

WARD COUNCILLORS

- 1 – David R. Thibault-Muñoz
- 2 – Dana M. Heath
- 3 – Paul G. Tassone
- 4 – Karen G. Hardern
- 5 – Aleksander H. Dernalowicz, Esq.

COUNCIL PRESIDENT

George C. Tyros

COUNCILLORS AT LARGE

- Calvin D. Brooks
- Craig R. Cormier
- Brad E. Heglin
- Elizabeth J. Kazinskas
- Judy A. Mack

**CITY OF GARDNER
MASSACHUSETTS**

CITY COUNCIL



FINANCE COMMITTEE MEETING NOTICE

Date: Wednesday, February 12, 2025
Time: 4:00 P.M.
Location: City Council Chambers, City Hall

AGENDA

CALL TO ORDER

ANNOUNCEMENT OF OPEN MEETING RECORDINGS

Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents and exhibits used or referenced at the meeting must be submitted in duplicate to the City Clerk, as they become part of the Meeting Minutes.

I. Review and Approval of Meeting Minutes

January 15, 2025

II. First Time on the Agenda

11482 – Discussions regarding the City’s Health Insurance Payments and Trust Fund

11497 – A Communication from the Mayor Regarding the Contract with Keller Partners, Co. for Grant Writing and Lobbying Services

11499 –An Order to Reappropriate \$8,161,000.00 of Unexpected Bond Proceeds to Other Capital Projects.

III. **In Subcommittee**

11457 – An Ordinance to Amend the Code of the City of Gardner to have the Community Development Block Grant Steering Committee Meet Monthly. *(Submitted by Councillor George Tyros)*

11477 – Discussions in Regard to Internal Working Groups Review of the Salary Study. *(Submitted by Councillor Aleksander Dernalowicz)*

IV. **Referred to Finance**

11454 – Report on the Investigation of the Maki Park Project. *(In the City Council and Referred to Finance Committee 12/16/2024)*

ADJOURNMENT

NOTICE: The listing of Agenda items are those reasonably anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

CITY COUNCIL OF GARDNER

Aleksander H. Dernalowicz

Aleksander H. Dernalowicz
Chair, Finance Committee

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JANUARY 15, 2025

The Finance Committee meeting was called to order by Councillor Aleksander Dernalowicz at 4:00 PM in the City Council Chamber, Room 219, City Hall.

Finance Committee Member Councillor Brad Heglin was also present. Councillor Judy Mack was absent.

Also participating, Mayor Michael Nicholson, and City Clerk Titi Siriphan.

#11457 – An Ordinance to Amend the Code of the City of Gardner to have the Community Development Block Grant Steering Committee Meet Monthly. (Submitted by Councillor George Tyros)

Mayor Nicholson informed the Committee that he has spoken with the Council President and Assistant Director Evan Cudmore that during the interim time they are meeting monthly out of practice. The committee will be meeting on Thursday.

Chair Dernalowicz recommends keeping this item on the agenda as a place holder for now to ensure that they are meeting monthly and wait to see if an ordinance amendment is necessary.

11458 – A Communication from the Mayor Regarding the Appointment of the Review Committee for the Request for Proposals for Grant Writing and Lobbying Services

Mayor Nicholson informed the Committee of the review committee that he appointed to the proposals received for the City's Grant Writing and Lobbying Services contract.

Councillor Brad Heglin – A City Councillor, having proposed several resolutions this past year relating to projects that could rely on grant funding.

Ayn Yeagle, Executive Director of Growing Places, LLC. – Director Yeagle has an extensive background in grant writing and administration through her current work as the CEO of Growing Places, and in her previous positions in the North Central Mass. Area.

Dr. Stephanie Marchetti, Executive Director of Montachusett Veterans Outreach Center – Dr. Marchetti also has a very strong background in grant writing and administration. As the current Director of MVOC and in her previous roles in higher education administration (which she also has her doctorate in), Dr. Marchetti has first hand knowledge of what this type of relationship should look like and what benefits it brings to the community

On a motion by Councillor Heglin and seconded by Councillor Dernalowicz, it was voted to recommend the City Council to place the communication on file.

2 yeas, motion passes.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JANUARY 15, 2025

#11459 –A Communication from the Mayor regarding the awarding of a contract for up to 5-years for Grant Writing Services to Keller Partners Company.

Mayor Nicholson informed the Committee that at the unanimous recommendation of the review committee, he has directed the City's Purchasing Department to award the City's contract for grant writing and lobbying services to Keller Partners Company of Washington, DC. The City received a total of seven (7) proposals from various companies. The full package of all proposals received were reviewed by the review committee of Councilor Brad Heglin, Ayn Yeagle- Executive Director of Growing Places, and Dr. Stephanie Marchetti- Executive Director of the Montachusett Veterans Outreach Center.

On a motion by Councilor Heglin and seconded by Councilor Dernalowicz, it was voted to recommend the City Council to place the communication on file.

2 yeas, motion passes.

#11460 – A Communication from the Mayor Regarding the Execution of the Collective Bargaining Agreement between the City and the Teamsters, Local 170- Inspectors Union.

Mayor Nicholson informed the Committee that on December 18th, 2024, the City of Gardner and the Teamsters Local 170 executed the inaugural collective bargaining agreement for inspectional services.

On a motion by Councilor Heglin and seconded by Councilor Dernalowicz, it was voted to recommend the City Council to place the communication on file.

2 yeas, motion passes.

#11461 – A Communication from the Mayor Regarding the FY2026 Budget.

Mayor Nicholson informed the Committee that on November 18, 2024, the Mayors Office issued its budget directives to all department heads within the City. Budget requests are due to my office from each department by Friday, January 31st. This deadline has been set for both the budget request and the written narrative, as was done last year.

On a motion by Councilor Heglin and seconded by Councilor Dernalowicz, it was voted to recommend the City Council to place the communication on file.

2 yeas, motion passes.

#11462 – A Communication from the Mayor Regarding the Receipt of Prison Mitigation Funds from the Commonwealth for FY2025.

Mayor Nicholson informed the Committee when included in the Commonwealth's budget, the City receives payments from the Office of the State Treasurer/Receiver General to offset the costs incurred by the City for being the host community for a state prison facility.

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JANUARY 15, 2025

The funding was included again in the Commonwealth's FY2025 budget and Gardner has received \$149,502.32 from this program. This funding falls to the General Fund, as required by the General Laws of the Commonwealth as revenue to help fund budgetary operations and expenditures already approved by the City Council.

On a motion by Councillor Heglin and seconded by Councillor Dernalowicz, it was voted to recommend the City Council to place the communication on file.

2 yeas, motion passes.

#11463 – A Communication from the Mayor Regarding the Snow and Ice Expense Account as of January 7, 2025.

Mayor Nicholson informed the Committee traditionally covered any overages in this account from free cash appropriations after the winter season, out of the spirit of transparency and collaboration, he will be providing the City Council with monthly updates on the status of funding in this account so that when the appropriation arises, there are no surprises.

So far this winter season, the majority of costs have been incurred from sending crews out to salt the roads during ice events. As of the date of this letter, there is currently \$95,707.16 remaining in the account. He anticipates the account to go into the yearly anticipated deficit by the end of this month.

On a motion by Councillor Heglin and seconded by Councillor Dernalowicz, it was voted to recommend the City Council to place the communication on file.

2 yeas, motion passes.

#11464 – An Order Authorizing the Creation of a new Human Resources Manager Position for the City's Human Resources Department.

On a motion by Councillor Heglin and seconded by Councillor Dernalowicz, it was voted to recommend the City Council to adopt the following order:

AN ORDER AUTHORIZING THE CREATION OF A NEW HUMAN RESOURCES
MANAGER POSITION FOR THE CITY'S HUMAN RESOURCES DEPARTMENT

ORDERED: That the Mayor and Human Resources Director are hereby authorized to create a new position in the City's Human Resources Department to be titled, "Human Resources Manager," and that all other positions in the Human Resources Department be discontinued following all required ordinance amendments in conjunction with this change.

2 yeas, motion passes.

#11465 – A Measure Accepting a Donation of Land from the Gardner School Committee for Elm Street Resurfacing and Repaving as part of the Safe Routes to School Project

On a motion by Councillor Heglin and seconded by Councillor Dernalowicz, it was voted to recommend the City Council to adopt the following order:

ACCEPTANCE OF DONATIONS AND GIFTS GARDNER SCHOOL DEPT. LAND DONATION

VOTED: That the City of Gardner is authorized to accept certain donations and gifts namely certain parcels of land on Elm Street as described on the Certificate of Donation attached hereto, with an estimated value of \$10,500.00, said acceptance in accordance with the provisions of Chapter 44, Section 53A½ of the General Laws.

2 yeas, motion passes.

#11454 – Report on the Investigation of the Maki Park Project. (In the City Council and Referred to Finance Committee 12/16/2024)

On a motion by Councillor Heglin and seconded by Councillor Dernalowicz, it was voted to keep this item on the agenda and recommend to the City Council, A Proposal Relative to the Rules of the City Council – To add a Committee on Economic and Community Development to Rule 13 as well as to Amend the Order of Business in Rule 15.

2 yeas, motion passes.

ADJOURNMENT

On a motion by Councillor Heglin and seconded by Councillor Dernalowicz, it was voted to adjourn at 4:28 p.m.

Titi Siriphan

From: George Tyros
Sent: Wednesday, January 29, 2025 8:54 PM
To: Alek Dernalowicz; Titi Siriphan
Subject: Re: Finance Committee - January 29, 2025 Meeting Recap

Thank you Mr. Chair,

Madam Clerk,

Please add items 11479, 11480, 11481 to the next Council agenda.

Please create an item 'Discussions in regard to the City's Health Insurance Payments and Trust Fund' and assign it to the Finance Committee.

Thank you both,
George

From: Alek Dernalowicz <adernalowicz@gardner-ma.gov>
Sent: Wednesday, January 29, 2025 8:48 PM
To: Titi Siriphan <tsiriphan@gardner-ma.gov>; George Tyros <gtyros@gardner-ma.gov>
Subject: Finance Committee - January 29, 2025 Meeting Recap

Mr. President and Madam Clerk,

Below is a recap of the the actions taken at the January 29, 2025 Finance Committee Meeting. They are organized into sections based on the outcome at the meeting.

Assigned/Referred Items - To Place On The Full Council Calendar:

- 11479 – A Communication from the Mayor regarding the City's Health Insurance Payments and Trust Fund.
- 11480 – An Order Authorizing the City to Borrow \$100,000 for the Feasibility Study and Schematic Design of the Middle School Roof Replacement Project in Conjunction with the Massachusetts School Building Authority.
- 11481 –An Ordinance to Amend the Code of the City of Gardner, Chapter 171, thereof entitled Personnel, to add the position of Human Resources Manager to the Compensation Schedule.

New Items Originating in Committee - To Place On The Full Council Calendar:

- None

New Items Originating in Committee - To Place On The Finance Committee Calendar:

- Discussions in regard to the City's Health Insurance Payments and Trust Fund

- o Note: This proposal was made via motion during discussion and related to *11479 – A Communication from the Mayor regarding the City's Health Insurance Payments and Trust Fund*. This will require a new item number .

In Subcommittee - To Remain With The Finance Committee:

- 11457 – An Ordinance to Amend the Code of the City of Gardner to have the Community Development Block Grant Steering Committee Meet Monthly.
- 11454 – Report on the Investigation of the Maki Park Project.
- 11477 – Discussions in Regard to Internal Working Groups Review of the Salary Study.

