vote** Dave Carriere **yes vote**

Unanimous

II. Discussion:

i. Update on 965 Plain Street Property

Dave Carriere gave an update. There has been back and forth discussion regarding the costs that the consultants had determined. There was a "Plan B" which matches what was intended for the property on Parsonage Street which facelifted the project going forward. On the day of closing, June 30th, the DPW initiated a walk-through prior to closing and as a result, a number of adverse conditions were discovered that were not there when last inspected the property. There was water damage as a result of a ceiling disturbance. With the assistance of the Facilities Director, a remediation cost was incorporated into the purchase price with resulted in a reduction cost of fifteen thousand dollars.

We are proceeding with the closeout of remaining items left by the previous owners. Pricing for cleanup and restoration will follow.

Shawn Patterson's update: realistically we will not be occupying the new building until October.

There is work to be done and it is preferred that the facility will be move-in ready as opposed to working around moving in at the same time.

Regarding the move to Plain Street, most likely, everyone administratively from the Highway Garage would most likely move first, then Equipment Maintenance etc.

v. Household Hazardous Waste Collection Event/Update/Recommendation

Paul Tomkavage addressed the issue. He indicated that he contacted four firms that are approve for these events: (1) Clean Harbors is filled for all of 2020; (2) ACV Enviro will check on their availability for the 19th of September or another fall Saturday; (3) Clean Earth (formerly Stericycle)

whose rep is on vacation until 7/13: (4) Trident whose rep is also on vacation until 7/13. The main objective is to get someone on board. At this time he recommends ACV Enviro to cover the event. They are available to service the event on 9/19/20.

MOTION: John Cusick motioned to recommend ACV Enviro to service the event to be done as it has been in the past.

Seconded: Dave Carriere

Tom Reynolds Roll Call Vote:

Robert Shaughnessy **yes vote**

John Cusick **yes vote**

Dave Carriere **yes vote**

Unanimous

ii. Parsonage Street Tasks to Facilitate Move to 965 Plain Street

The issue was previously discussed with the Plain Street property update.

iii. Indirect Cost Meeting with Town Administrator

Dave indicated that he attended the meeting along with Shawn Patterson, Dan Bowen, Patrick Dello Russo and Michael Maresco. He referenced a spread sheet that was emailed to the BPW members. Dave stated at the meeting our main issue is what it has always been.

We want to get away from estimates and enter into actual charges. If the Town Administration wants to have a one page sheet of guidelines for the indirect costs, actual charges will bring that result.

John and Bob are in agreement on establishing the direct cost method. Bob indicated that certain aspects of this process resulted in establishing a methodology outside of a direct cost not able to be met. Dave indicated that at the meeting he talked about the depreciation of equipment such as the plows used on the Water trucks. It would be a matter of working out the ratio of use. He will review that issue. We will work with the current methodology and also make modifications to it as we move forward in this current year. Bob Shaughnessy looks at that as a base to tweak it as time goes on. It would be more than a one page document.

iv. Adopt a Sidewalk Proposal

Bob Shaughnessy will provide a commentary which is not available at this time. There was further discussion on various versions depending on the character of each neighborhood.

vi. Budget Status Update

Dave reviewed a memo provided by Dan Bowen which provided an expenditure report and payroll as of 7/13/20 for all DPW Divisions for fy2020 with 52 weeks completed.

III. Superintendent's Report/Update

Shawn's updates:

On July 23rd work will begin on the Plymouth Ave., Ocean Street drainage issue.

Library Plaza will be paved.

Paving has begun on Island Street.

Cemetery Expansion is moving forward successfully.

The next meeting will be on August 17, 2020.

At this time John Cusick **motioned** to adjourn **Seconded:** by Robert Shaughnessy, Dave Carriere

All in favor. **Unanimous**

The open meeting of the Board of Public Works for July 13, 2020 adjourned at 7:21 p.m.

Respectfully Submitted,
Ann Marie Sacchetti,
Board of Public Works Secretary