

Approved 4-24-17

**Board of Public Works  
Meeting Minutes**

**Date: April 10, 2017**

**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
Dan Bowen	Business Manager
Rod Procaccino	Town Engineer
Paul Tomkavage	Project Engineer
Several Colleagues, Dignitaries and Friends of Bob Shaughnessy	
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:26 p.m.

Bob Shaughnessy **motioned** to open the meeting and reviewed the evening's agenda which consisted of 4 action items, no Executive Session, **Seconded** by John Vallier.

**Action:**

1. Recognition of Bob Shaughnessy's Years of Service to the DPW

At this time Bob thanked the Town of Marshfield for electing him fifteen years ago to the Board of Public Works. He has served with many great people; Mike Valenti, Stephen Hocking, Joseph Lambert, Kathryn Webers, Chris Ionta. Many things have been accomplished such as Seawalls. He would like to thank Mike Valenti for dealing with the seawalls; Dave Carriere for dealing with the betterment issue. We currently are running out of space at our cemeteries and would like to move forward with plans solving that issue.

Dave Carrier, previous DPW Superintendent was present, humorously and respectfully roasted Bob which brought many laughs from attendees.

2. Contract No. 2015-21 Change Order/D&C Construction/Avon & Central Streets Pump Station Upgrades

Paul Tomkavage, Project Manager was present to explain the change order. He indicated the scope of work is to repair the broken sewer service in the vicinity of 30 Kent Ave. which is the last known leak and is sizeable. Staff recommends approval of this work.

**MOTION:** John Vallier motioned to approve this Change Order, for repair of the broken sewer service at 30 Kent Avenue, to Contract No 2015-21 with D&C Construction Company, Inc. in an amount not to exceed \$18,500.00 without prior approval and to authorize the Chairman or designated member to execute the contract documents when they have been approved.

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

3. Green Harbor Narrows Dredging Update

Town Engineer, Rod Procaccino was present for the update. He indicated that he would be meeting with the Army Corp of Engineers tomorrow to discuss the condition of the narrows. They are in a difficult state. He presented options for possible dredging and hoping the Corp will take care of it. The Town may provide some assistance with Town forces. Time frame would be in May.

4. Superintendent's Contract

**MOTION:** Robert Shaughnessy motioned to approve the contract as written, approved by Town Council and will be effective August 18, 2017 to August 18, 2018.

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

5. Abatements

**MOTION:** John Cusick motioned to approve abatement packet #1127 including 2 Sewer deferrals.

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

6. Minutes

**MOTION:** John Vallier motioned to approve open meeting minutes of March 13, 2017.

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

7. Advisory Board Updates None

8. Tabled Items None

9. Old Business

Superintendent, Tom Reynolds reviewed the policies. **Policy Statement:** It is the intention of the Board of Public Works to create a Payment Policy related to charges affiliated with the Town of Marshfield's Water, Sewer and Trash Enterprise Accounts that is fair and equitable to all participants of the Water, Sewer and Trash Enterprise Accounts. **Payment Process:** As documented earlier in this Policy, payment in full for Water, Sewer and Trash services is expected within (30) days of receipt of the bi-annual utility bill. The operation of the three (3) Enterprise Accounts (Water, Sewer and Trash) is dependent upon fees collected from the end users, the ratepayers. The annual budget and all of its components (payroll, operational expenses, capital projects, debt and retained earnings) is based upon the expected revenues generated from the services provided. The revenue received from the ratepayers through the bi-annual utility bill in turn funds the budget and ensures that services are available to the Town's residents where applicable.

In an effort to collect user fees from the ratepayers in a more effective and efficient manner, the Board has established the following payment Schedule and subsequent fees and penalties for

**Residential Households:**

Step 1: Issuance of bi-annual utility invoice	payment required within 30 days	no penalty
Step 2: Issuance of 1 <sup>st</sup> reminder	payment required within 45 days	\$10.00 Admin fee

Step 3: Issuance of 2 <sup>nd</sup> reminder	of original bi-annual utility invoice	\$5.00 Demand fee
	payment required within 60 days	\$10.00 Admin fee
Step 4: Issuance of 3 <sup>rd</sup> reminder	of original bi-annual utility invoice	\$10.00 Demand fee
	payment required within 90 days	\$10.00 Admin fee
	of original bi-annual utility invoice	\$15.00 Demand fee

If payment in full is not received on the 91<sup>st</sup> day-All enterprise services received by the delinquent ratepayer will be terminated. There will be a fee of \$50.00 charged for termination of services. If services are reinstated, there will be a fee of \$50.00 for reactivation. At that time the Board of Health will be notified. Tom indicated that in response to the recent demand notices sent the Town has received over \$800K in payments. All three enterprise accounts are approaching a 75% collection rate as opposed to 40%.

John Cusick indicated he would like to change the “exception for special circumstances” to be as follows: there is a child under the age of 10 years living in the home; disabled veterans to be excluded from termination of services; one-time fee of \$50 for termination and reactivation.

**MOTION:** Robert Shaughnessy motioned to accept the policy as written with John Cusick’s modifications of ten years and under, a disabled veteran, and one-time fee of \$50 for on and off of services.

**Seconded:** John Vallier

All in favor.

Barry Cornwall requested that the options included in the policy regarding what provisions a citizens can do be made readily available to them. In addition, senior citizens or disabled citizens who cannot be their own advocate should be factored in regarding his concerns. He also indicated that cognitive issues are not restricted to the 65 years and older population.

**MOTION:** Robert Shaughnessy motioned to accept the amendment and to accept the policy as written and modified.

**Seconded:** John Cusick

All in favor.

At this time the meeting recessed in order to address visitors for Bob Shaughnessy’s last meeting before Town Meeting. Tom Reynolds introduced Jim Cantwell, our State Representative, and Senator O’Connor who were present to give honor and recognition to Bob’s distinguished service of 15 years to the Town of Marshfield. Bob spoke and recognized the many attendees whose efforts have made great strides in to preserve and improve the integrity of the Town of Marshfield.

Jana Lambert was present in honor of he late husband, Joseph Lambert, long time Board of Public Works Commissioner, and spoke to Joseph and Bob’s successes as Board members. She is proud of and grateful to the service and the partnership Bob provided in getting things done. We all would be remiss not to point out what an incredible job Bob has done in protecting one of our most valuable assets in this Town; our watershed and aquifers. Bob and Joseph were instrumental in protecting locations from developers, working with different Boards in keeping open space. Bob’s efforts in this Town will go down in history; in perpetuity, because of land he was instrumental in bringing into being protected lands, to preserve and protect our water supply.

Bob stated that this has always been a Team Effort. He stated that the Board of Public Works is an elected Board; being an elected Board, means that you are elected by the “people” of Marshfield. As we move forward in Marshfield, and the Charter Review comes up, he hopes it stays as an elected Board, which gives freedom and independence in order to give strategic planning and build a team in serving the whole Town and not a few from a select board.

Break ended at 8:27 p.m.