I have retained the *"New Items Originating in Committee - To Place on the Full Calendar"* subsection to avoid confusion with *"New Items Originating in Committee - To Place on the Finance Committee Calendar"*.

Please let me know if you have any questions.

Best,

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Aleksander H. Dernalowicz, Esq.
Ward 5 City Councillor
(978) 632-0243



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

February 5, 2025

Hon. Aleksander Dernalowicz, Chair
And Finance Committee Members
Gardner City Hall, Rm 121
95 Pleasant Street
Gardner, MA 01440

RE: A Communication from the Mayor Regarding the Contract with Keller Partners, Co. for
Grant Writing and Lobbying Services

Dear Mr. Chairman and Councilors,

At the January 15th, 2025 meeting of the Finance Committee, Chair Dernalowicz requested that the Finance Committee be sent a copy of the final executed copy of the Contract between the City and Keller Partners, Co.

A copy of the final executed contract is attached.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner



CITY OF GARDNER
CONTRACT #2025-914
GRANT WRITING & GOVERNMENT OUTREACH SERVICES
KELLER PARTNERS & COMPANY
1201 15th St. NW, Suite 400, Washington, DC 20016

ARTICLE 1, DEFINITION: "Contract" as used herein shall mean these Articles and the Bid/Quote Documents which include, but are not limited to, the instructions, the bid/quote/proposal, the specifications, the requirements, the contract terms and conditions, applicable addenda and all documents and forms submitted with the bid or proposal.

ARTICLE 2, DURATION: This Contract shall be in effect from January 1, 2025 to December 31, 2027, with the option to renew for one subsequent term - January 1, 2027 to December 31, 2029. The contract term is at the sole discretion of the City of Gardner but shall not exceed three years without the expressed written consent of the City of Gardner.

ARTICLE 3, TERMS: The Contractor agrees to provide services, material and/or equipment all in accordance with the Bid/Quote Documents for the contract stated above, which is incorporated herein and made part of this Contract. This Contract shall be binding upon the Contractor, its assigns, transferees, and/or successors in interest (and where not a corporation, the heirs and estate of the Contractor).

ARTICLE 4, PAYMENT: The City of Gardner agrees to pay the Contractor the sum set forth in the Contractor's quote or proposal, at a rate of Seven Thousand Five Hundred and Zero Cents (\$7,500.00) per month for years 1 through 3, which is attached and made part of this contract. The contractor shall provide invoices with work completed detailed on the invoice.

ARTICLE 5, CONFLICT: In the event there is a conflict between this Contract and the Bid/Quote Documents, the Bid/Quote Documents shall supersede the Contract.

ARTICLE 6, GOVERNING ORDINANCES AND LAWS: This Contract is made subject to all the laws of the Commonwealth of Massachusetts and ordinances of the City of Gardner. If any clause herein does not conform to such laws and ordinances, that clause and only that clause shall be void. The remainder of this contract shall be unaffected and the law or statute that is applicable shall be substituted.

ARTICLE 7, SUSPENSION AND DEBARMENT: The Contractor certifies that neither their entity nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal or State Government Agency or Department.

This Contract, executed in three copies, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and endures to the benefit of the parties hereto, and may be made canceled, modified, or amended only by a written instrument executed by both the parties named herein.

IN WITNESS WHEREOF the parties have hereto and set their hands on the day and year written.

FOR CORPORATION/OWNER
[Signature]
3FE155ED79884E4...
(Authorized Signature)

CITY OF GARDNER, by its Mayor
[Signature: Michael J. Nicholson]
E429C2C285314CE...
Michael J. Nicholson

APPROVED BY AS TO FORM:
[Signature: Vincent P. Pusateri II]
3E345C676F8245B...
Law Department

FOR CONTRACTING DEPARTMENT:
[Signature]
(Department Head)



**CITY OF GARDNER
CONTRACT #2025-914
GRANT WRITING & GOVERNMENT OUTREACH SERVICES
KELLER PARTNERS & COMPANY
1201 15th St. NW, Suite 400, Washington, DC 20016**

Signed by:

John Richard

16DCF2D0B8414AF...
CITY AUDITOR who certifies, pursuant to Massachusetts General Law C.44, §31C, that the proposed expenditure is not in excess of the appropriation or the unexpended balance thereof and that the Mayor is authorized to sign this contract.

Acct #:11199-52190

DocuSigned by:

John Comins

EB1E149D9454438
PROCUREMENT OFFICER who certifies that the services or supplies purchased or leased pursuant to this contract were, to the best of his belief and knowledge, procured pursuant to the procurement laws of the Commonwealth to the extent such laws apply.

FORM FOR BID

BID OF **Keller Partners & Company**_(hereinafter called "Bidder")

To the City of Gardner, Massachusetts (hereinafter called the "Owner"):

In compliance with your invitation for bids for **Grant Writing & Government Outreach Services**, having examined the specifications with related documents, hereby proposes to furnish all labor, materials, in accordance with the contract documents, within the time set forth therein, and at the prices stated. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this bid is a part.

The undersigned agrees that the following notices and/or addenda which have been issued during the bidding period have been received and have been considered both before and in the preparation of this bid and further understand that failure to acknowledge any addenda shall be sufficient basis for rejection of the bid:

Addendum Number 2025-914 _____ Dated 11-26-24 _____

Bidder agrees to perform all of the work described in the specifications for the proposed contract prices listed.

The Offeror understands that all bids are subject to the applicable laws of the Commonwealth of Massachusetts and Municipal Ordinances including General Laws.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) days.

Item		Rate
Monthly Rate for Grant Writing & Government Outreach Services – Years 1 through 3		<u>\$7,500/mo.</u>
Monthly Rate for Grant Writing & Government Outreach Services – Years 4 & 5		<u>\$8,000/mo.</u>



Signature of Bidder

KELLER PARTNERS
— & COMPANY —

Procurement # 2025-914
City of Gardner
Grant Writing & Government Outreach Services
Non-Price Proposal
Due: December 3, 2024



Contact:
Thomas C. Keller, Managing Principal
Keller Partners & Company, LLC
1201 Fifteenth Street, NW, Suite 400, Washington, DC 20005
Mobile: +1(202) 841-5283 | Office: +1(202) 207-1145
Email: tkeller@kellerpartnersco.com | Website: www.KellerPartnersCo.com

KELLER PARTNERS

& COMPANY

LETTER OF INTENT

November 26, 2024

Purchasing Department – City of Gardner
95 Pleasant Street, Room 217
Gardner, MA 01440

Dear Purchasing Manager:

On behalf of Keller Partners & Company, LLC, we are pleased to present the city with our proposal for “Grant Writing & Government Outreach Services.” Keller Partners has been the city’s incumbent provider for these services since April 2024 and we deeply appreciate the opportunity to serve the Gardner community. We’ve enjoyed our productive work together with the Mayor and his team. We are thankful for the partnership.

In the short time Keller Partners has worked on behalf of the city, we have secured funding results and have submitted multiple grant applications that are currently pending for potential awards. The following are highlights of those submissions:

- \$850,000 included in FY25 T/HUD Appropriations – We submitted a Community Project Funding (i.e., earmark) application and lobbied the congressional delegation for funding to support the development of the Gardner Community Center (in the former Waterford Street School building). This funding was approved by the Appropriations Committee and is in the bill text awaiting final passage (est. late December).
- US EPA Community Change Grant – We provided guidance and assistance, and congressional letters of support, for this \$20 million grant request, which is currently pending.
- FEMA Assistance to Firefighters Grant – We are currently preparing GFD’s application to the AFG Program to purchase portable radios. The grant will be submitted in mid-December with an expected request amount of \$335,000.
- Massachusetts Bottleneck Reduction Grant submitted – We wrote and submitted this state grant to improve the intersection of West Broadway & Timpany Blvd. The grant is currently pending, with an estimated award of up to \$500,000.
- Massachusetts Law Enforcement Body-Worn Camera Grant submitted – We wrote and submitted this state grant to purchase BWCs for GPD officers. The grant is currently pending for an award of \$35,960.
- Massachusetts Bike Racks Grant – We wrote and submitted this state grant to purchase needed bike racks for the Gardner public. The grant is currently pending for an award.

Additionally, since April, our firm coordinated with the Mayor to create, maintain, and strengthen key relationships at the White House, USDOT, USEPA and with the Congress.

In September 2024, Keller Partners organized, scheduled, and participated in the Mayor's visit with the MA Congressional delegation and the White House. These meetings were part of a strategy to ensure the city's priorities are top of mind with decision-makers in Washington. Mayor Nicholson was an excellent advocate for the city, and it reminds us that there is no alternative for in-person meetings.

We view our role as a valuable addition to the city's own staff. If we were to continue our work together, we would build on our accomplishments of the previous months to pursue significant funding and legislative opportunities at the federal and state levels. With the start of the new Administration in Washington, we will identify key decision-makers and establish critical relationships to advance Gardner's interests. Highlights of our work together over the next few years would focus on the city's priorities, including the following:

- Congressional and Grant Funding for the Restoration of Passenger Rail Service at Gardner (e.g., FTA Capital Investments Grant and Surface Transportation Bill)
- Congressionally Directed Spending (i.e., Earmarks) for Gardner
- Massachusetts State Grants (e.g., Trails Grant, Urban and Community Forestry Grant, Green School Works Grant, One Stop Grant, etc.)
- US DOJ Grants (e.g., COPS Hiring Grant, COPS Crisis Intervention Grant, Mental Health and Wellness Grant, etc.)
- US DOT Grants (e.g., Safe Streets and Roads for All Grant, RAISE Grant, Reconnecting Communities Grant, Railroad Crossing Elimination Grant, etc.)
- US FEMA Grants (e.g., Assistance to Firefighters Grant-AFG, Staffing For Adequate Fire and Emergency Response Grant-SAFER, etc.)
- US EDA Grants (e.g., Public Works and Economic Adjustment Assistance Grant)
- US EPA Grants (e.g., Brownfields Assessment and Cleanup Grants, Solid Waste Infrastructure for Recycling Grants, etc.)

Keller Partners agrees with the terms set out in the city's Request for Proposals document and is uniquely qualified to continue to provide the city with excellence in grant writing and government outreach services. We have much to accomplish together and it is our genuine passion and desire to continue to serve you. Thank you!

Sincerely,



Thomas C. Keller
Managing Principal

COMPARATIVE CRITERIA

Keller Partners & Company is a leading full-service government relations firm based in Washington, DC, located just a few blocks from the White House. By design, Keller Partners is a unique firm in Washington because our clients consist only of public and private nonprofits and Keller Partners team are all professional grant writers *and* federal registered lobbyists -- we write excellent grants and then lobby the “powers that be” to win them. We know of no other government relations firm that can do this.

Federal and state grants, especially Community Project Funding requests (or earmarks), are very much part of a political process. Therefore, it’s important to note that Keller Partners has been regularly named a “Top-Performing Lobbying Firm” by Bloomberg Government, and the Keller Partners’ team have been selected as “Top Lobbyists” by *The Hill* newspaper and by the National Institute of Lobbying and Ethics (NILE).

While approximately 90 percent of our clients utilize us for grant funding, Keller Partners also works to assist with grant reporting and compliance, advocate for policy positions, and initiate legislative action and regulatory relief that impact our clients’ objectives. We track congressional and Administration activity, keeping our clients informed, and we impact this activity with draft legislative language or suggested rule changes, when necessary. The city of Gardner would benefit from all of these potential options.

