

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

**DATE: Wednesday July 12, 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, Michelle Hines, Edward Monigan

**Absent:** Kevin Hurst

**Also Present:** David Cabral, Jennifer Argo, Seekonk Finance Director; Shawn Cadime, Town Administrator; Carol Ann Days, Asst. Town Administrator; Dan Tavares, CGA Project Management (OPM); Marybeth Carney CGA.

- I. Call to Order:** Chairman John Pozzi opened the Building Committee meeting 4:01 PM.
- II. Approval of Minutes:** Approval of meeting minutes was postponed until the August meeting.
- III. OPM Report:**
  - A. The project team is waiting on the Programming Questionnaire, which is holding up the designer's space needs program and developing adjacency diagrams. This is also delaying the civil, geotechnical, and environmental engineering site investigation. The program questions assist the design team in understanding the number and general size of spaces needed in their conceptual diagrams. The DPW brought a draft of the questionnaire with handwritten answers which will be shared with the design team. If additional information is needed, a programming meeting may be held prior to the next Building Committee meeting.
  - B. A draft property survey from GPI was issued on 6/15/23. GPI would not certify the survey until boundary markers were set. CGA and K. Hurst walked the site on 7/12/23 and noted that old stakes were visible, but granite bounds were not found. BTGA will use the draft survey to get things started but will need the final stamped survey. As suggested, CGA will contact GPI to check on the status.
  - C. The current vehicle inventory list with length and gross vehicle weight was shared with the design team, which is needed to assist in calculating building square footage. The design team was told they could contact D. Cabral and E. Monigan if they needed additional information. The fueling station was to be sized to accommodate the largest Fire Department vehicle, assumed to be their ladder truck. CGA will contact the Fire Chief to obtain this information.
  - D. BTGA's consultant was onsite on 7/11/23 to investigate and flag wetlands. This work would be paid for through an allowance in the BTGA contract. Any updates received would be shared with the Building Committee.

- E. Environmental Site assessment borings were started on 7/11/23. Per contract, twelve borings would include groundwater wells that collect water samples which would be analyzed for contaminants. The first five borings were 20-25 feet deep, with ground water found at 15 feet. The five borings completed in the current compost stockpile clearing had trash to a depth of 13 feet. The boring rig is contractually owned for 3 days and if time allowed, additional borings would be done. These borings would only report additional subsoil data and would not have groundwater wells. D. Cabral reported that the drill had gotten stuck in the last hole on 7/12/23.
- F. Sound monitors had been installed on the site and took recordings for one week. One monitor was located close to Fall River Avenue, and the other was set in the northwest corner of the site near the Carter Street residential neighborhood. Each monitor recorded 35 decibels at night and 40-50 decibels during the day, which is typical for a semi-urban area. New construction cannot increase the sound more than 10 decibels. The project team will calculate the anticipated sound levels and the consultant will propose interventions if needed as part of the project. The intervention could be a sound screen or additional vegetation.
- G. CGA prepared a draft Request for Proposal (RFP) for the third-party commissioning agent. Once reviewed and approved by S. Cadime, they would help the town procure the Commissioning agent by the start of the Design Development phase.
- H. CGA shared the Project Directory. Any correspondence with the design team is to go through BTGA.
- I. Community Outreach is on hold until the Schematic Design and cost estimates are completed.
- J. CGA presented their invoice DPW-004 for \$11,000 and stated that BTGA Invoice 11618 in the amount of \$18,826.40 was received today.

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

- A. No report given.

#### **V. Approval of Invoices:**

- A. Michelle Hines made a motion, which was seconded by Michael Gagne to approve CGA Invoice DPW-004 and BTGA Invoice 11618, pending review from CGA and the Town Administrator. The vote was unanimous.

#### **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. August 9, 2023, at 4:00PM in Town Hall Planning Board Meeting Room

#### **IX. Adjournment:** Michael Gagne motioned to adjourn the meeting, seconded by Michelle Hines, all were in favor, motion passed. *The meeting ended at 4:42 PM.*