

TOWN OF SEEKONK
DEPARTMENT OF PUBLIC WORKS BUILDING COMMITTEE

DATE: Wednesday August 9, 2023

TIME: 4:00 p.m.

PLACE: Board of Selectman's Meeting Room
Seekonk Town Hall
100 Peck Street
Seekonk, MA 02771

MEETING MINUTES

Present: John Pozzi, Michael Gagne, Michelle Hines, Edward Monigan Kevin Hurst

Absent: All members were present

Also Present: David Cabral, Jennifer Argo, Seekonk Finance Director; Carol Ann Days, Asst. Town Administrator; Dan Tavares, CGA Project Management (OPM); Marybeth Carney CGA. Attended virtually: Christine Shea BTGA, Nate Ginsburg (BTGA), Tracey Dorsey (GF), Ed DiSalvio (GF), Seth Betteridge (GF).

- I. Call to Order:** Chairman John Pozzi opened the Building Committee meeting 4:00 PM.
- II. Approval of Minutes:** M. Hines made a motion, which was seconded by K. Hurst, to approve the Meeting Minutes from 06/14/23 as submitted. The vote was approved by J. Pozzi, M. Gagne, E. Monigan, and K. Hurst. M. Hines abstained. E. Monigan made a motion, which was seconded by M. Hines, to approve the Meeting Minutes from 07/12/23 as submitted. The vote was approved by J. Pozzi, M. Gagne, E. Monigan, and M. Hines. K. Hurst abstained.
- III. OPM Report:**
 - A. DPW issued some responses to the Questionnaire with handwritten notes. D. Cabral will issue a final copy for record. He noted that Item #1: Personnel Organization is answered under Item #6: Staffing by department. BTGA confirmed that the requested Organizational Chart was not needed. The Vehicle Inventory information is requested in several locations (Items 2, 10, 14). D. Cabral will issue the forms on 08/10/23. There are columns on the vehicle inventory sheet that he does not believe is needed (VIN numbers, etc.), so he will note either Hours of Use or Mileage instead.
 - B. The granite bounds were delivered to the site and will be installed this week, weather dependent. The final property survey will be issued when the bounds are set.
 - C. The Program Space Summary was shared with the Building Committee on July 28, 2023. BTGA used the summary to layout Building Diagrams for site planning, which will be reviewed during this meeting.
 - D. Geotech investigation borings will be done on August 30 & 31, 2023. The DPW will clear the land to provide access to each location. D. Cabral requested the final boring locations, which will be determined after the building diagrams presented today are reviewed and building

locations are narrowed down. A site walk with representatives from the design team and DPW will occur the week prior confirming test pit clearing locations.

- E. Septic test pits on hold until the Schematic Design phase.
- F. The wetlands flagging identified an intermittent stream west of the site, as well as an isolated wetland. D. Cabral met informally with the Conservation Agent and showed the impacts from the setbacks. The 100' setback is the do-not-disturb line, whereas the 200' setback, which is under Seekonk Conservation Commission jurisdiction, could be alleviated with a waiver request. The salt shed could be questionable in that setback area.
- G. Environmental site assessment borings were completed on July 13, 2023. A formal report has not been issued. It was noted that the subsurface trash could be affecting the groundwater depth. Asbestos containing materials were identified, which were being sent to the lab for further testing. There was nothing else reported that triggered further DEP filings. The consultant issued a site-based questionnaire requesting any information the town had on land usage conditions and any other environmental assessments completed on the property. D. Cabral stated that the capped landfill had monitors along the perimeter, which produce quarterly gas monitoring and semi-annually groundwater testing reports that he would share. Most of the other questions would be answered with continued site investigations.
- H. BTGA and CGA met with representatives from National Grid and Eversource to learn about the Mass Save Program. Mass Save provides rebates and incentives for the design and construction of buildings that utilize high performing, energy efficient equipment. This project may be eligible for the Path 3 Option, which is for high performance buildings less than 50,000SF. Depending on the proposed Energy consumption, there could be a rebate from Mass Save. A meeting will be scheduled with S. Cadime to review the program in the future.
- I. CGA prepared a Draft Request for Proposal (RFP) for the third-party commissioning agent. The RFP will be issued by fall 2023 to get a firm involved in the project prior to Design Development.
- J. Community Outreach is on hold until the Schematic Design and cost estimates are completed.
- K. The anticipated project schedule was updated. The intent was to finish site investigation and programming by the end of August 2023. The project will exceed \$10 million and per Mass General Law would require contractors to be prequalified. Prequalification would occur during the Construction Documentation phase and end by August 2024. The project would then go out to bid in August of 2024, for bids to be received and vetted in October, allowing the final cost to be presented at the November 2024 Town Meeting.
- L. CGA presented their Invoice DPW-005 for \$11,000 and BTGA's Invoice 11653 in the amount of \$42,941.58 and recommended them for approval.

IV. Architect Report

- A. Environmental boring logs were received, and there is nothing that requires remediation. Surface trash was found in the north lot and over the wooded area. The subsurface trash was to a 13' depth in the open area, which will be addressed through the design process. The project could remove the existing soil and replace it with clean fill or explore other options. The Geotech borings are needed to provide more understanding of the subsoil conditions. BTGA noted that the goal would be to not build the compost area where trash is buried.