Keller Partners is pleased to describe below how it intends to meet the Comparative Criteria in the city’s Request for Proposals:

1) Experience with other communities seeking grant writing and governmental outreach services -

Keller Partners professionals have more than 25 years of experience with providing grant writing and governmental outreach services to municipalities, counties, authorities, and other bodies of local government.

For example, for more than 10 years we have been on uninterrupted retainer with the City of Lexington, KY, and Fayette County, KY, assisting them over that time with winning approximately \$50 million in competitive grants focused on infrastructure.

For more than 10 years, Keller Partners has also been on uninterrupted retainer for the Williamsport Municipal Water and Sanitary Authorities, PA, assisting them over that time with winning approximately \$7.5 million in federal/state competitive grants and earmarks for public works.

Additionally, since 2003 Keller Partners professionals have provided uninterrupted grant writing and governmental outreach services to Starr Commonwealth, MI, a community-based nonprofit organization that assists at-risk youth. Since 2010, we also provided similar uninterrupted services to Saint

Anthony Hospital, IL, a community hospital in Chicago. Both of these current clients continue working with Keller Partners, as do our others, because we regularly win them funding and provide them value from the state and federal levels of government.

In short, Keller Partners' experience with best practices and a successful track record in both grant writing and governmental outreach will significantly increase Gardner's state and federal funding success. The professional bios below highlight the unique experiences and qualifications of our team members and our ability to properly assist Gardner with its needs. When you hire Keller Partners, you are hiring a team of professional fed/state grant writers and expert lobbyists:

Keller Partners Bio Summaries of the Firm's Gardner Team

- Thomas Keller
 - 2012 – Present
Managing Principal and Founder of Keller Partners & Company, which specializes in grant writing and government relations services for nonprofit organizations. He leads Gardner's lobbying strategy.
 - 1999 – 2012
Vice President and Deputy Director of Russ Reid Washington Office focused on grant writing, earmarking and government relations services for nonprofit organizations.
 - 1991 – 1999
Director of Special Projects for US Senator Dan Coats-IN, which focused on working with the Appropriations Committee on earmarking and grants for Indiana infrastructure projects.
- Andy Garfinkel
 - 2015 – Present
Keller Partners VP and Managing Director of Grants, Loans & Procurement, who manages the firm's grant writing efforts.
 - 2000 – 2015
Principal and co-founder of Broderick & Associates which provided grant and legislative services to clients.
 - 1990 – 2000
Senior Congressional staffer for three senior Members of Congress from OH, CT and NY, specializing in infrastructure and public works.

- Ben Picciano
 - 2021 – Present
Keller Partners Director of Government Relations and Grant Services, who leads the Gardner account for Keller Partners as a professional grant writer and federal lobbyist.
 - 2020 – 2021
Research staffer at the American Enterprise Institute (AEI) in Washington, DC specializing in researched aimed at alleviating poverty and expanding economic opportunity.
 - 2017 – 2020
Aide to state government policymakers and their congressional campaigns in the state of New Jersey.
- Jon Boehmer
 - 2022 – Present
Keller Partners Manager of Government Relations and Grant Services, who assists with the Gardner Account.
 - 2019 – 2022
Aide on the House Oversight Committee where he focused on research, writing briefs and congressional testimony.

2) Relationships, past and present, with Massachusetts Communities seeking the service -

Presently, Keller Partners works with the Edward M. Kennedy Institute for the US Senate in Boston, MA, by providing it with grant writing and lobbying services. While the Kennedy Institute is a new client (as of August 2024), we have already submitted a competitive grant for them. In the past, Keller Partners provided grant writing and governmental outreach services to Signature Healthcare in Brockton, MA, from 2015 to 2017 (until a leadership change).

Keller Partners having fewer clients in Massachusetts is a strength, not a weakness. Unlike other firms, Keller Partners takes great care with ensuring that no conflicts for federal funding exist for its current clients. Therefore, as long as Keller Partners works for Gardner, we will not pursue or accept another municipal client in the Third Congressional District of Massachusetts. It would be inappropriate and unethical to put ourselves and Gardner in that position. The city should be cautious of firms that are willing to compete their clients with each other – which creates a true conflict of interest.

Keller Partners currently provides grant writing and government relations services to the following 14 local governmental clients:

Chicago Southwest Development Corporation, IL (client since 2010)
 City of Chewelah, WA (client since 2023)
 City of Everett, WA (client since 2023)
 City of Gardner, MA (client since 2024)
 City of Huntington, IN (client since 2021)
 City of Lexington, NC (client since 2019)
 City of Lexington, KY (client since 2013)
 City of Williamsport, PA (client since 2021)
 Fayette County, KY (client since 2013)
 Lexington Gas Utility, NC (client since 2019)
 Lycoming County, PA (client since 2016)
 Ohio County, KY (client since 2024)
 Village of Hillside, IL (client since 2023)
 Williamsport Municipal Water and Sanitary Authorities, PA (client since 2013)

3) History of successfully obtaining grant funding -

Beginning in 2012, pursuing grant funding for our clients has been Keller Partners' primary business. We have a long history and excellent track record of success of winning state and federal grant funding. The annual average grant award totals for our clients have increased every year from \$12 million in 2012 to being on track for \$51 million by the end of 2024.

Highlights of our recent history of obtaining grant funding include the following:

- City of Lexington, KY \$21,720,000 for 2024 US DOT Safe Streets Grant
- City of Williamsport, PA \$3,500,000 for 2024 FEMA Flood Control Earmark
- City of Williamsport, PA \$2,600,000 for 2024 HUD Streetscape Improvement
- City of Huntington, IN \$3,000,000 for 2024 EPA Water Infrastructure Earmark
- City of Chewelah, WA \$392,000 for 2024 State Energy Efficiency Grant
- Williamsport Water Authority, PA \$1,000,000 for 2024 FEMA High Hazard Dam Grant
- Lycoming Co, PA \$1,000,000 for 2023 USDA Facilities Earmark
- City of Williamsport, PA \$8,000,000 2023 FEMA Flood Control Earmark
- City of Huntington, IN \$1,000,000 2023 USDA Forestry Grant
- Chicago Southwest Development Corp, IL \$2,000,000 2023 EPA Brownfield Grant
- Williamsport Water Authority, PA \$500,000 2023 Appalachian Regional Commission (ARC) Grant
- City of Lexington, NC \$1,300,000 2022 US EDA Public Works Grant
- City of Lexington, KY \$8,120,000 2022 US DOT RAISE Grant
- City of Huntington, IN \$991,000 2022 US EPA Brownfield Grant

- City of Davenport, IA \$4,874,993 2022 US DOT Low-No Grant
- Lycoming Co, PA \$3,360,000 2021 US DOT Surface Transportation Earmark
- City of Davenport, IA \$9,900,000 2021 US EDA Public Works Grant
- City of Lexington, NC \$650,000 2021 HUD EDI Earmark
- Williamsport Water Authority, PA \$2,700,000 2020 EDA Public Works Grant
- City of Lexington, KY \$14,000,000 2019 US DOT TIGER Grant
- Lycoming Co, PA \$5,600,000 2019 US EDA Flood Control Grant

CONCLUSION

In conclusion, and as your incumbent grant writing and government outreach services firm based in Washington, DC, we thank you again for working with Keller Partners. We greatly appreciate our partnership and very much enjoy working with the city's capable and impressive team. We are honored to serve the city of Gardner, we know intimately the community's needs, and we are making good progress on your behalf.

We look forward to working closely together through the end of this year, and hopefully throughout the years ahead to achieve a good return on investment for your community's taxpayers.

ADDENDUM 1 ACKNOWLEDGEMENT

Keller Partners hereby acknowledges and agrees with the Addendum put forth by the city on November 25, 2024. The Addendum is attached in the following two pages noted as 8a and 8b:

CITY OF GARDNER

PURCHASING DEPARTMENT
95 Pleasant Street, Room 217
Gardner, MA 01440
978-632-0426

PROCUREMENT # 2025-914

ISSUE DATE: November 25, 2024

CITY OF GARDNER
Joshua Cormier, CPO, MCPPO
Director of Purchasing
jcormier@gardner-ma.gov

ADDENDUM 1
REQUEST FOR PROPOSALS
(Supplies and Services)
MGL Ch. 30B

The purpose of this addendum is to notify all interested bidders of the following change(s), deletion(s), addition(s) or clarification(s) to the specifications and all bid documents for the bid listed.

This addendum forms a part of the contract documents and modifies the original bidding documents. **Acknowledge receipt by including this Addendum within your proposal submission. Failure to acknowledge on the Bid Form may result in the rejection of your bid.** This addendum consists of two (2) typed pages.

Questions/Clarifications

1. What are the type of grants the city is looking for the consultant to write? Examples: CDBG, MassWorks, Human Services, Planning? Or is the city only looking for federal grant opportunities? It's important to know which grants or if the city has a general idea so that my firm can provide an accurate quote. Some take longer to write than others.

The City of Gardner is seeking a consultant to assist staff members with locating new Federal, State, and private grant opportunities, as they arise, and writing grant submissions when required or when in-house staff do not have the capacity to do so. The complexity of the grant and required application depends on the availability of grants that will aide in meeting the City's long-term vision. Some examples include the more straightforward Safe Routes to School Bike Rack program and the complicated Federal Community Change Grant. The City of Gardner traditionally handles CDBG grants within local staff members' job responsibilities.

2. Does the city have a not to exceed amount for the services? I.E. what is the annual budget for the consultant? I ask this, because the bid pricing is for a monthly amount. I want to be able to provide the estimates based on the grants you would like to go after. I also would like to point out that when writing grants, the dollar amounts for the services could fluctuate based on deadlines. Are you looking for an average?

Annual Budget would be \$90,000 per year, but an average is fine.

3. Do these services include grant administration?

City staff would be administering the grants received, unless administration costs are awarded within any grant, but guidance on administration, in terms of timeline for submissions and a walk through of the required administration process would be what is expected.

4. On the comparative criteria, (section 3C), I am a little unclear what "Method of transmitting information is both efficient (less than 24 hours to post) and secure" means. Could you please define this? A and B discuss dollar amounts of grants successfully obtained but C is confusing to me.

Please, replace Section 3C, within the Comparative Criteria, in its entirety with the following:

- C) *Highly Advantageous: Vendor provides appropriate description of grants obtained and/or has obtained grants that exceed \$5 million on an annual average.*

KELLER PARTNERS
 & COMPANY

Selected Client References for Keller Partners

2024

(The following are current clients of Keller Partners)

1. The Honorable Richard Strick
Mayor, City of Huntington, IN
 260-356-1400 ext. 2000; Richard.strick@huntington.in.us
Highlights of work performed: Keller has worked for 4 years with this client, identifying sources of funding for the City and assisting them in pursuing these resources, which includes writing and winning a **\$1 million** EPA grant for its brownfield cleanup, a **\$1 million** USDA grant for urban forestry, and a **\$144,000** crisis intervention team grant, among others. We are currently working on several other funding opportunities through USDA, EPA, and state agencies.

