

Approved 1/4/16

**Board of Public Works
Meeting Minutes**

Date: December 7, 2015

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
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 7:26 p.m.

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

Seconded by John Cusick.

Action:

10. Old Business

Skate Park:

Town Engineer, Rod Procaccino indicated that a change order was needed. The change order reflects the additional work to add the stage area back into the project and to adjust proposed work to blend with future work at the park entrance and to provide for future control of parking lot runoff. The changes are noted in the change order request 3A Revision 5 dated 12/3/15.

Staff recommends that the Board of Public Works vote to approve Change Order #3 of Contract 2016-06 with Grindline Skateparks, Inc.

MOTION: Stephen Hocking motioned to authorize Change Order No. 3 of Contract 2016-06 with Grindline Skateparks, Inc. to increase contract amount by \$12,724.70 and to authorize the Chairman or member to execute the contact amendment when the documents are prepared.

Seconded: Robert Shaughnessy All in favor.

Damon's Point

Rod indicated that the electrical line that was serving the pole at the very end of Damon's Point was damaged during the storm. They are considering replacing the service; asphalt will have to be cut. The project will cost approximately \$20K. We do have the funding; it is just a matter of the magnitude of

the change order. The police are asking for extra conduit in order to set-up a camera; there is a lot of activity in the area during night hours.

Board members were in favor of the changes as needed.

1. Annual Reports

Robert Shaughnessy opened the discussion. Board members reviewed the report from each DPW Divisions. Bob thanked Dan Bowen's input along with Tom and Staff members. Rod wrote the Engineering Division; Cemetery, Trees and Greens, Highway and Equipment Maintenance was written by Shawn Patterson, he is the head of each division.

Bob indicated that he had done research regarding how many towns had a Board of Public Works and discovered there were many. The Town of Pepperell just did a Charter review and increased their Board of Public Works by adding (2) more members. Steve Hocking indicated that the Town of Plainville just instituted a new form of town government with included creating a Board of Public Works.

They felt the need for infrastructure and improvements should have a separate entity in government.

Bob stated this is pertinent information to consider during the Charter review.

MOTION: Robert Shaughnessy motioned to accept the Annual Report for 2015as written by Staff.
Seconded: Stephen Hocking All in favor.

2. Enterprise Budget / Indirect Costs

Steve Hocking opened the discussion and stated that during the recent financial team discussion, the recording of the meeting was denied. This option was presented and agreed upon since they would not allow John Cusick to attend. Steve took exception to this and expressed his concern to BOS member, Steve Robbins. John suggested that the BPW develop a formula of their own. Dan Bowen stated that he and Tom met with Matt Abrams and Barbara Costa and reviewed the "matrix" which included the different items that they are charging the DPW. Most costs have a tab with an explanation as to how they arrived at a particular charge. Some items do not have a tab, which has become the bone of contention.

Some tabs have some good methodologies in them; there are other tabs that are very convoluted and do not make sense and have no explanation.

Bob Shaughnessy referred to the Budget Schedule as submitted by the Town Administrator.

The deadline documented in this schedule has put constraints on the ability for the Board of Public Works to review the Board of Selectmen's submission of indirect costs to the Enterprise Funds.

Since September, the Board of Selectmen have not addressed concerns from the Board of Public Works regarding indirect costs, specifically charges for the Town Administrator, Town Accountant, and Town Treasurer, and IT, for examples. Rocco stated at Town Meeting that he did not have to meet with the Board of Public Works to get anything. As far as he is concerned, the sentiment he conveys is that there is no Board of Public Works and chooses not to deal with anything related to them. They (BOS) have taken four months to review indirect costs and now, at the final hour, they have a their draft of indirect costs to the Enterprise funds with no time for the Board of Public Works to review, and meet the dead line of December 15, 2015.

There needs to be an agreed methodology in place for each indirect cost; specifically for the Town Accountant, Town Administrator and Treasurer for example.

