

Approved 7/17/23

**Board of Public Works
Meeting Minutes**

Date: June 26, 2023

Time: 6:00 p.m.

Place: Library Program Room, Library Plaza

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

John Cusick	Chairman
Robert Shaughnessy	Vice Chairman
Diane Jordan	Member
Tom Reynolds	Superintendent
Jimmy Kent	Deputy Superintendent
Rod Procaccino	Town Engineer
Ken Ryan	Environmental Engineer
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 6:04 p.m.

John Cusick motioned to open the meeting and reviewed the agenda which included an appointment, action items, items for discussion, minutes and the Superintendent's report.

Seconded by Diane Jordan All in favor.

APPOINTMENT:

6:15 P.M. Recreation Dept. & Skate Park Supporters – *the appointment was cancelled by presenters due to scheduling conflicts*

ACTION ITEMS

1) Contract 2023-11/Generator & Transfer Switch Maintenance for Water & wastewater Divisions

Ken Ryan was present to review contract details. Background: the existing three year term for maintenance of water and wastewater generators and transfer switches expires on June 30, 2023. The DPW issued a bid for a new three contract (one year contract renewable for two additional years). Scope of work includes preventative, corrective and emergency maintenance, as requested by the Town, including one major and one minor preventative maintenance per year, on a total of eighteen generators. The generators to be serviced include eight Wastewater generators and ten Water generators. Staff recommends awarding Contract 2023-11 to Kraft Power. They have had previous experience servicing the generators for the water and Wastewater facilities and were the lowest bidder. Both Water and Wastewater are in favor of awarding the contract to Kraft Power.

MOTION: Robert Shaughnessy motioned to authorize execution of Contract No. 2023-11, Generator and Transfer Switch Maintenance for Water and Wastewater Divisions to Kraft Power of Woburn, MA from July 1, 2023 to June 30, 2024 and authorize the Chairman or designee to execute the contract when it has been prepared.

Seconded: Diane Jordan All in favor.

2) DPW Costs & Payment Related to Chamber of Commerce's Lobster Fest

John asked to review this issue. Diane indicated that at the last meeting it was discussed that an account could be set up to receive funds from events that the DPW assists in. She does not feel comfortable with DPW assisting such an event at no cost. It is a "for profit" event. Residents pay for

services from their taxes; she is not in favor of our participation. Bob stated that the event is outside Town government, it's a commercial entity and won't cost the tax payers anything. Payment for services would be provided by the entity. Diane feels that Lobster Fest should hire their own company to provide their needs. Diane asked about the Marshfield Fair. Tom said that the DPW handles all the trash outside the Fair grounds; all the parking facilities, we pickup all the rubbish, set up all the traffic detours. We do not get paid that is why we want to develop the mechanism we spoke about in order that we do get paid. Last year we didn't do anything at Lobster Fest, they were privately paid. Tom continued to say, whatever you want as a Board he will abide by the vote. If you vote not to send people to support Lobster Fest then fine. If the police request traffic details and set ups I need to comply. So why can't we be paid for that. By denying this we won't get paid for anything. We can at least collect on traffic setups for the Fair, the concerts, the Lobster Fest, whatever it is, if you vote "no" we will not get paid to do that. That's what we have been fighting to do. That is what this Board has asked me to do over the last 3 years. I'm finally getting there and you are voting no. To confirm, Tom stated that we do not do anything inside the Fair grounds. Outside the Fair grounds we setup all the traffic details and all pick up of all the rubbish from all the parking lots. We don't get anything for it. All the overtime comes out of our payroll. By having this ability to be reimbursed benefits the department as a whole. It enables us to do the things that you're saying that people aren't happy with because of not having the ability or funding. Diane said she would like a list of all the events that have been going on that the DPW has provided services for from the last couple of years and what would be required for Lobster Fest this year. She feels that residents aren't receiving services on time. Tom wanted her to be specific about what services the residents aren't getting. He indicated that the beaches are not under the DPW control. The beaches are run by the Police Department, we assist. If the beaches need the stairs in earlier, then they should hire a contractor because it is not our responsibility. We do not get a dime for anything that we do at the beaches. The rate payers of the Transfer Station are paying for the beach rubbish. Diane stated that she is not ready to vote on this. Bob stated that we need the mechanism in place in order to get paid so that we are not using tax payers' money for the special events. Tom provided the Town Administrator with costs for picking up rubbish, for the traffic foreman and vehicles for all events; hourly rates etc. John was asking if there was a response; Tom had not received one at this time. Bob stated we need to come up with a schedule of costs. There are more events happening all the time. Tom said our resources are spread thin. Once we have an account set up, we will have billable hours for everything we do. Tom will reach out to other communities to see how they handle these types of situations. John has concern that the account has not been set up yet. Bob suggested that an article could be included for the fall Town Meeting. Diane said that we cannot keep providing services to the Police Department when we are not getting paid. Tom said that has been his argument all along. John would like Tom to write a letter to the Town Administrator asking about the account being set up. Diane asked Tom to create a spread sheet on events, details etc.