2. The Honorable Derek Slaughter
Mayor, City of Williamsport, PA
 570-337-5838 (Cell); dsllaughter@cityofwilliamsport.org
Highlights of work performed: Keller has worked with this client since 2021. We implemented a strategy involving the White House, Pentagon and Army Corps of Engineers to secure funding for a very complex levee rehabilitation project critical to several municipalities in Lycoming County. As a result, we wrote and won a **\$5.6 million** FEMA/USEDA grant. We drafted and submitted language, which was then included in the congressional authorization in a water resources bill for the levee project. We have secured an **\$8 million** Congressionally Directed Spending (i.e., earmark) for the levee project and are working with the US Army Corps of Engineers on implementation. We have also secured a **\$3.5 million** flood control and **\$2.6 million** for infrastructure capital projects in Old City.

3. Mr. Kevin Atkins, Chief Development Officer, Office of the Mayor
City of Lexington and Fayette County, KY
 859-258-3100 (Mayor’s Office); katkins@lexingtonky.gov
Highlights of work performed: Keller has worked for more than 10 years with Lexington, providing critical grant support to win a **\$21 million** Safe Streets grant, a **\$9 million** and a **\$14.1 million** USDOT grant, writing a grant for the Fire Department to win a **\$376,000** FEMA grant, a USDA food security grant support to win **\$46,000**, arranged testimony on national television before the House Agriculture Committee and meetings with Sr. White House staff, Department Secretaries and Congressional officials for the Mayor. We are currently working on an Economic Development grant in the range of **\$10 million**.

#

KELLER PARTNERS

& COMPANY

CLIENT LIST

Keller Partners & Company (KPC) chooses our clients carefully. We only partner with entities that reflect our own ethos because a clients' "brand identity" can say as much about our firm as we say about ourselves. Our clients' vision and values must reflect who we are as a company.

We have proudly served hundreds of clients, including those listed in the following sectors:

Associations / Coalitions / PACs

- American Association of Teaching Health Centers (DC)
- American Optometric Association (VA)
- Association of Gospel Rescue Missions
- Internet Tax Fairness Coalition

Corporate / Business

- Advanced Mobile Hospital Systems (CO)
- Edison2 (VA)
- Energy Northwest (WA)
- Henkle Drilling Company (KS)
- Heudia Health, LLC (PA, NC, SC)
- Internet Tax Fairness Coalition

Defense / Homeland Security / Maritime

- Advanced Mobile Hospital Systems (CO)
- George Junior Republic (PA, CO)
- Energy Northwest (WA)
- Lexington-Fayette Urban County Government (KY)
- Maine Maritime Academy (ME)
- Mission Aviation Fellowship (ID)
- Port of Los Angeles (CA)
- Village of Kiryas Joel (NY)

Education

- American Association of Teaching Health Centers (DC)
- Anaheim Learning Center / Tiger Woods Foundation (CA)
- Benedictine College (KS)
- Bethany College (WV)
- Castleton State College (VT)
- Columbia International University (SC)
- Concordia College (NY)
- Concordia University-St. Paul (MN)

- Daystar University (Kenya)
- Divine Mercy University (VA)
- EARTH University (Costa Rica)
- Education Initiative for Central and Eastern Europe (Austria)
- Edward M. Kennedy Institute for the US Senate (MA)
- George Washington University (DC)
- Grace Christian University (MI)
- Hire Heroes USA (GA, CA, CO, ID, NC, WA)
- Hiwassee College (TN)
- Indiana Wesleyan University (IN)
- Kansas Christian College (KS)
- Lincoln Park Zoo (IL)
- Lincoln University (PA)
- Louisiana Christian University (LA)
- MacCormac College (IL)
- Maine Maritime Academy (ME)
- Marymount California University (CA)
- Mid-America Christian University (OK)
- Molloy College (NY)
- Neve Yerushalayim College (Israel)
- Newberry College (SC)
- Ohio Christian University (OH)
- Parkinson's Institute (CA)
- Point Loma Nazarene University (CA)
- San Diego Zoo Global (CA)
- Simpson University (CA)
- St. Joseph's Indian School (SD)
- Touro University College of Osteopathic Medicine (CA, NV, NY)
- University of Evansville (IN)
- Valparaiso University (IN)
- Vanguard University (CA)
- Westmont College (CA)

Healthcare

- Adirondack Health (NY)
- Advanced Mobile Hospital Systems (CO)
- American Optometric Association (VA)
- Beacon Health System (IN)
- Boys Town National Research Hospital (NE)
- CentraCare Health (MN)
- Christian Blind Mission (SC)
- Community Memorial Hospital (OH)
- Crawford Memorial Hospital (IL)
- Fairfield Medical Center (OH)
- Fairfield Memorial Hospital (IL)

- Free Wheelchair Mission (CA)
- Garrett Regional Medical Center (MD)
- Good Days from CDF (TX)
- Good Samaritan Hospital (CA)
- Grande Ronde Hospital (OR)
- HelpMeSee (NY)
- Heudia Health, LLC (PA, NC, SC)
- Hocking Valley Community Hospital (OH)
- Huntsville Memorial Hospital (TX)
- Jane Todd Crawford Hospital (KY)
- Kadlec Regional Medical Center (WA)
- Kalispell Regional Medical Center (MT)
- LaSalle General Hospital (LA)
- Memorial Hospital of Sweetwater County (WY)
- Mercy Medical Center (IA)
- Mineral Community Hospital (MT)
- Neosho Memorial Regional Medical Center (KS)
- Ohio County Healthcare (KY)
- Operation Smile (VA)
- Perry Memorial Hospital (IL)
- Potomac Valley Hospital (WV)
- Rosalynn Carter Institute for Caregivers (GA)
- Saint Anthony Hospital (IL)
- Shaare Zedek Medical Center (Israel)
- Signature Healthcare (MA)
- St. Jude Children's Research Hospital (TN)
- Stilwell Memorial Hospital (OK)
- Tahoe Forest Hospital District (CA)
- Thomas Health System (WV)
- The Wright Center (PA)
- Universal Health Services, Inc. (UHS) (PA)
- Woman's Hospital (LA)
- Wooster Community Hospital (OH)
- WVU Medicine/Potomac Valley Hospital (WV)
- Wyandot Memorial Hospital (OH)

International

- Alfalit International (FL)
- Caritas in Veritate International (AZ, Italy)
- Catholic Medical Mission Board (NY)
- Christian Blind Mission International (SC)
- Daystar University (Kenya)
- EARTH University (Costa Rica)
- Education Initiative for Central and Eastern Europe (Austria)
- Feed the Children (OK)
- Free Wheelchair Mission (CA)

- Food for the Poor (FL)
- HelpMeSee (NY)
- Mission Aviation Fellowship (ID)
- Neve Yerushalayim College (Israel)
- Operation Smile (VA)
- Shaare Zedek Medical Center (Israel)
- World Impact (CA, PA, MO, KS)
- World Vision US

Local Governments / Municipalities

- City of Albemarle (NC)
- City of Brownsburg (IN)
- City of Butte-Silver Bow (MT)
- City of Chewelah (WA)
- City of Danville (VA)
- City of Davenport (IA)
- City of Deming (NM)
- City of Everett (WA)
- City of Gardner (MA)
- City of Huntington (IN)
- City of Lexington (NC)
- City of Marion (IN)
- City of Williamsport (PA)
- Fulton County (IL)
- Lexington-Fayette Urban County Government (KY)
- Lexington Gas Utilities (NC)
- Luna County (NM)
- Lycoming County (PA)
- Port of Los Angeles (CA)
- Salt Lake County (UT)
- Town of New Windsor (NY)
- Village of Franklin Park (IL)
- Village of Hillside (IL)
- Williamsport Municipal Water and Sanitary Authorities (PA)

Social Service / Faith-based

- Appalachia Service Project (KY, TN)
- Association of Gospel Rescue Ministries (nationwide)
- Boys Town USA (NE, DC, LA)
- Catholic Charities Diocese of Arlington (VA)
- Catholic Medical Mission Board (NY)
- Children's Home Society of South Dakota (SD)
- Court Appointed Special Advocates (CA)
- Covenant House (NY, FL, MI, AK, CA, NJ, GA)
- Christian Blind Mission (SC)
- Dakota Boys and Girls Ranch (ND)

- Denver Rescue Mission (CO)
- Detroit Rescue Mission Ministries (MI)
- The Doe Fund (NY)
- Feed the Children (OK)
- Food Bank of South Jersey (NJ)
- Food for the Poor (FL))
- George Junior Republic (PA, CO))
- Gospel Rescue Ministries (DC)
- Home Sweet Home Ministries (IL)
- Starr Commonwealth (MI, OH)
- Yellowstone Boys and Girls Ranch (MT)

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BIDDER INFORMATION

Bidder's attention is called to Chapter 268A of the General Laws. In connection with this statute, bidder is required to submit the following information and any other information deemed necessary by the bidder.

Give full names and residences of all the persons and parties interested in the foregoing proposal. Give first and last names in full; in case of corporations, give names of President, Treasurer, and Manager; and in case of firms, give names of the individual members.

Kindly furnish the following information regarding the Bidder:

(1) If a Proprietorship:

Name of Owner **Thomas Keller** _____
 Business Address **1201 15th St. NW, Suite 400 Washington, DC 20005** Telephone **202-207-1145** _____
 Home Address **3700 Massachusetts Ave, NW, Washington, DC 20016** Telephone **202-841-5283** _____

(2) If a Partnership:

Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
N/A		
_____	_____	_____
_____	_____	_____
_____	_____	_____
Business Address _____	_____	Telephone _____

(3) If a Corporation:

Full Legal Name _____ Telephone _____

Full Names and addresses of President, Treasurer and Manager:

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
N/A		
_____	_____	_____
_____	_____	_____
_____	_____	_____
State of Incorporation _____	_____	_____
Principal Place of Business _____	_____	_____
Qualified in Massachusetts _____	Place of Business in Massachusetts _____	_____

(4) Give the following information regarding surety company:

Full Legal Name of Surety Company _____ N/A _____
 State of Incorporation _____ Admitted in Massachusetts? YES or NO? _____
 Principal Place of Business _____
 Place of Business in Massachusetts _____ Telephone _____


CERTIFICATIONS

Statements below shall be duly dated and signed with an original signature or the Bid or Proposal will be rejected.

TAXES PAID: Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, the undersigned certifies under the penalties of perjury that, to the best of my knowledge and belief, all Massachusetts State Tax Returns and all Massachusetts State Taxes required under law have been paid, and I have complied with the reporting of employees and contractors, and withholding and remitting of child support.

INDEMNIFICATION: The undersigned agrees to indemnify, pay on behalf of, defend, and hold harmless the City of Gardner and its officers, attorneys, employees and agents from any and all claims, demands, suits, actions, costs, liabilities, penalties, judgments, whatsoever, including reasonable attorney’s fees, which may be imposed upon, incurred by, or asserted against the City by reason of (a) any failure on the part of the Contractor to comply with any provision or term required to be performed or complied with by the Contractor under this Contract, or (b) for the death, injury or property damage suffered by any person on account of or based upon the act, omission, fault, negligence or misconduct or any person whomsoever other than the City of Gardner. The foregoing indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities incurred in or in connection with any such claim or proceeding brought hereon, and the defense thereof with counsel acceptable to the City or counsel selected by an insurance company which has accepted liability for any such claim.


