

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

**DATE: Wednesday, September 18, 2024**

**TIME: 4:30 p.m.**

**PLACE:** <https://us06web.zoom.us/j/89105223545?pwd=tsm0atCGL8GgStObXPmHCMlhD9EwLk.1>

**MEETING MINUTES**

**Present:** John Pozzi, Chair; Michael Gagne, Michelle Hines, Kevin Hurst

**Absent:** Edward Monigan

**Attendees:** David Cabral, DPW Superintendent; Shawn Cadime, Town Administrator; Jennifer Argo, Finance Director; Christine Shea (BTGA), Nate Ginsburg (BTGA), Marybeth Carney (CGA); Dan Tavares (CGA)

**A. Call to Order:** Kevin Hurst opened the Building Committee meeting at 4:34 PM with a roll call of members present and participating remotely. John Pozzi joined the meeting at 4:42PM.

**B. OPM Report:**

1. CGA provided updates on activities held since the previous Building Committee meeting.
2. CGA noted that the Filed Sub-Bid Subcontractor (FSB) bids were received on September 12, 2024, a day later than originally posted. The project team moved the submission date back one day to provide more time for the subcontractors to respond to the responses to the questions submitted. The average of the 60% Construction Document estimates was \$8,019,634 with the total low base bid amounts coming in approximately \$1.8 million less at \$6,164,111.
3. CGA shared and explained the FSB Bid Tabulation spreadsheet which included the average of the cost estimate as well as the subcontractor bid prices, and the estimate cost comparison. The apparent low bidders were identified with a yellow highlight, which would remain apparent until the Building Committee approved the bid results. D. Tavares noted issues with the bids identified on the Bid Tabulation document: V&G Ironworks, a Miscellaneous and Ornamental Iron subcontractor, submitted 2 bids and did not withdraw one prior to the bid opening. The first bid did not acknowledge Addendum 1, whereas the second one did. Per the Attorney General's Office (AGO), the Awarding Authority must reject V&G due to submitting an obscure bid. The Metal Windows category was highlighted because during 60% CD estimate, that category had a value of over \$25k, which required the FSB submission. During the development of the Construction Documents that value was reduced below category thresholds, therefore no FSB bids were required. Electrical subcontractor, Sparks Electric, submitted an incomplete Paragraph E sub-subcontractor form by not listing any sub-subcontractors or themselves to perform this work. The AGO confirmed that this subcontractor must be rejected due to an incomplete bid. CGA presented a full bid tabulation showing all the documents that FSB were required to submit, which will be posted on Projectdog. Certain subcontractors also included restrictions to their bid, identifying General Contractors that could not use them for this project.

4. M. Hines mentioned that the town had a bad experience with Capital Carpet and Flooring, who were the apparent low bidder for Resilient Flooring. Apparently, Capital hired a different firm to do their work, which they inevitably had to remove and replace. D. Tavares noted that hiring another company to perform the FSB work is in violation of Mass General Law and they will be closely monitored on this project adding that since this subcontractor was prequalified for the DPW project they were allowed to submit a bid. He added that these concerns would be identified early during preconstruction meetings and subcontractors would be closely watched to confirm they are self-performing their work.
5. Kevin Hurst made the motion to approve the Filed Sub Bid trades as submitted and reject V&G Ironworks and Sparks Electric. The motion was seconded by Michelle Hines. The vote was approved by roll call.
6. The project team extended the General Contractor (GC) bid due date to September 30, 2024 to provide contractors more time to review the information being provided in Addendum. The bids will be presented to the Building Committee on October 2<sup>nd</sup>. D. Tavares explained that as noted in previous reports, this schedule extension fits the timeline for GCs holding their bids for 45 days for approval at the December 4, 2024 Board of Selectman meeting.
7. CGA and BTGA have been working together on community outreach pamphlets and presentation boards. S. Cadime was able to get the team a table at the PTO organized “Pumpkin Somethin’” event on October 9, 2024, from 10AM-3PM. John, Ed and CGA representatives plan to attend.
8. D. Tavares asked when the project should be presented to the Finance Committee. J. Argo noted that Finance Committee meetings are scheduled as needed and they could have a special meeting to review this project. This presentation is tentatively scheduled for October 8, 2024 at 7PM, which J. Argo will confirm and notify the committee.
9. It was noted that the project has been in Facebook posts. D. Tavares reminded the Building Committee they cannot advocate a ‘Yes’ vote, only provide project information and dates. If a Political Action Committee (PAC) was to form and register with the state, they could promote a ‘Yes’ vote.
10. CGA presented a draft list of Frequently Asked Questions (FAQ), which will be posted to the Town Website after approval from the Building Committee. CGA will email the FAQ to the committee for review noting that any comments will be sent directly to CGA.
11. S. Cadime suggested holding an Open House event at the existing DPW. The Building Committee agreed noting that residents could tour the facility and talk with DPW staff. D. Cabral proposed hosting one event during the work week after hours, and one over a weekend. This would be publicized through social media, newspapers and the town website. The idea of including the opportunity to “touch-a-truck” was discussed to make it a family event.
12. C. Shea presented proposed marketing material for review and comment, including event presentation boards with site plan, renderings and floor plan, a trifold brochure highlighting “Why the Project is Needed”, a QR code to the town website, tax impact information, savings statistics for garaging vehicles, and a list of the services performed by DPW. The following edits were made to the information on the trifold brochure: tax impact calculations would note that retiring debt assumes no new debt; parks would include maintaining the playing fields at Water Lane, Cole Street, the trails at Gamino Pond, maintenance of the Library, the Meadows and walking trails, and maintenance of Town and Public Safety vehicles. The line item “Parking” would be changed to “Facilities – Maintain and upkeep of Buildings and Grounds”