3) Communication between DPW & Residents/Facebook Page Administrator/D. Jordan
Diane wanted to address this issue. Tom provided Board members with a copy of the Towns Social Media Policy. There is a fine line with an elected official being, and administrator with a Town website. The possibility with open meeting law violation is very critical. Any type of an opinion or any discussion with the Board that is put on Facebook could be construed as an open meeting violation. Town Counsel recommends that it only be a Staff employee that is the administrator. A liaison from the Board would be good. Tom said Diane's recommendations provided in an email are unbelievable. Tom stated he is not on Facebook. He said someone like Diane, who does Facebook on a professional level would be beneficial to the department, but as an administrator he does not think it's a good idea. It's not a DPW Commissioners Facebook page, it's the Town of Marshfield DPW Department's Facebook page. We have an IT person. That IT person should be the one that is adding context through the DPW Superintendent. Tom stated, we are not responding to Facebook people. We are putting out posts; updating people on projects; trash delays etc. Diane said she is not looking for comments, just information sharing. He said her suggestions she provided were great. He said Staff

should run it and does not think a member of the Board should be involved in the daily operations of posting. Diane said she asked because there was a consulting firm that did it. Tom stated that they did and ran it for the first six months until we had our IT person was in place. In July he will take over the duties of the DPW's Facebook page. We hired a consultant to help us. Diane indicated that she would like to meet with the IT person. Tom indicated that we hired the consultant in 2021, we had to wait for the funding. Bob indicated that the previous Superintendent, Shawn Patterson had a Facebook page. Tom said this is a platform to provide information. Shawn shut his Facebook page off because of all the negativism. He allowed it, we don't. Bob said Facebook should just refer to the Town's website. Tom said by having the website you could link things together. Diane said no one goes to the website. Tom said the Town's website provides a great amount of information which is linked to the Town. Diane has concern for the cost of running two websites. Bob disagrees and the Town website is the official website and the Facebook has negative feedback. We need to be consistent with everything in Town. Diane stated that she does not want to be responsible for the Facebook page, she wants to be able to provide the type of information people need and also create a relationship with residents. Tom said he will set up a meeting with Diane, the consultant, IT and himself to be discussed at the next meeting.

4) New Septage Hauler Approval / Richmond Sand & Gravel Inc.

Septage Hauler Richmond Sand & Gravel Inc, has filed for a license with the Marshfield Wastewater Treatment Facility for year 2023. Tom indicated the applicant has met the requirements. Clint has signed off on it; Jeremiah Richmond of Richmond Sand & Gravel Inc.

MOTION: John Cusick motioned to approve the Septage Hauler Permit for Richmond Sand & Gravel Inc. for 2023 and authorizes the Chairman to sign the permit as approved.

Seconded: Robert Shaughnessy All in favor.