COMPLIANCE: The undersigned is in compliance with all of the provisions, and shall remain in full compliance with the provisions for the life of any Contract resulting from this solicitation. Bidder is qualified to perform any such Contract and possesses, or shall obtain, all requisite licenses and/or permits to complete performance; shall maintain all unemployment, workers’ compensation, professional and personal liability insurance policies sufficient to cover its performance under any such Contract; and shall comply with relevant prevailing wage rates and employment laws. To the best of its knowledge and belief has paid all local taxes, tax titles, utilities, motor vehicle excise taxes, water and wastewater bills in Massachusetts as required by Law.



 Authorized Signature

CERTIFICATE OF NON-COLLUSION

MGL Chapter 40, Section 4B ½, Chapter 30, Section 39M and/or Chapter 30B, Section 10: Undersigned certifies under penalties of perjury that this bid or proposal is in all respects bona fide and fair and has been made and submitted in good faith without collusion or fraud with any other person. As used in this certification, the work “person” shall mean any natural person, joint venture, business, partnership, corporation, union, committee, club, organization, group of individuals, or other business or legal entity.



 Authorized Signature

WARRANTIES/GUARANTEES

All prospective bidders on Items/Equipment/Services that carry Warranties and/or Guarantees shall include with their sealed bids a copy of the Warranties and/or Guarantees, as well as a copy of the Warranties and/or Guarantees on the items being bid, if applicable. Warranty starts after the date of acceptance by the using department. Please complete the following and specify if Warranty/Guarantee is for more than contractually required one-year period:



 Authorized Signature



**CITY OF GARDNER
CONTRACT #2025-914
GRANT WRITING & GOVERNMENT OUTREACH SERVICES
Keller Partners & Company
1201 15th Street, NW, Suite 400
Washington, DC 20005**

ARTICLE 1, DEFINITION: "Contract" as used herein shall mean these Articles and the Bid/Quote Documents which include, but are not limited to, the instructions, the bid/quote/proposal, the specifications, the requirements, the contract terms and conditions, applicable addenda and all documents and forms submitted with the bid or proposal.

ARTICLE 2, DURATION: This Contract shall be in effect from December 15, 2024 to December 14, 2027, with the option to renew for one subsequent term – December 15, 2027 to December 14, 2029. Contract term is at the sole discretion of the City of Gardner but shall not exceed three years without the expressed written consent of the City of Gardner.

ARTICLE 3, TERMS: The Contractor agrees to provide services, material and/or equipment all in accordance with the Bid/Quote Documents for the contract stated above, which is incorporated herein and made part of this Contract. This Contract shall be binding upon the Contractor, its assigns, transferees, and/or successors in interest (and where not a corporation, the heirs and estate of the Contractor).

ARTICLE 4, PAYMENT: The City of Gardner agrees to pay to the Contractor the sum set forth in the Contractor's quote or proposal, not to exceed Dollars and Zero Cents (\$0.00), which is attached and made part of this contract. Contractor shall provide invoices with work completed detailed on the invoice.

ARTICLE 5, CONFLICT: In the event there is a conflict between this Contract and the Bid/Quote Documents, the Bid/Quote Documents shall supersede the Contract.

ARTICLE 6, GOVERNING ORDINANCES AND LAWS: This Contract is made subject to all the laws of the Commonwealth of Massachusetts and ordinances of the City of Gardner. If any clause herein does not conform to such laws and ordinances, that clause and only that clause shall be void. The remainder of this contract shall be unaffected and the law or statute that is applicable shall be substituted.

ARTICLE 7, SUSPENSION AND DEBARMENT: The Contractor certifies that neither their entity nor its Principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal or State Government Agency or Department.

This Contract, executed in three copies, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and endures to the benefit of the parties hereto, and may be made canceled, modified, or amended only by a written instrument executed by both the parties named herein.

IN WITNESS WHEREOF the parties have hereto and set their hands on the day and year written.

FOR CORPORATION/OWNER

CITY OF GARDNER, by its Mayor

Thomas C. Keller
Thomas C. Keller

Michael J. Nicholson
Michael J. Nicholson

APPROVED AS TO FORM:

FOR CONTRACTING DEPARTMENT:

Law Department
Law Department

(Department Head)
(Department Head)



**CITY OF GARDNER
CONTRACT #2025-914
GRANT WRITING & GOVERNMENT OUTREACH SERVICES**

COMPANY

ADDRESS

CITY AUDITOR who certifies, pursuant to Massachusetts General Law C.44, §31C, that the proposed expenditure is not in excess of the appropriation or the unexpended balance thereof and that the Mayor is authorized to sign this contract.

PROCUREMENT OFFICER who certifies that the services or supplies purchased or leased pursuant to this contract were, to the best of his belief and knowledge, procured pursuant to the procurement laws of the Commonwealth to the extent such laws apply.



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

February 10, 2025

Hon. George C. Tyros, Council President
And City Councilors
Gardner City Hall, Rm 121
95 Pleasant Street
Gardner, MA 01440

RE: An Order To Reappropriate Unexpended Bond Proceeds To Other Capital Projects

Dear Mr. President and Councilors,

During my State of the City Address of January 15, 2025, I stated that the new Gardner Elementary School Project came in over \$8 million under budget, and that the Administration would be submitting a re-appropriation order to the City Council to allocate these funds to other various capital improvement projects.

Attached, please find the Administrations re-appropriation request.

Per the requirements of the General Laws and the regulations put in place by the City's Bond Legal Counsel, the projects that the funding is re-allocated to must have a life span of at least thirty (30) years and CANNOT be used for paving or equipment. In order to verify that a proposed project had a life span of at least thirty (30) years, the projects had to be reviewed and confirmed by an engineer's stamped letter.

The attached proposal contains projects that were reviewed by the City's on-call engineering firms, Tighe and Bond and Fuss and O'Neil, and were approved by Bond Counsel.

Please note- the Massachusetts School Building Authority (MSBA) officially named the construction of the new Gardner Elementary School project as the "Waterford Street School Replacement Project." As such, the attached re-appropriation order, and the original loan order refer to the loan as such.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

ORDER NO. _____

IN CITY COUNCIL _____, 2025

AN ORDER TO REAPPROPRIATE UNEXPENDED BOND PROCEEDS TO OTHER
CAPITAL PROJECTS

BE IT ORDERED, BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

That eight million one hundred sixty-one thousand dollars and zero cents (\$8,161,000.00) is appropriated to pay costs of the following capital projects, each of which have a useful life of at least 30 years:

Project Description	Amount
Gardner High School Auditorium Upgrades	\$1,500,000.00
Gardner High School Bathroom Upgrades	\$50,000.00
Gardner High School Locker Room Replacement	\$2,000,000.00
Gardner High School Stair Tread Replacement	\$80,000.00
Gardner Middle School Storefront Replacement	\$50,000.00
Gardner Middle School Roof Replacement Project	\$1,200,000.00
Community Center Bathroom Renovation	\$200,000.00
Community Center Electrical Upgrades	\$525,000.00
Community Center Door Replacements	\$150,000.00
Community Center Roof Repairs	\$6,000.00
Community Center Flooring	\$200,000.00
Greenwood Pool Administration and Storage Building Siding	\$100,000.00
Greenwood Pool Administration and Storage Buildings Roof Replace	\$125,000.00
City Hall Electrical Service Upgrade	\$525,000.00
City Hall Façade Improvements	\$50,000.00
City Hall Bathroom Renovations	\$85,000.00
City Hall Entryway Repairs	\$115,000.00
Perry Auditorium Window and Door Replacements	\$400,000.00
Rear Main Street Construction	\$800,000.00
TOTAL:	\$8,161,000.00

and that to meet this appropriation, eight million one hundred sixty-one thousand dollars and zero cents (\$8,161,000.00) shall be transferred from a portion of the amount borrowed on June 23, 2022, to pay costs of the Waterford Street Elementary School replacement project, which project is complete and no liability remains, such funds being no longer needed to complete that project, in accordance with G.L. c, 44, §20.

G-0384
January 17, 2025

Mayor Nicholson
City of Gardner
95 Pleasant Street
Gardner, MA 01440

Re: Reappropriation of Unexpended Bond Proceeds

Dear Mayor Nicholson:

It is our understanding that the City of Gardner (City) has unexpended funds from a previous project and intends to reallocate these funds to other capital improvements projects. The City has provided Tighe & Bond with the following list of potential projects for funding:

- Gardner High School
 - Auditorium Upgrades
 - Intercom and Clocks
 - Parking Lot Paving
 - Toilet Partitions
 - Locker Room Improvements
 - Stair Tread Replacement
- Gardner Middle School
 - Storefront
 - Roadway Paving
 - Roof Replacement
 - Rooftop Condenser
 - Heat Pump Replacement
- Gardner Schools Facilities Truck
- Waterford Community Center
 - Gut and Rehab of Bathrooms
 - Fire Alarms Systems
 - Air Conditioner Installation
 - Exterior Doors Replacement
 - Floor Replacements
 - Roof Replacement
- Waterford Annex Building
 - Roof replacement
 - Building Envelope improvements
 - Door and flooring replacement
- Greenwood Pool
 - Fence Replacement
 - New Siding on Admin and Storage Building
 - New Roof on Admin and Storage Building
- City Hall
 - Bathroom Plumbing Repairs
 - Upgrade City Hall Electric Service
 - Façade Repointing
 - Entryway Repairs
 - Painting
 - Heating System Upgrade
 - Roof Snow Guards



- DPW Building
 - Sign Shop
 - New Roof
 - Window Replacement
 - New Doors
- Perry Auditorium
 - Window and Door Replacement
 - Air Conditioner Installation
 - Accessible Stage Improvements
- New DPW Salt Shed
- Culvert Replacements
- New Traffic Signals
- Removal of Underground Storage Tanks
- Wilder Field Drainage Improvements

We understand that only projects with an estimated minimum useful life of 30 years are eligible for this funding. After reviewing the scopes of work and available data for the materials that would be specified, it is our opinion that the following projects can be expected to have a minimum useful life of 30 years. Our understanding of the project scopes and assumptions regarding the types of materials and equipment to be used are described below.

Gardner High School:

- **Auditorium Upgrades:** Replacement of existing acoustical ceiling, door replacement, provide accessible entrance to auditorium control booth
- **Toilet Partitions:** Replacement of existing toilet partitions with stainless steel, HDPE solid plastic, or solid phenolic core partitions
- **Locker Room Replacement:** Replacement of existing lockers, floor tile, benches, and partitions
- **Stair Tread Replacement:** Replacement of existing stair treads and nosings

Gardner Middle School

- **Storefront Replacement:** Replacement of existing storefront system with aluminum framed storefront system
- **Roof Replacement:** Replacement of existing roofing system with new membrane roofing system with 30-year warranty

Waterford Community Center:

- **Gut and Rehab Bathroom:** Replacement of plumbing, partitions, and fixtures in bathrooms.
- **Floor Replacements:** Existing flooring to be replaced with commercial grade flooring materials.
- **Replacement of Exterior Doors:** Replacement of existing storefront system with aluminum framed storefront system and new metal doors.
- **New Roof:** Replacement of existing roofing system with 30-year warranty materials.

Waterford Annex Building:

- **Roof and Façade Replacement:** Replacement of the existing roof system with 30-year warranty materials and building envelope repairs.



- **Door and Flooring Replacement:** Replacement of existing doors with new metal doors and select replacement of flooring with commercial grade flooring materials.

Greenwood Pool:

- **Fence Replacement:** Replacement of existing fence with Chain link Fencing.
- **New Siding on Admin and Storage Building:** Replacement of existing siding system with 30-year warranty materials.
- **New Roof on Admin and Storage Building:** Replacement of existing roofing system with 30-year warranty materials.