and storm and sanitary sewers should be changed to storm drains. An electronic copy of the final trifold will be forwarded to S. Cadime to post on the Town Hall and Senior Center monitors, and to D. Cabral to print copies for the DPW building

13. BTGA shared the 4'x8' banner design that could be located around town, possibly at the transfer station or the current DPW building. Materials will include Town Meeting and Ballot vote dates, times and locations as 11/18/24 at 7PM, and 11/25/24 from 7AM-8PM respectively, both located at the Seekonk High School. BTGA will share updates with D. Cabral to confirm final edits prior to being shared with the community.
14. The Stormwater peer review was still being conducted therefore the Conservation Commission meeting was continued to October 10, 2024. D. Tavares explained that it was still unclear how much of that cost would be covered by the current project budget. S. Cadime was considering other resources to pay for the review. D. Tavares stated that the MassDOT application fee was covered through the BTGA contract as a reimbursable expense.
15. S. Cadime reported that the Ballot question was being finalized at the October 18<sup>th</sup> Board of Select meeting. The contractor bid results, and budget will be presented to the Board at their October 16<sup>th</sup> meeting noting that their December 4<sup>th</sup> meeting is to award the GC contract.
16. D. Tavares noted that contractors requested an extension to the construction schedule for soil and trash removal. An addendum was issued that extended the construction schedule by 2 months for building occupation in September 2026.

**C. Review and Approve Invoices:**

1. The BTGA Invoice 12232 will need to be updated with the following information: the reimbursable amount will be \$101.20 and not \$153.20 as noted, and the COS 1 Auxiliary will be reduced by \$3,000 as it should not have been billed out fully. Kevin Hurst made the motion to recommend BTGA Invoice 12232 in the amount of \$58,037.90 pending corrections made and resubmitted, and S. Cadime's approval. The motion was seconded by Michelle Hines. The vote was unanimously approved by roll call.
2. Kevin Hurst made the motion to recommend Projectdog Invoice 21968 in the amount of \$1,395.00, pending S. Cadime's approval. The motion was seconded by Michelle Hines. The vote was unanimously approved by roll call.

**D. Review and Approve Meeting Minutes:**

Approval of the meeting minutes from 9/04/2024 was tabled due to M. Hines and M. Gagne abstaining for not being present at that meeting and there would not be a quorum to vote.

**E. Other topics not reasonable anticipated by the Chairman 48 hours before the meeting:** None

**F. Public Comment:** None.

**G. Schedule Next Meetings:**

CGA noted that the next Building Committee meeting will take place virtually on October 2, 2024 at 4:30PM with the goal of approving the GC bids and that the next Board of Selectmen meeting will be held on October 16, 2024 at 6:00PM.

**H. Adjournment:** Kevin Hurst motioned to adjourn the meeting at 5:45 PM with all members voting to adjourn by roll call.