- B. The Space Summary Program that identified building areas with their general square footage was presented. This was the basis for the building sizes in the bubble diagrams. T. Dorsey (GF) explained the summary of the spaces was comprised of the information provided during the Programming meetings and the questionnaire. The design team separated the DPW facilities (bathrooms, locker rooms, training, etc.) from the Administration Area. A separate breakroom area was added for the administration staff. The maintenance building encompasses working on the vehicles, as well as crew spaces. Currently the women's locker room is sized for 8 staff. There were storage areas separated for each area needed (street sign, traffic storage, equipment and tools, hazmat, etc.) The garage has truck storage, a maintenance bench, location for the waste oils and rest room. These areas are within 1,000 SF of the feasibility study. Covered (possibly conditioned) storage was also reviewed. GF included the current plus some future trucks for storage. The DPW expressed concern that the five trailers that carry their landscaping equipment do not appear to have storage spaces; GF indicated this would be in the additional covered storage area.
- C. T. Dorsey requested the Building Committee/DPW confirm that the spaces were all accounted for, and they were suitably sized. D. Cabral asked if sketches could be provided of the areas to explain how big they are. BTGA explained that room designs with doors, windows and furniture layout would be supplied during Schematic design. D. Cabral stated that the Foreman Workspace (Item #9) at 100SF would be too small for 3 men to work in that area, it needed to be bigger. J. Pozzi asked if the building will be sized for future growth, possibly including an area for the town Engineering Department, as the current DPW superintendent serves dual roles, which could change in the future. Concern is building the structure that fits the town's current and future needs. BTGA indicated that they can design multipurpose spaces that can be built out in the future, or locate areas reserved for future growth. CGA stated that approving the Space Program was very important and asked if the DPW needed more time to review and confirm that the documents represented the Programming meetings accurately. N. Ginsburg suggested BTGA begin the diagram process while the DPW is reviewing the space summary.
- D. BTGA reported that The American Public Works Association (APWA) is a nationwide organization that published a methodology explaining why covering DPW equipment is fiscally responsible. Their report indicated that outside equipment generally lasts 12 years and indoor stored equipment is 20 years. BTGA estimated that the investment for 6 large dump trucks and 11 small dump trucks is approximately \$2.2 million. Over a 50-year building life span, the town would have to replace uncovered trucks several times at a replacement cost of around \$10 million, while covered vehicle replacement cost would be approximately \$5.7 million. This was a \$3.3 million in savings over the life of the new facility just for these vehicles. BTGA reported that the methodology could be found in full on the APWA website. M. Hines understood and agreed with the numbers, but expressed concern that cost will be an issue with the town residents. She wants to make sure that the town will approve the project. The Building Committee's consensus is to move forward with the coverage storage building. This information will be shared with the public when information sessions are held.
- E. Preliminary diagrammatic layouts were presented. The turning radius and site circulation, including Fire Department vehicles, will be further reviewed as the options are narrowed.
1. Option A: Based on the feasibility study layout with the expansion of the salt shed and fuel station. Administration and crew areas are connected. Additional storage needs have been identified compared to what was calculated during the feasibility study. The

wash bay is shown at the front of the site, but it could be moved closer to the building. The design team worked to avoid areas with deep trash.

2. Option B: Fueling station is the only structure indicated along Fall River Avenue which provides appropriate turning radii. Covered storage is shown on site. The wash bay is shown in the middle of the compost piles, salt shed in the westerly side of the site. The garage is at the 25' setback. Employee parking is separated from truck traffic.
 3. Option C: The Administration area is at the entrance of Fall River Avenue, separating it from the garage and maintenance areas.
 4. Option D: Aligns all the building spaces along the 25' setback. It is unclear if trucks could maneuver through the garage, but there is a sound barrier to the neighbors.
 5. Option E: Similar to Option D, with buildings having a 25' setback. This provides pull in storage, but no internal circulation. Trucks would have to park 4 deep. This provides room for expansion. The covered storage is shown in the composting area.
- F. It was noted that the town does a lot of recycling/composting and will still need those areas to be available for them. CGA noted that constructing over the landfill will be costly.
- G. The Fire Department said they preferred access around the back of the buildings but would work with the design team should it not be feasible.
- H. Discussion of the five options ensued. The DPW liked the storage areas to the west of the building, they preferred employee and resident parking separated. They did not like the building layout that required stacking of the vehicles. The separation of administration is not acceptable, there is much interaction between the two teams. The Building Committee liked the salt shed in the northwest corner of the compost site. There was consideration over having the wash bay away from wetlands to avoid any issues in that area. It was decided that the DPW will independently review the diagrams and determine what layouts would best align with their needs. BTGA will send the layouts for DPW use.
- I. There was discussion of putting new storage where the existing metal barn is along the entrance road. Work in that area would need subsoil investigation. The design team would have to schedule test pits in front of the existing garage.
- J. The Building Committee understands that the neighbors have encroached on the town's property and recommended continuing to layout the site using the 25' and 50' setbacks.
- K. The DPW will schedule tours of other new Public Works facilities. The current list includes East Providence, Portsmouth, Attleboro, and Middleboro.

V. Approval of Invoices:

- A. M. Hines made the motion, which was seconded by K. Hurst to approve CGA Invoice DPW-005 and BTGA Invoice 11653 to be given to S. Cadime for his review and approval. 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 present.

VIII. Schedule Next Meetings:

A. An interim Building Committee meeting is scheduled for 08/23/23 to review the building diagrams.

B. September 13, 2023, at 4:00PM in Town Hall Planning Board Meeting Room.

IX. Adjournment: *M. Hines motioned to adjourn the meeting, which was seconded by E. Monigan, motion passed unanimously. The meeting ended at 5:34 PM.*