

TOWN OF SEEKONK
DEPARTMENT OF PUBLIC WORKS BUILDING COMMITTEE

DATE: Wednesday May 17, 2023

TIME: 4:00 p.m.

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

MEETING MINUTES

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

Absent:

Also Present: David Cabral, DPW Director; Jennifer Argo, Seekonk Finance Director; Shawn Cadime, Town Administrator; Carol Days, Assistant Town Administrator; Christine Shea, Brewster Thornton Group Architects (BTGA); Nate Ginsburg, BTGA; Dan Tavares, CGA Project Management (OPM); Marybeth Carney, CGA

- I. Call to Order:** Chairman John Pozzi opened the Building Committee meeting 4:02 PM.
- II. Approval of Minutes:** Approval of the two March 2023 Meeting Minutes were tabled. CGA will share all previous meeting minutes with the Board to review prior to the next meeting.
- III. OPM Report:**
 - A. CGA reported that the Brewster Thornton Group Architect's (BTGA) Scope of Services and Contract was finalized. BTGA worked with their consultants to maintain the town's budget.
 - B. D. Cabral provided an update on the land survey noting that the metes and bounds were completed, and the topography was ongoing. He will provide further updates via email. S. Cadime confirmed that the cost of the land survey would be covered by the DPW Operating Budget.
 - C. CGA presented a high-level overall project schedule. Preconstruction services, from Programming through receiving bids, would take 18 months, leading up to the November 2024 Town Meeting. The project will exceed the threshold for contractor prequalification, which would occur during the Construction Document phase. Approval at the Town Meeting, Ballot Vote (with referendum) and execution of the General Contractors contract would take another two months. Construction would be scheduled to begin in January 2025 and take 16 months. CGA will put this information into a Gantt Chart schedule for easier review. M. Hines suggested bringing this vote to the May Town Meeting, to not interfere with November Federal voting, but the project schedule would not allow for this.
 - D. CGA provided a Preconstruction Services Project Budget, including the list of not-to-exceed allowances included in BTGA's proposal. The allowances were for services that may be needed for the project. Wetland flagging may be required due to the location of wetlands

adjacent to the site. Mass Department of Transportation (DOT) permitting is triggered by certain thresholds. D. Cabral said he would work with the Civil Engineer and supply them with Town data when submitting the Mass DOT application to help minimize cost. The Geotech Construction Document Specification has a \$3,000 allowance, which would only be used if nonstandard technical specifications were needed. With the survey cost being covered by the DPW Operating Budget, the project has \$9,000 for contingency.

- E. The Building Committee agreed to hold meetings on the second Wednesday of each month.

IV. Architect Report

- A. Brewster Thornton Group Architects (BTGA) presented their Work Plan. Predesign would gather information on the existing conditions; the site survey and geotechnical investigation will be important because of the capped landfill. CDW, the Hazmat/Environmental consultant would start in conjunction with the Geotechnical Engineer. Programming Meetings (Charette) will be hosted by both Brewster Thornton Group and the Industrial Engineer from Gannet Fleming (GF). They will utilize the initial feasibility study and review space adjacencies to confirm the design meets the town's needs.

During Schematic Design, the floor plan, site plan, and basic elevations will be designed for an initial cost estimate. Design Development would have additional programming meetings to discuss building finishes. The Construction Documents would refine the design and show how the Mechanical, Electrical and Plumbing systems are connected.

- B. The Commissioning Agent would be brought on board at the end of Schematic Design to review the documents. CGA will initiate the advertising process within the next month.
- C. The site would be accessible during normal business hours starting between 7-7:30AM. D. Cabral suggested clearing a separate entrance on the parcel for the project team.
- D. Communications Protocols were set up. Any correspondence to the DPW would be sent to D. Cabral and J. Halpern Halpin. General communication would go to J. Pozzi (Building Committee Chair), S. Cadime, and both D. Tavares and M. Carney of the OPM Team. Correspondence to the Design Team will go to both N. Ginsburg and C. Shea.
- E. The Design Charette will be scheduled for the first week of June and held at the Seekonk Senior Center. Separate meetings would be held for Office/Administration Staff and Service Bays/Mechanics. Space Summaries and Site Programming with building locations and adjacencies will be discussed. GF will walk through the existing DPW building to understand the current program.
- F. Charettes, workshops, and all design meetings should all be posted (48 hours' notice needed). The site walk and existing building tour does not require posting as decisions will not be made.
- G. BTGA requested an inventory of all DPW equipment. K. Hurst will supply this list including tentative purchases.

V. Approval of Invoices:

- A. CGA Invoice #003 in the amount of \$2,500. Michelle Hines made the motion to approve CGA Invoice DPW-003, seconded by Kevin Hurst. Vote 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. June 14, 2023, at 4:00PM in Town Hall Board of Selectmen Meeting Room

IX. Adjournment: Michelle Hines made the motion to adjourn the meeting, seconded by E. Monigan, all were in favor, motion passed. *The meeting ended at 4:43 PM.*