

**Board of Public Works
Meeting Minutes**

Date: May 20, 2019
Time: 6:30 p.m.
Place: Marshfield Town Hall
Hearing Room 3

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

Dave Carriere	Acting Chairman
John Cusick	Vice Chairman
Robert Shaughnessy	Acting Vice Chairman
Thomas Reynolds	Superintendent
Shawn Patterson	Deputy Superintendent
Rod Procaccino	Town Engineer
Paul Tomkavage	P.E.-Project Manager
Dan Bowen	Business Manager
Ann Marie Sacchetti	Board of Public Works Secretary

The meeting convened at 6:30 p.m.

Bob Shaughnessy had not arrived yet for the meeting.

Dave Carriere **motioned** to open the meeting and reviewed the evening's agenda which included minutes, seven action items, and items for discussion.

Seconded by John Cusick, all in favor.

I. Minutes of Prior Meetings

i. Approval of Draft Meeting Minutes for April 8 and May 6, 2019.

MOTION: John Cusick **motioned** to approve meeting minutes of April 8 and May 6, 2019.

Seconded: David Carriere All in favor.

II. Items for Action

ii. Contract 2019-12 / Old Chapel Tree Removal

Rod Procaccino was present and explained details of the contract. Description of work; remove approximately 13 trees and trim 27 trees and clear over 100 saplings, grind stumps and install branch support cables as specified. Work to be completed this spring. Two companies responded to the proposals. Staff recommends awarding contract 2019-12 to low bidder Mayer Tree Service, Inc. of Essex, MA. Mayer has performed satisfactory work for the DPW in the past.

MOTION: Dave Carriere motioned to award Contract 2019-12 Old Chapel Cemetery Tree Removal to Mayer Tree Service Inc., Essex, MA in the amount of \$27,810 and the Chairman or designee shall sign the contract when documents are prepared.

Seconded: John Cusick All in favor.

iii. Award Contract 2019-13 / Dyke Road Tide Gate Structure Inspection & Analysis

Rod Procaccino provided details of the contract. Description of work; to conduct inspection of the tide gate structure located on Dyke Road to determine existing condition. The structure was last inspected in 2006 and showed signs of concrete spalling along flow line within the structure. The water and sewer utilizes are exposed within the channel and require re-sleeving. The work includes evaluating alternatives to repair or replace the structure with new larger or additional structures. The Town will dewater tide gate structure with assistance from outside contractor in order to conduct inspection. Staff recommends awarding Contract 2019-13 to Environmental Partners Group, Quincy, MA. EPG has performed satisfactory work for the DPW in the past including most recent work with the wastewater collection system.

MOTION: John Cusick motioned to award Contract 2019-13 Dyke Road Tide Gate Structure Inspection and Alternative Analysis to Environmental Partners Group of Quincy, MA in the amount of \$44,600 and the Chairman or designee shall sign the contract when documents are prepared.

Seconded: Dave Carriere All in favor.

vi. Contractor Assistance to De-Water Dyke Road Tide Gate for Inspection

Rod Procaccino provided details of the contract. Description of work; the work includes providing assistance to DPW Staff to De-water the tide gate structure on Dyke Road in order to conduct inspection. The structure was last inspected in 2006 and showed signs of concrete spalling along flow line within the structure. The water and sewer utilizes are exposed within the channel and require re-sleeving. Staff is seeking authorization to obtain contractor to assist Town Staff in dewatering the Tide Gate structure for an amount not to exceed \$15,000.

MOTION: Dave Carriere motioned to authorize the Superintendent of Public Works to obtain outside contract assistance following procurement procedure or negotiating with contractors currently under contract who can perform the work to assist Town in dewatering Dyke Road Tide Gate Structure in order to conduct inspection for an amount not to exceed \$15,000 and the Chairman or designee shall sign the contract or amendment to contract when documents are prepared.

Seconded: John Cusick All in favor.

iv. Amendment No. 1 to Contract 2019-08 / Engineering Services Replacement of Willow Street Bridge

Rod Procaccino provided details of the amendment. Status of the project; authorization was given to start design work which includes: survey, hydraulics, Environmental Permit Assessment, and Preliminary Bridge sketches. The consultant presented two preliminary bridge options; one at 35 foot length and one at 45 foot length. The Staff has recommended pursuing the bridge with 35 foot span. The next step is to verify type of foundation which will require borings and geotechnical engineering. Staff recommends authorizing Geotechnical Engineer Services phase to determine type of foundation to construct. There are sufficient remaining available funds from the original \$50K authorization to conduct this work.

MOTION: John Cusick motioned to authorize Amendment No. 1 in the amount of \$20,000 to Contract 2019-08 to BSC Group, Boston, MA and Chairman or designee shall sign the contact when documents are prepared.

Seconded: Dave Carriere All in favor.

v. Amendment to Contract No. 2019-03 MS4 Storm Water Program/Environmental Partners

Paul Tomkavage was present to provide details of the amendment. Background and scope of work; MS4 means Municipal Separate Storm Sewer System. EPG's present contract is delineated into a number of tasks. This Amendment No. 1 permits spending of the Free Cash made available by the approval of Article 3, STM April 2019, line item DPW Engineering – NPDES Permit BMP Implementation. Summary and Staff recommendation; Staff recommends approval of EPG Task 2: IDDE Investigations-Wet Weather, \$14,100 and Task 3: Facility Audits, \$18,250. Scoping specifics will be worked out in a meeting with EPG in the immediate future. Staff recommends that Contract 2019-03 be extended for an additional year, from July 1, 2019 through June 30, 2020.

MOTION: Dave Carriere motioned to approve Amendment 1 to Contract No. 2019-03, Professional Services for MS4 Stormwater Permit Notice-of-Intent and Year-One Requirements, for but not necessarily limited to IDDE Investigations – Wet Weather, \$14,100.00 and Facility Audits, \$18,250; not-to-exceed amounts without prior approval, and to authorize the Chairman or designated member to execute the contract documents when they have been prepared.

Seconded: John Cusick All in favor.

MOTION: Dave Carriere motioned to extend Contract No. 2019-03 for an additional year, from July 1, 2019 through June 30, 2020.

Seconded: John Cusick All in favor.

At this point Bob Shaughnessy arrived.

vii. Award Contract Ferry Street Pump Station Re-hab

Rod Procaccino provided details of the contract. Description of work; removal of pumping equipment and redevelopment of well, conduct video inspection of screen, furnish and install new pump, furnish and install new well transmitter, transducer. Two bids were received for the project. Staff recommends awarding Contract 2019-11 to D.L. Maher, Ayer, MA based on past experience working with the firm and recommendations from Amory Engineers in a letter dated May 2, 2019.

MOTION: Dave Carriere motioned to award Contract 2019-11 Redevelopment of Ferry Street No. 1 Well and Replacement of Well Pumping Unit, to D.L. Maher of Ayer, MA in the amount of \$37,326 and the Chairman or designee shall sign the contract when documents are prepared.

Seconded: John Cusick All in favor.

i. After Town Elections: Elect from Membership, BPW Positions for Ensuing Year

MOTION: Dave Carriere motioned to defer his Chairmanship at this time and would like to nominate John Cusick as Chairman.

Seconded: John Cusick Bob Shaughnessy: negative vote

MOTION: John Cusick motioned to nominate Dave Carriere as Vice Chairman.

Seconded: Robert Shaughnessy All in favor.

Dave Carriere indicated that by this coming fall he would determine if he would run for the three year term. He requested that, if he decides to run, a re-organization of the BPW be done he would become Chairman. He asked if John Cusick would consider it. John indicated that he would consider the change. Dave stated that personal matters would dictate his decision.

MOTION: Dave Carriere motioned to nominate Robert Shaughnessy as Clerk for the Board of Public Works.

Seconded: John Cusick

All in favor.

III. Items for Discussion

i. Brief Budget Update on over Budget Line Items

Dave Carrier has concern regarding the Equipment Maintenance budget. Annually, that budget is depleted. Tom Reynolds stated that over the past five years we asked for an additional \$60K which is the amount we are in deficit for annually. He indicated that 68% of that budget is used on Fire Department Equipment. There has been discussion regarding adding more money to the Fire Department's budget to cover some of their costs. Tom stated there have been many problems with the ambulance repairs. Driver training for those vehicles is an added issue. Inexperienced handling may result in additional repairs.

ii. Enterprise Capital Project Issues with the Capital Budget Committee

Dave Carriere indicated that the Capital Budget should never say no for a request to spend retained earnings. Possibly discuss the issue with the Board of Selectmen. Bob Shaughnessy brought the issue of Bond Rating. Dave suggested that a memo be drafted to the Board of Selectmen addressing these concerns. Dan will contact Town Treasurer.

iii. Utility Rates – to be deferred to the next meeting

iv. Lettering on Vehicle #67 / Solid Waste Division – will be done

v. Enterprise Fund / Labor Costs for Snow Plowing – budget process reviewed
Tom Stated all uses are tracked for both Labor & Vehicle costs

vi. Enterprise Fund / Vehicle Costs for Snow Plowing – budget process reviewed

IV. Superintendent Report / Update

Tom's update: Rainy season has prevented much work to be done

Line painting will resume this Wednesday. There will be speed bumps installed in the Library Plaza area, along with stop signs

Shawn's update on paving; he has submitted all requests to Chapter 90 for:

Furnace Street, from to Ferry Street to 3A; Acorn Street, from Moraine to Duxbury Line

Portion of Ocean Street, outside the Esplanade towards the Jetty, around Careswell and Dyke Road; Summer Street from Flower Hill to Damon's Point and Winslow Cemetery Road. All the requests are in. Chapter 90 has not released the funding as of yet with the exception of Ocean Street down to the Esplanade. We are in the cue and as soon as funds are released work will begin.

John Cusick motioned to adjourn the meeting; all in favor.

V. Next Regular Meeting

June 3, 2019

VI. Adjournment

At this time the open meeting of the Board of Public Works for May 20, 2019 adjourned at 7:39 p.m.
Respectfully Submitted, Ann Marie Sacchetti, Board of Public Works Secretary