City Hall:

- **Upgrade Electric Service:** Replacement of transformers, panel, circuit breakers, wiring and receptacles.
- **Façade Repointing:** New mortar to secure existing brick façade.
- **Entryway Repairs:** Concrete, mortar, and stone repairs.
- **Roof Snow Guards:** Installation of stainless-steel roof snow guards.

DPW Building:

- **New Roof:** Replacement of existing roofing system with 30-year warranty materials
- **New Sign Shop:** The addition of a new bay to the existing DPW building to hold the Street sign making process will provide over a 30-year useful life
- **Replacement of Window:** Replacement of existing storefront system with aluminum framed storefront system.
- **Replacement of Exterior Doors:** Replacement of existing garage door with insulated roll up doors.

Perry Auditorium:

- **Replacement of Window and Doors:** Replacement of existing doors and windows with aluminum framed windows and metal doors.

Other Locations within Town:

- **Culvert Replacement:** Replacement of culverts with correctly sized HDPE pipe materials.
- **Removal of Under Ground Storage Tanks:** The removal of tanks is considered to have greater than 30 years of useful life as it removes the potential for future spills or collapses.
- **Traffic Lights:** New poles, masts, and lights
- **Wilder Field Drainage Improvement:** New Concrete structures, PVC pipes, RCP Pipes and other drainage system components will provide over a 30-year useful life.

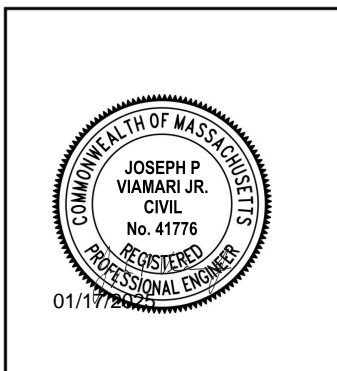


If you have any questions, please do not hesitate to contact me at 413.572.3281 or via email at jpviamari@tighebond.com.

Very truly yours,
TIGHE & BOND, INC.

Joseph P. Viamari, Jr., PE, LEED AP
Senior Vice President
T 413.572.3281
C 413.636.2236
E jpviamari@tighebond.com

Registered Professional Engineer Block and Signature



Joseph P. Viamari, Jr. 1/17/25

Signature and Date

J:\G\G0384 GARDNER\PROP\ENGINEERS LETTER FOR BOND.DOCX



ORDER NO. 12886
CITY OF GARDNER
LOAN ORDER FOR NEW ELEMENTARY SCHOOL PROJECT

ORDERED:

That the City appropriates the amount of eighty-nine million five-hundred fifty- eight thousand five-hundred seventy dollars (\$89,558,570) for the purpose of paying costs of designing, constructing, equipping and furnishing a new elementary school, known as the Waterford Street Elementary School, to be located at the Pearl Street site in Gardner, MA, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the City may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of School Building Committee. To meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, or pursuant to any other enabling authority.

The City acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the City incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the City; provided further that any grant that the City may receive from the MSBA for the Project shall not exceed the lesser of (1) eighty percent (80%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City and the MSBA. Any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Original Loan Order Approved by City Council

ORDER NO. 12886

CITY OF GARDNER

LOAN ORDER FOR NEW ELEMENTARY SCHOOL PROJECT

ORDERED:

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The City acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the City incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the City; provided further that any grant that the City may receive from the MSBA for the Project shall not exceed the lesser of (1) eighty percent (80%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the City and the MSBA. Any premium received upon the sale of any bonds or notes approved by this order, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this order in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

City of Gardner, *Executive Department*

11489 10167



Mark Hawke, Mayor

2019 SEP -6 AM 8:17

September 5, 2019

Attorney Scott J. Graves, President
And City Councilors
95 Pleasant Street
Gardner, MA 01440

RE: New Elementary Loan Order

Dear President Graves and Councilors,

Attached please find the Loan Order for New Elementary School Project, the grant award letter from the Massachusetts School Building Authority (MSBA), the worksheet showing the breakdown of costs that was submitted to the MSBA with the grant documents, an email containing the MSBA's approval of the Loan Order language and the approval of the Loan Order language by the City's bond counsel.

Respectfully,

Mark Hawke
Mayor, City of Gardner



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

August 28, 2019

The Honorable Mark P. Hawke
 Mayor, City of Gardner
 95 Pleasant Street, Room 125
 Gardner, MA 01440

Re: City of Gardner, Waterford Street Elementary School

Dear Mayor Hawke:

I am pleased to report that the Board of the Massachusetts School Building Authority (the "MSBA") has voted to approve the Waterford Street Elementary School Project in the City of Gardner (the "City") to replace the existing Waterford Street Elementary School and the existing Elm Street Elementary School with a new PK-4 facility to be located on the Pearl Street site, contingent upon the District gaining full ownership, control, and exclusive use of the proposed site.

The Board approved an Estimated Maximum Total Facilities Grant of \$49,224,948, which does not include any funds for Potentially Eligible Owner's or Construction Contingency Expenditures. In the event that the MSBA determines that any Owner's and/or Construction Contingency Expenditures are eligible for reimbursement, the Maximum Total Facilities Grant for the Waterford Street Elementary School Project may increase to as much as \$51,211,184. The final grant amount will be determined by the MSBA based on a review and audit of all Project costs incurred by the City, in accordance with the MSBA's regulations, policies, and guidelines and the Project Funding Agreement. The final grant amount may be an amount less than \$49,224,948.

Further, the MSBA is working with the City to fully understand the City's proposed repurposing plan for the Elm Street Elementary School facility, which will be taken offline as an elementary school with the completion of the new PK-4 facility. Depending on the City's reuse plan, the MSBA may recover a portion of the two grants that the City received for prior projects at this facility, one for a Green Repair project that was completed in 2011 (MSBA ID 201101030001G), and one for a repair project completed in 2016 (MSBA ID 201401030001). If the MSBA determines that a portion of the grants for the prior projects will be recovered, these amounts will be deducted from the grant for the new PK-4 facility prior to project closeout.

At this time, a total of \$89,811 has been deducted from the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant for cost recovery. This cost

Page 2

August 28, 2019

Gardner Project Scope and Budget Authorization Board Action Letter

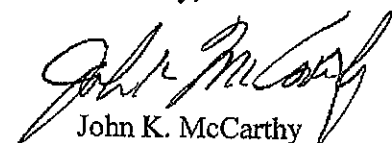
recovery amount may be increased based upon the MSBA's review of the City's reuse plan for the Elm Street Elementary School facility.

Pursuant to the MSBA's regulations, the City has 120 days after the date of the MSBA's Board vote to acquire and certify local approval for an appropriation and all other necessary local votes or approvals showing acceptance of the cost, site, type, scope, and timeline for the Waterford Street Elementary School Project. After receipt of the certified votes demonstrating local approval, the MSBA and the City will execute a Project Funding Agreement, which will set forth the terms and conditions pursuant to which the City will receive its grant from the MSBA. Once the Project Funding Agreement has been executed by both parties, the City will be eligible to submit requests for reimbursement for the Waterford Street Elementary School Project costs to the MSBA. The Project Scope and Budget Agreement signed by the City and the MSBA will form the basis for the Project Funding Agreement.

We will be contacting you soon to discuss these next steps in more detail, but in the meantime, I wanted to share with you the Board's approval of the Waterford Street Elementary School Project in the City of Gardner for to replace the existing Waterford Street Elementary School and the existing Elm Street Elementary School with a new PK-4 facility to be located on the Pearl Street site, contingent upon the District gaining full ownership, control, and exclusive use of the proposed site.

I look forward to continuing to work with you during the MSBA's grant program process. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



John K. McCarthy
Executive Director

Cc: Legislative Delegation

Scott Joseph Graves, Esq., President, Gardner City Council

Jennifer Z. Pelavin, Vice Chair, Gardner School Committee

Mark Pellegrino, Superintendent, Gardner Public Schools

Dr. Stephen Hemman, Consultant, Gardner Public Schools

Tim Alix, Owner's Project Manager, Colliers International

Kristian Whitsett, Designer, Jones Whitsett Architects, Inc.

File: 10.2 Letters (Region 2)

City of Gardner
Waterford Street Elementary School

DRAFT

8/21/2019

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)	Estimated Budget	Scope Items Excluded from the Estimated Basis of Maximum Facilities Grant or Otherwise Ineligible	Estimated Basis of Maximum Total Facilities Grant ¹	Estimated Maximum Total Facilities Grant ¹
Feasibility Study Agreement				
OPM Feasibility Study	\$200,000	\$0	\$200,000	Chris Alles: Ineligible for reimbursement.
A&E Feasibility Study	\$430,000	\$0	\$430,000	
Environmental & Site	\$70,000	\$0	\$70,000	
Other	\$50,000	\$0	\$50,000	
Feasibility Study Agreement Subtotal	\$750,000	\$0	\$750,000	\$600,000
Administration				
Legal Fees	\$20,000	\$20,000	\$0	\$0
Owner's Project Manager				
Design Development	\$106,000	\$0	\$106,000	Chris Alles: MSBA PM reduced this amt by \$5 in order to fall within 3.5% allowance. OPM to confirm acceptance.
Construction Contract Documents	\$242,700	\$0	\$242,700	
Bidding	\$122,200	\$0	\$122,200	
Construction Contract Administration	\$1,525,500	\$0	\$1,525,500	
Closeout	\$286,395	\$0	\$286,395	
Extra Services	\$0	\$0	\$0	
Reimbursable & Other Services	\$0	\$0	\$0	
Cost Estimates	\$66,800	\$0	\$66,800	
Advertising	\$3,000	\$0	\$3,000	
Permitting	\$0	\$0	\$0	
Owner's Insurance	\$35,000	\$0	\$35,000	
Other Administrative Costs	\$100,000	\$0	\$100,000	
Administration Subtotal	\$2,507,595	\$20,000	\$2,487,595	\$1,990,076
Architecture and Engineering				
Basic Services				
Design Development	\$1,466,014	\$0	\$1,466,014	
Construction Contract Documents	\$2,199,021	\$0	\$2,199,021	
Bidding	\$333,185	\$0	\$333,185	
Construction Contract Administration	\$2,532,206	\$0	\$2,532,206	
Closeout	\$133,274	\$0	\$133,274	
Other Basic Services	\$0	\$0	\$0	
Basic Services Subtotal	\$6,663,700	\$0	\$6,663,700	
Reimbursable Services				
Construction Testing	\$35,000	\$0	\$35,000	
Printing (over minimum)	\$10,000	\$0	\$10,000	
Other Reimbursable Costs	\$100,000	\$0	\$100,000	
Hazardous Materials	\$50,000	\$0	\$50,000	
Geotechnical & Geo-Environmental	\$130,000	\$0	\$130,000	
Site Survey	\$50,000	\$0	\$50,000	
Wetlands	\$50,000	\$0	\$50,000	
Traffic Studies	\$100,000	\$0	\$100,000	
Architectural/Engineering Subtotal	\$7,188,700	\$0	\$7,188,700	\$5,750,960
CM at Risk Preconstruction Services				
Pre-Construction Services	\$0	\$0	\$0	\$0
Site Acquisition				
Land / Building Purchase	\$115,000	\$115,000	\$0	Chris Alles: Ineligible for reimbursement.
Appraisal Fees	\$0	\$0	\$0	
Recording fees	\$0	\$0	\$0	
Site Acquisition Subtotal	\$115,000	\$115,000	\$0	\$0
Construction Costs				
SUBSTRUCTURE				
Foundations	\$2,221,000			
Basement Construction	\$0			
SHELL				
Super Structure	\$4,924,000			
Exterior Closure	\$7,710,000			
Exterior Walls	\$0			
Exterior Windows	\$0			
Exterior Doors	\$0			
Roofing	\$2,482,000			
INTERIORS				
Interior Construction	\$5,749,000			
Staircases	\$517,000			
Interior Finishes	\$3,140,000			
SERVICES				
Conveying Systems	\$328,000			
Plumbing	\$2,014,000			
HVAC	\$6,552,000			
Fire Protection	\$665,000			
Electrical	\$5,333,000			
EQUIPMENT & FURNISHINGS				
Equipment	\$714,000			
Furnishings	\$2,378,000			

