

Approved 2/16/16

**Board of Public Works
Meeting Minutes**

Date: January 25, 2016

Time: 7:15 p.m.

Place: Marshfield Town Hall

Hearing Room 3 Second Floor

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

Stephen Hocking	Chairman
Robert Shaughnessy	Vice Chairman
John Cusick	Member
Thomas Reynolds	Superintendent
Shawn Patterson	Deputy Superintendent – <i>not present</i>
Rod Procaccino	Town Engineer
Dan Bowen	Business Manager
Keith Polanski	Advisory Board, Chair
Several Advisory Board Members	
Eric Kelly	Resident
Richard Prone	Plainville Cemetery
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:20 p.m.

Stephen Hocking opened the meeting and reviewed the evening's agenda which included 3 appointments and 11 action items; no executive session. He **motioned** to accept the meetings agenda as written.

Seconded by John Cusick/Robert Shaughnessy

Appointment:

1. 7:15 p.m. Keith Polanski / Chair Advisory Board

Tom Reynolds opened the discussion. He indicated that he asked Keith to be present to discuss salary concerns. Due to financial obligations regarding three employees who have left employment with the DPW for various reasons have left short falls in the salary budgets. The budgets that were affected are the Highway Division; Wastewater Division; Water Division and Solid Waste Division.

Keith suggested that Tom send correspondence to him regarding line item transfers to cover some of the expenses as mentioned and indicated that we would work with him to solve these issues.

2. 7:30 p.m. Eric Kelly/Solid Waste Inquiry

Mr. Kelly requested to meet with the Board to discuss the trash and recycling procedures. One question was regarding the lid on the recycling cart and if it should be left open or closed. Tom Reynolds indicated that the mechanical arm on the trucks vary, which may cause the lids to remain open. He would check with the operations manager at Republic and find out what the procedure is.

His second question was regarding the wood pallet that was not picked up by the trash hauler. Tom indicated that a wooden pallet is considered construction debris and is banned from the waste stream.

Mr. Kelly also had a question regarding the weight of the trash and the corresponding reject sticker. His thoughts are that the stickers should be more specific citing reasons for rejected trash items to eliminate any confusion. Tom stated that he would speak to Debbie Sullivan regarding his issue and would get back to him.

3. 7:45 p.m. Richard Prone/Plainville Cemetery

Mr. Prone asked to meet with the Board regarding Plainville Cemetery. The cemetery has fallen into disrepair through neglect of the dysfunctional Plainville Cemetery Association whose officers have all resigned. He has previously asked if the Town would consider assuming responsibility of the cemetery. The cemetery has much historical value as related to the internments including the members of the Mounce family and many war Veterans.

Tom Reynolds stated that at the previous meeting with him Town Counsel informed us there was not enough information; the records are inadequate. In order for the Town to take over the cemetery all records would be needed.

Bob Shaughnessy referred to the list of requirements (previously given to Mr. Prone) that would have to be met before the Board would consider assuming the property. Bob had conducted some of his own research with the Town Clerks office but found no records pertaining to the Plainville Cemetery. Bob stated that once all requested documents are acquired then we can present an article at Town Meeting for consideration. Bob suggested that Mr. Prone meet with Town Counsel and the Superintendent to discuss the issue in March.

Bob stated that when budgets are cut, the first to get cut is the Cemetery Divisions because there is really no voice.

Mr. Prone indicated that he has had much difficulty in contacting Mr. Pratt of Duxbury who has a more contemporary list of records of burials but will not respond to Mr. Prone.

Bob stated that when we go to Town Meeting we will need the whole package of information as there would be much discussion on the issue.

John Cusick asked if CPA funds could help with funding. Tom Whalen indicated that it could be a possibility.

Steve Hocking indicated that a meeting should take place in March with Town Counsel, Bob, Tom and Tom Whalen to discuss the issue and what the possibilities are.

Action:

3. Contract 2016-15/Marshfield Hills/Monument Restoration

Tom Reynolds indicated that this issue will be passed over.

4. Contract 2015-21 / Avon-Central Pump Station Upgrades/Change Order

Tom Reynolds indicated that this issue will be passed over.

5. Drain Layer's License Renewals

MOTION: Stephen Hocking motioned to approve the list Drain Layers license renewals as provided by Jay Parker, Collections Assistant Foreman at MWWTF through Tom Reynolds, dated January 15, 2016.

Seconded: Robert Shaughnessy All in favor.

6. Septage Haulers Permit Renewals

MOTION: Stephen Hocking motioned to approve the list of Septage Haulers Permit renewals as provided by Gus Lewis, Chief Operator at MWWTF through Tom Reynolds, dated January 25, 2016.

Seconded: John Cusick All in favor.

7. Abatements

MOTION: Stephen Hocking motioned to approve abatement packet #961.

