

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

**DATE: Wednesday September 27, 2023**

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

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

**MEETING MINUTES**

**Present:** John Pozzi, Chair; Kevin Hurst, Vice-Chair; Michael Gagne; Michelle Hines; Edward Monigan,

**Absent:** All members were present.

**Also Present:** David Cabral, Shawn Cadime, Town Administration (left early), Carol Ann Days, Asst. Town Administrator; Christine Shea BTGA, Dan Tavares, CGA Project Management (OPM)

**A. Call to Order:** Chairman John Pozzi opened the Building Committee meeting 4:05 PM.

**B. OPM Report:**

1. CGA provided updates on activities held since the previous Building Committee meeting.
2. Building committee members, DPW staff, Town Administrator, architect, and OPM toured the RIDOT Portsmouth DPW facility on September 6, 2023. The group left with key takeaways on building organization, adjacencies, finishes, and site amenities.
3. The final certified property survey was issued to the project team on August 31, 2023.
4. A design workshop was held with DPW staff on September 26, 2023. BTGA presented several schematic design options of building and site plan layouts. DPW was able to narrow down the options and provide feedback to the design and engineering team. The workshop was productive and provided direction for BTGA.
5. Geotechnical borings were drilled on August 30<sup>th</sup> and 31<sup>st</sup>. Draft boring logs were shared with the team noting a mix of sand, silt, and poorly graded soil. This information is still being evaluated with the final boring logs and report forthcoming.
6. Drainage test pits were completed on September 12, 2023. DPW provided field support with clearing and digging, which was appreciated by the team. Pending final report.
7. Septic System test pits and engineering are pending based on the geotechnical investigations.
8. During the September 26<sup>th</sup> design workshop, D. Cabral confirmed setback restrictions of the intermittent stream with the town conservation agent, Adeline Bellesheim who noted the following bylaw restrictions: 0'-25' being a "no touch"; 25'-50' being a "no structure" (landscaping only); and 50'-100' structures being allowed but required permitting. Project team will continue to coordinate their design to align with these requirements.

9. Phase 1 Environmental Site Assessment draft report was issued. Pending final report and commencement of the Phase 2 site assessment investigation.
10. Project will review the need to sign the Memorandum of Understanding (MOU) document from Mass Save with the Town Administrator. BTGA noted that based on the project's direction, the fee may be minimal, if anything.
11. CGA is finalizing the Request for Qualifications (RFQ) to procure the Commissioning Agent in time for the Design Development phase.
12. Community outreach efforts will commence once approved schematic design and cost estimates are completed.
13. CGA provided an overview of the anticipated project schedule through all phases.
14. CGA's invoice DPW-006 in the amount of \$11,000 and BTGA's invoice 11695 in the amount of \$38,202.80 was presented and recommended for approval.
15. CGA provided an overview of the current preconstruction budget outline the various categories, values and billed to date status.
16. CGA's report included potential dates for upcoming Building Committee meetings to be held on 10/11/23, 11/8/23, 11/29/23 and 12/13/23. Meeting dates and agendas will be confirmed.

#### **C. Architect Report**

1. BTGA noted that a tour of the Portsmouth RIDOT DPW Facility took place on 9/6/23 noting similarities with the size and layout of the building. The salt shed was much larger than what would be needed for Seekonk.
2. BTGA presented schematic site plans and building floor plan options to the committee. Drawings were updated to include feedback received at the design workshop with DPW held on September 26<sup>th</sup>. Option B was noted as the preferred scheme. Updates included Break Room and Copy Area configurations. The owner requested to keep the public bathroom for visitors.
3. BTGA stated that the size of the proposed salt shed for Seekonk would be 2,000 tons to keep with standard sizes for cost.
4. Discussion regarding the need for a road around the entire building for fire department access would push the building closer to the landfill zone which we are trying to avoid. The building would need to be 50 feet from the property line. Egress doors exiting out to the rear of the building and walkways will be provided. The plan would be to maintain a 25-foot buffer as it currently exists and then infill to create a more robust privacy screen.
5. BTGA stated that the proposed Barn located near the entrance to the Transfer Station would be constructed as a pre-engineered metal building would require electricity and other life safety devices. The heating system would be fueled by burning used oil.

#### **D. Review and Approve Invoices:**

1. M. Hines made the motion, seconded by K. Hurst, to approve CGA Invoice DPW-006 in the amount of \$11,000. The vote was unanimous. M. Hines made the motion, seconded by E. Monigan, to approve BTGA Invoice 11695 in the amount of \$38,202.80. The vote was unanimous. Both approvals are contingent upon Town Administrator acceptance.

- E. Review and Approve Meeting Minutes:** K. Hurst made a motion, which was seconded by M. Gagne, to approve the Meeting Minutes from 8/09/23 as submitted. The vote was approved by J. Pozzi, M. Gagne, E. Monigan, and K. Hurst with M. Hines abstaining. K. Hurst made a motion, which was seconded by M. Gagne to approve the Meeting Minutes from 8/23/23 as submitted. The vote was approved by J. Pozzi, M. Gagne, E. Monigan, and K. Hurst with M. Hines abstaining. M. Hines requested that minutes be provided to the committee by the Friday prior to the scheduled meeting.
- F. Other topics not reasonable anticipated by the Chairman 48 hours before the meeting:**  
None
- G. Public Comment:**  
None
- H. Schedule Next Meetings:**  
October 11, 2023, at 4:00PM in Board of Selectmen Meeting Room. The meeting will be an update on the schematic design and presentation on mechanical system options.
- I. Adjournment:** K. Hurst motioned to adjourn the meeting, which was seconded by E. Monigan. Motion passed unanimously. The meeting ended at 4:52 PM.