SPECIAL CONSTRUCTION & DEMOLITION				
Special Construction				
Existing Building Demolition	\$0			
In-Building Hazardous Material Abatement	\$0	\$0		
Asbestos Containing Floor Material Abatement	\$0	\$0		
Other Hazardous Material Abatement	\$0	\$0		
BUILDING SITEWORK				
Site Preparation				
Site Improvements	\$1,944,000	\$0		
Site Civil / Mechanical Utilities	\$7,041,000	\$0		
Site Electrical Utilities	\$2,128,000	\$0		
Other Site Construction	\$605,000	\$0		
Site Cost over Allowance	\$0	\$0		
Construction Trades Subtotal		\$8,139,840		
Contingencies (Design and Pricing)	\$56,445,000	\$8,139,840		
D/B/B Sub-Contractor Bonds	\$5,644,000	\$813,912		
D/B/B Insurance	\$920,000	\$132,672		
D/B/B General Conditions	\$485,000	\$69,941		
D/B/B Overhead & Profit	\$3,865,000	\$557,365		
GMP Insurance	\$1,561,000	\$225,109		
GMP Fee	\$0	\$0		
GMP Contingency	\$0	\$0		
Escalation to Mid-Point of Construction	\$2,017,000	\$290,868		
Construction Cost over Funding Cap		\$11,910,139		
Construction Budget	\$70,937,000	\$22,139,846	\$48,797,154	\$39,037,723
Alternates				
Ineligible Work Included in the Base Project	\$0	\$0	\$0	\$0
Alternates Included in the Total Project Budget	\$0	\$0	\$0	\$0
Alternates Excluded from the Total Project Budget	\$0	\$0	\$0	\$0
Subtotal to be Included in Total Project Budget	\$0	\$0	\$0	\$0
Miscellaneous Project Costs				
Utility Company Fees	\$100,000	\$0	\$100,000	
Testing Services	\$100,000	\$0	\$100,000	
Swing Space / Modularity	\$0	\$0	\$0	
Other Project Costs (Mailing & Moving)	\$40,000	\$40,000	\$0	
Misc. Project Costs Subtotal	\$240,000	\$40,000	\$200,000	\$160,000
Furnishings and Equipment				
Furniture, Fixtures, and Equipment	\$1,250,000	\$140,000	\$1,110,000	
Technology	\$1,250,000	\$140,000	\$1,110,000	
FF&E Subtotal	\$2,500,000	\$280,000	\$2,220,000	\$1,776,000
Soft Costs that exceed 20% of Construction Cost			\$0	
Project Budget	\$84,238,295	\$22,594,846	\$61,643,449	\$49,314,759

Chris Alles: Represents site cost in excess of MSBA funding limit of 8% of building cost.

Chris Alles: Line Items 88-97 represent amt assoc'd with mark-ups of ineligible costs.

Chris Alles: Represents costs in excess of MSBA's cost/sf funding limit.

Chris Alles: Ineligible for reimbursement.

Chris Alles: Represents costs in excess of MSBA funding limits.

Board Authorization	
Design Enrollment	925
Total Building Gross Floor Area (GSF)	147,120
Total Project Budget (excluding Contingencies)	\$84,238,295
Scope Items Excluded or Otherwise Ineligible	\$22,594,846
Third Party Funding (Ineligible)	\$0
Estimated Basis of Maximum Total Facilities Grant ¹	\$61,643,449
Reimbursement Rate ³	80.00%
Est. Max. Total Facilities Grant (before recovery) ¹	\$49,314,759
Cost Recovery ⁴	\$1,877,376
Estimated Maximum Total Facilities Grant ¹	\$47,437,383

80.00 Reimbursement Rate Before Incentive Points
 3.44 Total Incentive Points³
 80.00% MSBA Reimbursement Rate

NOTES

This document was prepared by the MSBA based on a preliminary review of information and estimates provided by the City of Garner for the Waterford Street Elementary School project. Based on this preliminary review, certain budget, cost and scope items have been determined to be ineligible for reimbursement, however, this document does not contain a final, exhaustive list of all budget, cost and scope items which may be ineligible for reimbursement by the MSBA. Nor is it intended to be a final determination of which budget, cost and scope items may be eligible for reimbursement by the MSBA. All project budget, cost and scope items shall be subject to review and audit by the Authority, and the Authority shall determine, in its sole discretion, whether any such budget, cost and scope items are eligible for reimbursement. The MSBA may determine that certain additional budget, cost and scope items are ineligible for reimbursement.

1 - The Estimated Basis of Total Facilities Grant and Estimated Maximum Facilities Grant amounts appearing in the "MSBA Board Approved Budget" column do not include any potentially eligible contingency funds and are subject to review and audit by the MSBA. The Estimated Basis of Total Facilities Grant, Estimated Maximum Facilities Grant, and Maximum Total Facilities Grant amounts appearing in the "Proposed Revised PFA Budget" column have been adjusted to account for construction bids received in accordance with Section 2.2 of the PFA and any budget revision requests submitted and approved by the MSBA as of the Date noted in the Proposed Revised Budget PFA column of the PFA Amendment. These amounts are also subject to further review and audit by the MSBA.

2 - Pursuant to Section 3.20 of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the reallocation or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSBA.

3 - By statute, 80.00% is the City's maximum reimbursement rate. Here, the City's base reimbursement rate is 80.00% before applying any incentive points. Therefore, the City is not eligible to receive any incentive points as the base reimbursement rate results in a maximum reimbursement rate of 80.00%.

4 - The proposed demolition and/or repurposing of the existing Waterford St Elementary School and the Elm St Elementary School will result in the MSBA recovering a portion of state funds previously paid to the District for the MSBA ID #'s 200801030020G, 201101030001G, and 201401030001 at the existing facilities completed in 2011 and 2016. The MSBA has calculated this recovery of funds to be \$1,876,922 and this amount has been deducted from the Estimated Maximum Total Facilities Grant and the Maximum Total Facilities Grant. In addition, cost associated with the commissioning of ineligible square footage will result in the recovery of a portion of the overall commissioning cost. The MSBA has calculated this recovery of funds to be \$454. A total of \$1,877,376 has been deducted from the Estimated Maximum Total Facilities Grant and the Maximum Total

Construction Contingency ²	\$3,546,850
Ineligible Construction Contingency ²	\$2,837,480
"Potentially Eligible" Construction Contingency ²	\$709,370
Owner's Contingency ²	\$1,773,425
Ineligible Owner's Contingency ²	\$0
"Potentially Eligible" Owner's Contingency ²	\$1,773,425
Total Potentially Eligible Contingency ²	\$2,482,795
Reimbursement Rate ³	80.00%
Potential Additional Contingency Grant Funds ²	\$1,986,236
Maximum Total Facilities Grant	\$49,423,619
Total Project Budget	\$89,558,570

Mayor

From: Brian Lynch <Brian.Lynch@massschoolbuildings.org>
Sent: Tuesday, September 3, 2019 4:07 PM
To: Mayor; 'mars.hemman@marsregionals.net'
Cc: Timothy; Alan Minkus
Subject: RE: MSBA Council Order Comments [LL-America.FID980831]

Good afternoon, Mayor Hawke:

The MSBA legal department has reviewed the vote language you provided and determined that the language is sufficient for MSBA purposes. As a friendly reminder, MSBA legal offered that the City must vote to appropriate the full amount of the Project's costs including both the local share and MSBA's share of Project funds.

Please keep me updated of any upcoming vote dates and please send me all required certified votes related to the appropriation.

Should you have any questions please do not hesitate to reach out.

-Brian

From: Mayor <Mayor@gardner-ma.gov>
Sent: Friday, August 30, 2019 11:28 AM
To: Brian Lynch <Brian.Lynch@massschoolbuildings.org>; 'mars.hemman@marsregionals.net' <mars.hemman@marsregionals.net>
Cc: Timothy <Tim.Alix@colliers.com>; Alan Minkus <Alan.Minkus@colliers.com>
Subject: RE: MSBA Council Order Comments [LL-America.FID980831]

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Brian,

The deadline is always as soon as possible. However, I would need it by the end of next week in order to get it on the Finance Committee and then City Council agenda for the following week.

Mark

From: Brian Lynch <Brian.Lynch@massschoolbuildings.org>
Sent: Friday, August 30, 2019 11:25 AM
To: Mayor <Mayor@gardner-ma.gov>; 'mars.hemman@marsregionals.net' <mars.hemman@marsregionals.net>
Cc: Timothy <Tim.Alix@colliers.com>; Alan Minkus <Alan.Minkus@colliers.com>
Subject: RE: MSBA Council Order Comments [LL-America.FID980831]

Mayor Hawke,

Thank you for passing this along. MSBA legal staff will review the language you provided and I will forward any comments or questions they return.

Is there a deadline for when this language needs to be finalized?

Thanks and have a great weekend!

-Brian

From: Mayor <Mayor@gardner-ma.gov>
Sent: Friday, August 30, 2019 11:21 AM
To: 'mars.hemman@marsregionals.net' <mars.hemman@marsregionals.net>; Brian Lynch <Brian.Lynch@massschoolbuildings.org>
Cc: Timothy <Tim.Alix@colliers.com>; Alan Minkus <Alan.Minkus@colliers.com>
Subject: FW: MSBA Council Order Comments [LL-America.FID980831]

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Brian,

I forwarded the language you sent us to our Bond Counsel. Attached is what they came back with stating that is how the MSBA prefers the language. Before sending it to the City Council, I wanted to have MSBA review the language.

Mark

From: Jennifer Dymek <jdymek@gardner-ma.gov>
Sent: Friday, August 30, 2019 9:41 AM
To: Mayor <Mayor@gardner-ma.gov>
Subject: FW: MSBA Council Order Comments [LL-America.FID980831]

Here is the MSBA loan order, with modifications as suggested by our Bond Council.

Please let me know how you'd like me to proceed.

Jen

From: Manley, Richard [<mailto:Richard.Manley@lockelord.com>]
Sent: Friday, August 30, 2019 9:36 AM
To: Mary Carney (HTS) (Mary.Carney@hilltopsecurities.com); Jennifer Dymek
Subject: MSBA Council Order Comments [LL-America.FID980831]

Hi Jennifer and Mary, as requested, I have made some revisions to the draft loan order for the Waterford Elementary School Project. As you can see, I have primarily made revisions to more closely follow the form of loan order that is required by the MSBA. I have also attached a copy marked to highlight the particular revisions I have made. Please let me know if you have any questions, or if we can provide you with anything further.

