

Approved 2/13/17

**Board of Public Works
Meeting Minutes**

Date: November 28, 2016

Time: 7:15 p.m.

**Place: Marshfield Town Hall
Hearing Room 3**

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

Robert Shaughnessy	Chairman
John Cusick	Vice Chairman
John Vallier	Member
Thomas Reynolds	Superintendent
Shawn Patterson	Deputy Superintendent – not present
Rod Procaccino	Town Engineer
Paul Tomkavage	Project Manager
Dan Bowen	Business Manager
David Carriere	Resident/Food Pantry
James Hewitt	Direct, Food Pantry
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:25 p.m.

Robert Shaughnessy **motioned** to open the meeting and reviewed the evening's agenda which consisted of 8 action items and 1 appointment. **Seconded** by John Cusick.

Dave Carrier was present on behalf of the Town of Marshfield Food Pantry. He has asked to meet with the Board regarding questions related to the new future location at Library Plaza for the Food Pantry. In a letter dated November 30, 2016 from Food Pantry Director, James Hewitt to the Board, Mr. Hewitt outlined various concerns he would like to discuss with them.

The Marshfield Food Pantry, a 501(c) (3) charitable organization has been serving Marshfield for over 25 years.

In a statement, Dave Carriere indicated that the Food Pantry serves Marshfield's most needy citizens. They serve approximately 3000 families per year and an average of 240 families per month. The operation generates a small volume of nonfood waste and mostly cardboard as recyclable material.

The recyclable material is currently transported directly to the Transfer Station by volunteers who have Solid Waste Transfer Station permits. On the average activity at the Library Plaza property will average 40 hours a month and makes minimal use of water and sewer services. Trash service is expected to be carried on as it has been at the Church and will therefore be incremental in nature compared to what is generated by other Town occupants of the facility.

In consideration of minimum use of water and sewer service that will be needed by the Food Pantry; Mr. Hewitt is asking that charges for those services be waived; also, based on the manner the Food Pantry has managed its food waste, trash and recyclable material, asking to waive charges for their disposal; and will the Board issue to the Food Pantry one (1) waste Transfer Station access permit for use in recyclable disposal, principally cardboard, without a charge.

MOTION: Robert Shaughnessy motioned to approve the request in concept as provided to the Board and will be finalized in a letter of agreement between the Board of Public Works and the Food Pantry.

Seconded: John Cusick

All in favor.

1. Contract 2017-06 / Cured-in-Place Sewer Rehabilitation Change Order No. 1

Paul Tomkavage was present to explain details of the change order. Scope of work: repair of sewer pipes by the Cured-in-Place-Pipe (CIPP) method.

The reason for the change order is for an emergency repair of about 8.5 ft. of asbestos-cement (AC) sewer on Cove Street that collapsed in a high tide the night before that manhole-to-manhole segment was scheduled to be lined. The repair involved replacement of the collapsed AC pipe segment, proper reporting, bagging and disposal of the AC pipe, and backfilling. Staff recommends approval of change order no. 1. Insituform has been responsive and efficient in this contract, opting not to charge for small extras.

MOTION: Robert Shaughnessy motioned to approve Change Order No. 1 to Contract No. 2017-06, Fiscal Year 2017 Cured-in-Place Sewer Rehabilitation and appurtenant Work, to Insituform Technologies LLC, for a maximum of \$20,000 and to authorize the Chairman or designated member to sign the documents when they have been prepared.

Seconded: John Vallier

All in favor.

2. Contract 2015-05/Amendment #5 / Engineering Services-Foster Ave. Seawall Repairs Phase II

Town Engineer, Rod Procaccino was present to discuss the amendment. Project status; The Town applied and received a \$3 million dollar grant (\$2.5 million cash reimbursement grant and 500K low interest loan) from the State EEA Dams and Seawall removal and repair program, to replace 1200 F of Foster Ave. Seawall from 9th Road to 3rd Road. Town meeting authorized the Towns match of \$1.7 million for total project budget of \$4.7 million. As part of the grant application \$33,100 was budgeted to conduct survey, final design and bid and award Engineering Services. Staff recommends authorizing amendment no. 5 to contract 2015-05 with GZA.