Dan Bowen indicated that a year ago all he received from the financial team was a cover page of indirect costs, without back-up. When he questioned on how the numbers were arrived at, is what has become the issue. He asked Barbara Costa for back-up which she did not provide; Marsha did not even respond. Now, they have finally provided a matrix which already had existed. In reviewing the matrix the percentages did not add up. For example, in health insurance, an employee was listed (3) times. John stated that in 2010 health insurance increased 50%.

Board members want (3) separate articles for each of the (3) enterprise accounts in the Town Warrant. The (2) articles related to dirt roads, private open to the public and service to them will be included in the 2016 spring Town Meeting; these articles that were submitted but not allowed to be in the warrant last spring.

Dan Bowen stated that he has submitted the budgets regarding the enterprise accounts but they have last year's debt service numbers because they do not have the new debt service numbers; and did not include the indirect costs because he does not have them yet. They had a deadline of November 25, 2015 for the budgets to be submitted which he had done with all information he had available to him and noted that in the email to them and did not receive a response.

Steve stated that we are close to receiving a methodology from them and they are close to presenting it to us. Once that is agreed upon, we can go from there; we have a basis for assessing the numbers.

Charges from Town Counsel and Labor Counsel were discussed and the potential for direct billing from them in the future is a possibility.

Board members indicated that they want to meet with the BOS next Monday, December 14, 2015 for a budget discussion, indirect and direct costs. Steve directed Tom to send a memo to the BOS asking for an extension on time to review their methodology.

3. White Goods Discussion

Tom indicated that costs have increased for the disposal of white goods with freon and suggests to increase the cost to \$15. The current cost for the disposal of television and monitors is to remain at \$10 and must be brought to the transfer station, not picked up curbside as has always been. There will now be a charge for the disposal of tires. Tires that measure up to 20" the cost will be \$5, tires larger than 20" will be a \$10 charge.

Tom noted that John Cusick suggested reducing the \$20 transfer station permit to \$10. Tom indicated that would be a large decrease in the budget and he would prefer to wait a year with the new solid waste contract in place. Steve Hocking agreed to wait as did Bob Shaughnessy and Dan Bowen.

The discussion regarding this issue will be deferred until the next meeting of December 14, 2015.

MOTION: Stephen Hocking motioned to approve the rate increases as outlined by the Superintendent to be effective as of 1/1/2016.

Seconded: John Cusick

All in favor.

6. Advisory Board Updates

Tom suggested that within the next two or three meetings we invite the Chair of the Advisory Board to attend. We need to re-coup monies used for employee settlements that were used from our salaries account or else we will have short falls. Rocco, Town Counsel and Labor Council agreed the money

needs to be returned back to our account. This needs to be addressed with the Advisory Board. Tom will send a memo via email once he knows which meeting. On a weekly basis, Tom will provide the Advisory Board with the snow budget update; when snow is expected.

4. Contract Award 2016-2-Materials & Supplies

5. Contract Award 2016-4-Propane

MOTION: Stephen Hocking motioned to award Contracts 2016-02 & 2016-04 to the lowest bidders for materials/supplies and propane as indicated on attached list dated 11/23/15 and to authorize the Chairman of the Board of Public Works or designee to execute the contract when they are prepared.

Seconded: Robert Shaughnessy All in favor.

7. Abatements

MOTION: Stephen Hocking motioned to approve abatement packet #955.

Seconded: Robert Shaughnessy All in favor.

MOTION: Stephen Hocking motioned to approve abatement packet #956.

Seconded: John Cusick All in favor.

8. Minutes

MOTION: Stephen Hocking motioned to accept open meeting minutes of August 17, 2015.

Seconded: Robert Shaughnessy All in favor.

MOTION: Stephen Hocking motioned to accept executive session meeting minutes of August 17, 2015.

Seconded: Robert Shaughnessy All in favor.

9. Tabled Items None

10. Old Business

John Cusick indicated that the sign at the Winslow Ave. Extension was removed, but it was on the ground. Tom will have the sign put back up.

11. New Business

12. Executive Session None

At this time the open meeting of the Board of Public Works for December 7, 2015 adjourned at 8:54 p.m.

Respectfully Submitted,

Ann Marie Sacchetti,
Board of Public Works Secretary