

**TOWN OF SEEKONK**  
**DEPARTMENT OF PUBLIC WORKS BUILDING COMMITTEE**

**DATE: Wednesday June 14, 2023**

**TIME: 4:00 p.m.**

**PLACE: Planning Board Meeting Room  
Seekonk Town Hall  
100 Peck Street  
Seekonk, MA 02771**

**MEETING MINUTES**

**Present:** John Pozzi, Michael Gagne, Kevin Hurst, Edward Monigan

**Absent:** Michelle Hines

**Also Present:** David Cabral, DPW Director; Jennifer Argo, Seekonk Finance Director; Shawn Cadime, Town Administrator; Christine Shea, Brewster Thornton Group Architects (BTGA); Nate Ginsburg, BTGA; Tracey Dorsey (Gannet Fleming-virtually); Bill Lavery, Jr. (Joe Casali Engineering, Inc.); Dan Tavares, CGA Project Management (OPM); Marybeth Carney CGA; Carl Nielson, Seekonk Resident.

- I. Call to Order:** Chairman John Pozzi opened the Building Committee meeting 4:09 PM.
- II. Approval of Minutes:** Approval of the meeting minutes from March 13, 2023, and March 22, 2023, as submitted. Approval of May 17, 2023 with correction in Section IV subsection D, change spelling of last name 'Halpin'. Approval of June 7, 2023 10:00am meeting minutes as submitted. Approval of June 7, 2023 1:00pm meeting minutes with correction in Section III, Subsection B include "Fire Department vehicles for access to site, circulation of facility and fueling, but not for the mechanical bays." *Ed Monigan made a motion, which was seconded by Michael Gagne, to approve the minutes with the above noted changes. The vote was unanimous.*
- III. OPM Report:**
  - A. CGA reported that site programming meetings were held on June 7, 2023. Members of Brewster Thornton Group Architects, Gannet Fleming, CGA, Town Administration, and the Building Committee attended a tour of the existing facility and proposed site. The group then met with the DPW staff to review the needs of the new facility and site. Once information is compiled, additional programming meetings will be held as needed.
  - B. D. Cabral stated that the property survey by GPI should be completed this week and will confirm via email on 06/15/23.
  - C. CGA will begin preparing documents to procure the Commissioning Agent to have them on board by the Design Development phase. CGA will send a draft Request for Proposals to S. Cadime for approval and will assist the town with the procurement process.
  - D. Community Outreach sessions to inform the Seekonk residents about the project were discussed. Ideas considered included having a small group of people on the committee that could communicate the information, possibly holding a Community Forum and having a video

on TV-9. The TV-9 program could start with a round table discussion with BTGA and CGA once the site layout and first cost estimate were available. The Town website would be a depository for information. The Town Facebook page had a smaller following, but other departments such as the Police Department had more residents, and they could post information. It was also determined that a report should be presented at the November 2023 Town meeting.

- E. CGA prepared an overall project schedule which aligns with BTGA's Work Plan. Cost estimates will be provided with Schematic Design, Design Development, and Construction Documents. The project is anticipated to go out to bid in September 2024 with a complete budget to include actual construction costs at the November 2024 Annual Town Meeting. Construction would start in January 2025 with an anticipated building occupation in May 2026. CGA also shared the high-level schedule via a Gantt Chart which additional milestone details to be added as the progress progresses.
- F. The Preconstruction Budget was presented, and contingency remained at \$8,964.

#### **IV. Architect Report**

- A. BTGA noted that they would use the completed programming questionnaire and site survey to develop preliminary building and site layouts. D. Cabral said he would return the questionnaire the week of June 19<sup>th</sup>. Once the site survey was provided, the design team would schedule field investigation work. If needed another programming meeting would be held prior to the July Building Committee meeting, possibly to discuss the locations for test pits and perc tests.
- B. The DPW will provide a full list of equipment to be housed in the new facility. This includes the sweeper and loader currently stored at the landfill.
- C. Site circulation was discussed. DPW operations are to be independent from the landfill. The DPW staff should have direct access from the DPW to the landfill, but the public should not. Public should access the DPW from Fall River Avenue.
- D. All departments fuel their vehicles at the end of their shifts. Keeping the fueling stations closer to the entrance of the site would minimize traffic on the site. The fueling station should be an island to provide access to both sides of vehicles and the design should handle Fire Department ladder trucks. School buses did not use the fueling station.
- E. The salt shed was proposed to be located at the back of the property, which would allow for circulation along the front of the building with areas for trucks to load and unload. There is a need for a 'staging area' and parking for a pickup truck and the loader when in use. A queuing area for tractor trailers will also be needed. The shed needs power for lighting but no running water. The garage building would act as an acoustical buffer to Carters Way.
- F. The Wash Bays were recommended to be closer to the garage, which the DPW staff agreed with, to limit potential frost and dirt after washing.
- G. To minimize impact on the residents of Carters Way, the garage doors could be on the southeast side of the building and the design team would consider orienting the building to limit headlights aimed towards the residents. Using an elongated building with no openings toward Carters Way would create a natural acoustical and visual buffer. There was a discussion about possibly adding more vegetation along Carter Way property line if needed.

- H. The committee asked if there was an opportunity to build on the capped landfill. The Geotech report would be needed prior to making that decision. Significant ground improvement could be needed, and removing the trash from the site could be costly, as the limit depth was unknown.
- I. B. Lavery (JCE) said the building location would be driven by the placement of the septic system. The area along the Carter Way property line where previous test pits were done during the feasibility study appeared to be the best location. JCE will confirm once the completed land survey is completed.
- J. Parking should be designed for 30 staff vehicles, plus 10 spaces for the administration and visitor parking. This was also covered in the questionnaire.
- K. The DPW would not need an area outside for stockpile storage. They will use the landfill area for their outdoor storage needs, including storage of pipes, catch basins, and other items.
- L. Deliveries need to accommodate 18-wheel tractor trailers, salt deliveries (60' tractor trailer), and a 10-wheeler for parts and other fluids.
- M. D. Cabral requested that the landscape to be minimum, with low maintenance. The entrance to administration should have small plantings and a flagpole for the State and American flags.
- N. The design team reviewed the other interviewing firms presentation layouts noting that there was circulation overlap of roadways, which would get further reviewed during design.
- O. BTGA's next step would be to develop building and site bubble diagrams showing location and adjacencies of programs.

**V. Approval of Invoices:**

- A. There were no invoices to present.

**VI. Other topics not reasonable anticipated by the Chairman 48 hours before the meeting:**

- A. None

**VII. Public Comment:**

- A. None

**VIII. Schedule Next Meeting:**

- A. July 14, 2023, at 4:00PM in Town Hall Board of Selectmen Meeting Room

**IX. Adjournment:** John Pozzi motioned to adjourn the meeting, seconded by Michael Gagne, all were in favor, motion passed. *The meeting ended at 5:09 PM.*