MOTION: Robert Shaughnessy motioned to authorize amendment no. 5 to contract 2015-05 Engineering Services Foster Ave. Seawall repairs with GZA GeoEnvironmental Inc., Hingham, MA in the amount of \$33,100 and to authorize the Chairman or designee to sign the contracts when the documents are prepared.

Seconded: John Vallier

All in favor.

3. Indirect Costs Updates

Robert Shaughnessy gave an update on the progress made regarding on-going questions related to indirect costs to the Enterprise Funds and the methodology used. He indicated that after Town Meeting it was agreed that the Board of Selectmen member and Board of Public Works member would meet in an effort to resolve issues. Several meetings took place. The methodology was reviewed and finally there was a methodology was agreed to. It is in a written document for Board members to review.

It is a work in progress and can be tweaked as time moves forward. He believes it is a fair agreement with good cooperation between Rocco, Town Administrator; Steve Robbins, Chair, BOS; along with DPW Staff and himself. This will be reflective for the FY2018 budget.

4. Update on Forensic Audit/Commissioner Cusick-Information on Ipswich & Natick Audits
Passed Over

5. Abatements

MOTION: John Cusick motioned to approve abatement packet 1041.

Seconded: John Vallier All in favor.

Dan Bowen asked Board Members to review a situation that exists regarding the sale of a property and the rate applied to each water usage. The buyer of the property is asking that his portion of water usage be billed at the Tier 1 and 2 rates and receive an abatement for the difference between the Tier 3 rate which he was charged.

MOTION: Robert Shaughnessy motioned to allow the new user to be billed at the introduction rate.

Seconded: John Vallier All in favor.

Dan Bowen indicated that the new user is also requesting an abatement for the rate increase on the water used by the sellers at the former rates based on the Town's final reading. Dan disagrees with this request.

MOTION: Robert Shaughnessy motioned to deny the second portion of this request.

Seconded: John Vallier All in favor.

6. Minutes

MOTION: Robert Shaughnessy motioned to accept open meeting minutes of September 12, 2016.

Seconded: John Vallier All in favor.

MOTION: Robert Shaughnessy motioned to accept executive session meeting minutes of September 12, 2016.

Seconded: John Vallier All in favor.

7. Tabled Items None

8. Old Business

- a. Bob Shaughnessy indicated he is hoping that the new Town Treasurer will attend the next BPW meeting of 12/12/16.
- b. Update on request for Town Counsel & Labor Counsel billing to be discussed next meeting

9. Seawall Stairs Policy/License Agreement Approval

Seawall Stairs Policy-License Agreement Approval. Bob Shaughnessy has created a seawall policy that has been reviewed by both Town Counsel and the Building Inspector.

This will be added to the next agenda to review the final draft.

10. New Business None

11. Executive Session None

12. School Street Well Cleaning & Pump Upgrade

Town Engineer, Rod Procaccino addressed the issue. Amory Engineers prepared a proposal for engineering services for redevelopment of School Street Well and repair and/or replacement of the well pump. Board members reviewed the proposal.

MOTION: Robert Shaughnessy motioned to authorize Staff to work on the redevelopment of School Street well repair and replacement of the well pump in an amount not to exceed \$10K.

When additional information is brought to the Board members at the next meeting of December 12, 2016 we will vote on an award.

Second: John Vallier

All in favor.

FYI-Superintendent

Tom Reynolds indicated that he had received a letter addressed to the Board of Public Works from the Green Harbor Yacht Club dated November 15, 2016. They are in the process of filing the required documents for authorization to establish a reconfiguration zone and to perform new and maintenance dredging at the Club's boat basin, at 257 Dyke Road, Green Harbor River.

The request is asking for the Board of Public Works approval to dispose of the dredged material at the Town's upland disposal site off Joseph Driebeek Way which is across the river from the Club's boat basin. The material has been tested and the results show the material is suitable for upland disposal. At this time they are waiting approval from the Army Corps of Engineers and DEP, Water Pollution Control for their approval for upland disposal. Their preferred method for doing the dredging would be by mechanical methods, trucking material to the disposal site if logistics can be worked out.

Bob Shaughnessy asked Town Engineer how this would affect our ability to dredge Green Harbor in the future. Rod indicated we have capacity, space. Bob stated this would require action that could be taken up at a future meeting.

At this time the open meeting of the Board of Public Works for November 28, 2016 adjourned at 8:07 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary