

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

**DATE: Wednesday June 7, 2023**

**TIME: 1:00 PM**

**PLACE: Department of Public Works**  
**871 Taunton Avenue**  
**Seekonk, MA 02771**

**MEETING MINUTES**

**Present:** Michael Gagne, Michelle Hines, Kevin Hurst, Edward Monigan

**Absent:** John Pozzi, Chairman

**Also Present:** Shawn Cadime, Town Administrator; David Cabral, DPW Superintendent; Jim Halpin, Assistant Superintendent; Mel Ferreira, DPW Secretary; Naomi Hebert, DPW Secretary; Jennifer Argo, Seekonk Finance Director; Christine Shea, Brewster Thornton Group Architects (BTGA); Nate Ginsburg, BTGA; Tracey Dorsey, Gannet Fleming (GF); Paul Hoffman (GF); Ed DiSalvio (GF); Dan Tavares, CGA Project Management (OPM); Marybeth Carney, CGA

**I. Call to Order:** Vice Chairman Kevin Hurst opened the Building Committee meeting 1:06 PM. Note that the meeting was held in the DPW facility due to lack of availability at the Senior Center.

**II. Administration Programming:**

- A. Introductions were made. C. Shea (BTGA) explained that the Programming Meeting would cover spatial requirements, adjacencies, communication, storage, and equipment needs, as well as safety protocols for the administration, mechanical, and maintenance departments.
- B. D. Cabral stated that the initial Feasibility Report completed in February 2021 by Brewster Thornton Group planned for 25 staff, currently the department has 22 full-time staff, with 18 of those staff being the maintenance crew, therefore the new design should plan for 25-30 people.
- C. Refer to Brewster Thornton Group and Gannet Flemming Minutes for full report.

**III. Mechanics/Maintenance Programming:**

- A. The Design team shared a Maintenance Facility Design Questionnaire with the DPW prior to the programming meeting. T. Dorsey (GF) reviewed each question with the staff to support their design requirements. Questions included, but were not limited to, current maintenance equipment (Manufacturer/Model #) and fleet information, impacts to adjacent properties, resident support requirements, staffing numbers, hours of operation, recycling programs, maintenance equipment needs, and how the areas in the new facility would function.
- B. Proposed site circulation, security, and layout were discussed. Design needs to take into consideration that the DPW maintains the Police, Town, and Animal Control Vehicles. Each of these departments, as well as the school department and Fire department (including ladder truck) fuel their vehicles at the DPW.

- C. Refer to Brewster Thornton Group and Gannet Flemming Minutes for full report.
- IV. **Other:** The next Building Committee meeting is scheduled for June 14, 2023. The Landscape Architect and Civil Engineer will be in attendance. D. Cabral confirmed that the existing property land survey will be completed as well.
- V. **Adjournment:** Kevin Hurst made the motion to adjourn the meeting, seconded by M. Gagne, all were in favor, motion passed. *The meeting ended at 4:50PM.*