5) Contract Award 2023-06/Spring St. & furnace Brook 3 Well Cleaning & Pump Replacement

Rod was present to provide details of the contract. Description; clean and redevelop both the Spring St. and Furnace Brook Well No. 3 and replace pumping units. The project was publicly bid and two proposals were received and opened on March 16, 2023. Staff recommends that D.L. Maher of Weston and Sampson has the experience and capability to complete the work and agreed to hold their pricing until additional funding was authorized by Town Meeting in April 2023. Staff recommends awarding the contract to the low bidder.

MOTION: Robert Shaughnessy motioned to award Contract 2023-06 the redevelopment of Spring St. Well and Furnace Brook Well No. 3 and replacement of pumping units to Denis L. Maher Division of Weston and Sampson CMR, Inc. in the amount of \$114,625 and the Chairman or designee will sign the contract when the documents are prepared.

Seconded: John Cusick All in favor.

DISCUSSION

1) DPW Policies Update

John indicated that we need to review the policies. Some are old. Bob stated that some are very important. Some still make sense but need to be modernized. They determined that they should be reviewed by Division. Tom suggested that CTG should be looked at first. The Board will review that Division and come back to a future meeting, possibly the July 17th meeting to discuss those policies.

2) Beaches

Diane asked for more clarity on what the DPW does regarding the beaches as there was much flack surrounding the stairs and there still is. She wanted information on the scheduling. Jimmy Kent was present to provide information. He provided a listing which are as follows: pull barriers out before the

end of May; put stairs in by the end of May; fix all rocks in Rexhame going to the beach in order for Cindy Castro to put the Mobi-mats down; put life guard stands out; barrels out at the beaches, Cindy Castro provides a list; crosswalk in Brant Rock done weather permitting by July 4th. Diane asked about the stairs at Monitor Road. Tom explained the process on fixing the stairs at that location. John asked about who pays for the stairs and repairs, Tom indicated that we do. Rod explained about the issue with the stairs at Sunrise Beach. Bob brought up the issue of beach renourishment and the lack of it on the beaches. Diane stated she would like to see a policy/a schedule of when things would be done by; weather permitting. If we have a schedule within a policy, it provides less negativity. Bob said we don't have to have a policy but an SOP; Standard Operating Procedure. That would give is a base and to organize the resources, equipment and funding to make sure it happens. Diane indicated these are the things we need to share. Bob stated that having that in place helps with funding and provides support at Town Meeting. Diane indicated that she would like an itemized list. Tom will put that together.

3) Communication between DPW & Residents – previously discussed

VOTE TO ACCEPT MINUTES – 6/5/23 Open Meeting Minutes – *passed over*

SUPERINTENDENT'S REPORT

Paving update; Ferry St. and Furnace Street; Winslow extension, a small piece there Surf Ave. we have made the connection the end of last week on Ocean Street and are now moving back in the opposite direction

Plymouth Ave. Pump Station is on going with the design. Some time in July possibility to go out to bid.

965 Plain Street is pretty much completed. All systems are being tested. Solar Ray waiting for the contractor on that. We are looking for a temporary occupancy permit on July 24, 2023.

Guardrails will be done; reached out to Town Counsel in regard to liability. He (Tom) was concerned that if he moved the guardrail, he would be liable for any safety. He was told he would not be liable but the Board of Public Works would be liable for any injury or accident because they were given a letter saying that it was a safety issue. Bob stated that he did not want to be liable; it's a dredge spoils area and we should close it off. Diane agreed. John did not agree with closing it off. Tom stated we will get the change as quick as possible. Bob wants to go on the record saying that the location is not a parking lot. The neighbors do not want it. It will be put back the way it was. It is a dredge spoils area.

NEXT MEETING – July 17, 2023

At this time John Cusick **motioned** to adjourn the open meeting of June 26, 202 at 7:38 p.m.

Seconded: Diane Jordan

All in favor.

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