Seconded: Robert Shaughnessy All in favor.

MOTION: Stephen Hocking motioned to approve abatement packet #962.

Seconded: Robert Shaughnessy All in favor.

8. Minutes

MOTION: Stephen Hocking motioned to approve open meeting minutes of January 4, 2016.

Seconded: Robert Shaughnessy All in favor.

2. Warrant Articles Review

Tom Reynolds reviewed all articles to be included in the upcoming spring Town Meeting:

1. Acceptance of Chapter 90 funding.
2. Emergency Repairs of Private Ways.
3. Grading of Private Dirt Roads.
4. Forensic Audit of the Enterprise Accounts 'Indirect Costs.
5. Graves Buyback.
6. Screening of Materials at Clay Pit Road
7. Army Corp of Engineers Shoreline Protection.
8. Solid Waste Budget
9. Wastewater Budget
10. Water Budget
11. By-Law Amendment Article 84 Dumpsters.

MOTION: Stephen Hocking motioned to approve warrant articles as written.

Seconded: Robert Shaughnessy All in favor.

1. Enterprise Budget / Indirect Cost Review

Steve Hocking stated at the last meeting it was decided there would be a meeting with the Town Administrator and have a discussion with him on our concerns on the methodology regarding the indirects. Tom indicated he had not had an opportunity to meet with Rocco. Steve indicated that we are not ready to vote yet.

Bob Shaughnessy indicated that at the last meeting Dan Bowen stated that staff had agreed with Mr. Abrahams that the methodology for IT, we didn't vote, but in principal we could live with it as based on a percentage. The Town Accountant is unable to access certain reports due to software issues, and until that time, we will go with the figures that she gave us, and agreed to that methodology. Dan Bowen explained that the Treasurers/Collectors office had a very in-depth spread sheet. We agreed with the spread sheet that was there but all the participants acknowledged that there are many items on

the spread sheet that the department no longer provides; we have a clear methodology. That is (3) of the (4) concerns. We had the impasse with the Town Administrator. Bob Shaughnessy stated that he would utilize the formula John Cusick had developed. Dan explained that at a previous meeting with the financial group he gave Johns suggested formula for the Town Administrators/Selectmen's office and in the spirit of compromise as we have compromised; this is the rate that we propose.

Steve stated that since the January 19, 2016 BPW meeting there has been no further conversation. It was his understanding that a meeting was to take place regarding the fourth concern, of the Town Administrators/Selectmen's office methodology. John has made efforts to meet with Mr. Abrahams to discuss the formulas with not much success. Dan Bowen stated that the proposal that was made by the financial group, was twice as much as what John proposed.

Tom Reynolds stated that at a meeting that took place prior to 1/19/16, Rocco was willing to make a reduction of about eight thousand dollars.

MOTION: Robert Shaughnessy motioned to accept IT compromise, taking out the infrastructure; we accept the Accounting department's compromised numbers; we accept the Town Treasurers spread sheet methodology; we do not accept the Town Administrators methodology as presented by the Abrahams group; we vote to utilize the methodology that was presented to the selectmen January 4, 2016 for the Town Administrator using the Town Administrator/Selectmen salary of \$193,440.00, ratepayers will be responsible for 1 hour per day of Town Administrator/Selectmen services for a total of 20 hours each month. $\$193,440 / 52 \text{ weeks} / 40 \text{ hrs. per week} = \93.00 per hour . $\$93.00 \text{ per week} \times 5 \text{ hours per week} \times 4 \text{ weeks per month} = \$1,860.00 \text{ per month}$. $\$1,860.00 \text{ per month} \times 12 \text{ months} = \$22,320.00$; add an additional 10% (\$2,232.00) for other costs. Total indirect costs to Town Administrator/Selectmen's = \$24,552.00; divided equally among Water = \$8,184.00, Wastewater = \$8,184.00, and Solid Waste = \$8,184.00.

Seconded: John Cusick

All in favor.

Tom Whalen of CPC was present and indicated that three million dollars' worth of new fields will be coming on line and wanted to know how we were going to maintain them. Tom Reynolds indicated that we have increased our budget by 2%; in hopes of having a fully funded budget. We will be having discussions with the Advisory Board.

Tom Whalen expressed concern for the care of these fields as they are at a critical state. Tom Reynolds said he has shared that same concern from the very beginning only to have his budget cut.

Bob Shaughnessy suggested putting a special article at Town Meeting for Ballfield Maintenance.

Tom Whalen suggested use of the meals tax; a percentage could be used for fields.

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| 9. | <u>Tabled Items</u> | None |
| 10. | <u>Old Business</u> | None |
| 11. | <u>New Business</u> | None |
| 12. | <u>Executive Session</u> | None |

At this time the open meeting of the Board of Public Works for January 25, 2016 adjourned at 8:58 p.m.

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