Rick

Richard A. Manley, Jr.
Locke Lord LLP
111 Huntington Avenue
Boston, Massachusetts 02199

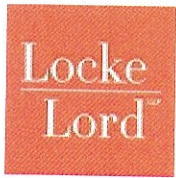
T: 617-239-0384

C: 781-467-9419

richard.manley@lockelord.com

www.lockelord.com

11499



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From: [George Tyros](#)
To: [Titi Siriphan](#)
Cc: [Elizabeth Kazinskas](#)
Subject: Ordinance Proposal Submission
Date: Monday, December 16, 2024 9:41:43 AM

Madam Clerk,

Please find below my proposed ordinance I hereby respectfully submit to the Finance Committee.

Thank you,
George

Be it ordained by the City Council of the City of Gardner:

The Community Development Block Grant Steering Committee shall meet monthly. This requirement may be waved by either the City Council President, or the City Council Representative to the Steering Committee. The Community Development and Planning Department shall, on the first day of the month on which City Hall is open, notify the City Council President, and the City Council Representative to the Steering Committee that a meeting will occur for that month, or initiate the request to forgo the meeting.

George Tyros (He/Him)
Councillor At-Large
Gardner, MA
978.340.1449

From: [Alek Dernalowicz](#)
To: [George Tyros](#); [Titi Siriphan](#)
Subject: Item for the City Council
Date: Thursday, January 23, 2025 7:24:16 AM

Mr. President & Madam Clerk,

As stated during the full council meeting, I would like to submit an agenda item to continue discussions in regards to internal working groups review of the salary study mentioned in item #11461.

I would foresee this being placed onto the Finance Committee Agenda, however I defer to your decision.

Please let me know if you have any questions.

Best,

--

Aleksander H. Dernalowicz, Esq.
Ward 5 City Councillor
(978) 632-0243



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

January 11, 2025

Hon. George C. Tyros, Council President
And City Councilors
Gardner City Hall, Rm 121
95 Pleasant Street
Gardner, MA 01440

RE: A Communication from the Mayor Regarding the FY2026 Budget

Dear Mr. President and Councilors,

I am writing to provide you an update regarding the upcoming budget cycle.

On November 18, 2024, the Mayors Office issued its budget directives to all department heads within the City. Budget requests are due to my office from each department by Friday, January 31st. This deadline has been set for both the budget request and the written narrative, as was done last year.

Additionally, while the school department salary study is still being undertaken, I have assigned an internal working group through the budgetary process to review the results of the non-school department salaries to provide a plan for this upcoming budget cycle.

As the process moves forward, I will be sure to provide periodic updates to the Council.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

Report On The Investigation Of The Maki Park Project

Councillor George Tyros

Gardner City Council

Pursuant to Section 25 of the City Charter

Gardner Massachusetts

December 2024

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EXHIBITS	9

INTRODUCTION

This report is submitted to the City Council of Gardner, pursuant to Section 25 of the City Charter, which states that, "The council, or any committee thereof duly authorized by the council so to do, may investigate the financial transactions of any office or department of the city government, and the official acts and conduct of any official, and, by similar investigations, may secure information upon any matter."

The purpose of this report is to determine the circumstances which lead to the newly constructed Maki Park differing from what was originally presented to the City Council when it appropriated funds for the project over two years before its eventual completion and to provide recommendations of ways to prevent a similar situation from occurring in the future.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "George Tyros". The signature is stylized with a large initial "G" and a long horizontal stroke at the end.

Councillor George Tyros

REPORT ON THE INVESTIGATION OF THE MAKI PARK PROJECT

On September 19th 2024, the Gardner City Council voted unanimously to initiate a Section 25 City Charter investigation regarding the newly constructed Maki Park and to authorize the Council President to assign one Councillor to conduct the investigation and then report their findings to the City Council. The following information summarizes the purpose, process and findings of that investigation.

EXECUTIVE SUMMARY

The Maki Park project in Gardner, Massachusetts, was initiated to transform the lot at the former Maki Block building into a new park, addressing significant slope issues and ensuring Americans with Disabilities Act compliance. The Gardner City Council, at the request of the Mayor, appropriated funds for the project in June of 2022. Upon its completion in September of 2024, concerns were raised by the public regarding the park's lack of ADA compliance, prompting an investigation by the City Council. The key issues and events that were examined include the following:

The design of the park changed from initial concept to bid award. The conceptual layout, created by Tighe & Bond and presented to the City Council in June of 2022, showed three terraces with individual ramp entrances to each level. The Mayor's letter supporting the project cited the terraces would, "correct the grading issues, bring the slopes to a level that is compliant with ADA standards, and allow us to utilize the area in a productive manner" (Exhibit A). However, in May of 2023 the Bid Set Drawings utilized during the public bidding process for the project clearly show entrances only to the bottom and top terraces, with stairs from each connecting them to the middle terrace (Exhibit O).

The Department of Community Planning & Development did not apply for or obtain a building permit for the construction of Maki Park. The notice of violation by the Building Commissioner states, "Maki park does not meet the accessibility requirements as outlined in section 19.00 of 521 CMR; Massachusetts Accessibility Code as the middle tier of the park is not accessible to persons with disabilities" (Exhibit B). This issue was confirmed by both the Building Commissioner and Director of Community Development and Planning during their investigation interviews.

DATA COLLECTION AND INVESTIGATION METHODOLOGY

Through email communication on September 25th 2024, Council President Elizabeth Kazinskas notified Mayor Michael Nicholson, Director of Community Development & Planning Trevor Beauregard, Auditor John Richard, Director of Purchasing Joshua Cormier and Building Commissioner Thomas Zuppa that she had assigned Councillor George Tyros to the investigation of the Maki Park Project. The following day, Councillor Tyros sent requests for documentation to Director Beauregard, Auditor Richard, Director Cormier and Commissioner Zuppa for initial review. The requests were as follows:

Director Beauregard: All documentation pertinent to the design and engineering of the park as approved in August of 2021 as part of the City's FY21 CDBG Mini-Entitlement Plan and as presented in June of 2022 to the City Council. All documents pertinent to the project scope and requirements of construction of the park as contracted with the engineering firm and contractor. Any written communication concerning this project.

Auditor Richard: All invoices and warrants of funds used for the design, engineering and construction of Maki Park.

Director Cormier: All documentation pertinent to the bidding process for Maki Park.

Commissioner Zuppa: All documentation pertaining to the permits for construction of the park.

Responses with relative documentation were received on September 27th from Auditor Richard and Commissioner Zuppa, September 30th from Director Cormier, October 9th from Director Beauregard (with complete submission on October 21st).

The data from the responses included a folder of 157 files from the Director Beauregard. Those files included design illustrative plans, technical drawings, proposals, grant application narratives, cost estimates for labor and material, invoices, various construction photos, and various documents from the engineering and construction firms the City contracted with for Maki Park. Director Beauregard requested Director of Technology Bob O'Keefe to perform an email search for related communications for the Maki Park Project on October 2nd, which was completed October 21st, returning 1,772 emails. From those emails, Councillor Tyros observed 10 additional files and 29 emails that contained data relative to the

INVESTIGATION OF THE MAKI PARK PROJECT

investigation. Auditor Richard provided general ledger account details showing all invoices paid up to September 27th and copies of all warrants and invoices for Maki Park. Director Cormier provided bidding documents and the four change orders for the project. Commissioner Zuppa provided the issued electrical permit and violation letter for Maki Park.

After performing the initial review of the submitted data, Councillor Tyros scheduled in-person interviews with Director Beauregard, Director Cormier, Commissioner Zuppa, Human Resource Director Amanda Morse and Mayor Nicholson on November 21st, to take place on December 6th in City Hall. The purpose of these interviews was to confirm information and findings from the document review and to seek opinions of process improvements moving forward.

OBSERVATIONS AND FINDINGS

OBSERVATIONS OF THE DESIGN AND CONSTRUCTION OF MAKI PARK

In June of 2020, Director Beauregard created an initial concept of what would be known as Maki Park (Exhibit C). In that same month, the engineering firm Tighe & Bond was contacted by Director Beauregard to provide a scope of service for developing construction documents for the project for the purposes of submitting a grant proposal. Their design reflected the initial concept of a three-terrace park with individual ramps accessing each terrace (Exhibit A). This design was used in September of 2020, when Director Beauregard informed the Mayor via email that the City did not receive the requested funds from the MassDOT Shared Streets and Spaces Grant for the Maki Park Project as it did not meet the State's timeline for being completed that year (Exhibit D). On January 19th 2021, the Community Development Block Grant Program Steering Committee, administered by the Department of Community Development and Planning, met to discuss FY21 block grant proposed projects, of which included "Maki Park Design" was accepted unanimously by the committee (Exhibit E). In April of 2021, Director Beauregard and Director of Public Works Dane Arnold communicated regarding a new round of the Shared Streets and Spaces Grant Program being announced. Director Arnold expressed concerns relative to the slope of the proposed project lot towards the West and Parker Street side being problematic.

INVESTIGATION OF THE MAKI PARK PROJECT

Director Beauregard replied that occupying parking spaces in downtown for the program would not be a good idea and proposed the tiered gravel pad approach (Exhibit F). In May of 2021, Economic Development Coordinator Jessica DeRoy reached out to Tighe & Bond to request a revised probable cost estimate for the project for a new grant application to the Shared Streets and Spaces Grant Program. In the application, the response to how the project will be implemented, including staffing roles, was answered as “The City of Gardner Department of Community Development and Planning (DCDP) will manage the project. The Director of DCDP, Trevor Beauregard, will act as Project Manager for the project. The City’s Economic Development Coordinator, Jessica DeRoy, will assist the Director with day-to-day oversight” (Exhibit G). That December, Assistant Director of Community Development and Planning Lyndsy Butler also requested an opinion of probable cost for Maki Park from Tighe & Bond, for the purpose of putting together the FY22 CDBG grant budget. She stated that the process was behind and was looking at FY21 design projects to see about applying for construction funding in FY22 (Exhibit H). In the March 4th 2022 CDBG Steering Committee meeting, Maki Park design and construction was unanimously approved as a proposed project for Block Grant FY22 (Exhibit I). In June of 2022, Director Beauregard reached out to Tighe & Bond to ask if they could create a rendering for Maki Park at no cost due to not having any funds available to pay for one (Exhibit J). Later that month, Mayor Nicholson went to the City Council for an appropriation to construct Maki Park, which passed an 8-3 vote of the Council (Exhibit A). In September of 2022, Assistant Director Butler, through discussions with Tighe & Bond regarding bidding timeline and strategy, stated that the City had the funds available for construction of Maki Park (Exhibit K). In November of 2022, Director Beauregard informed Tighe & Bond that Coordinator DeRoy would be overseeing construction of the project. In that email contained a 75% Design Development document dated November 2022, which showed entrance to the park only by ramp access from the lower-tier, with concrete steps connecting the middle and upper-tiers (Exhibit L). When interviewed and asked why the change in design was made in November of 2022, Director Beauregard was not able to offer an explanation. That same month, concerns arose around the condition of the existing retaining wall at the North side of the lot. In an email communication from Tighe & Bond,

INVESTIGATION OF THE MAKI PARK PROJECT

regarding the same preliminary drawing, concerns were raised about the proposal likely being overbudget as options were being discussed on how to mitigate the retaining wall problem (Exhibit M). The next and final observed design change to the design of Maki Park was found in an April 2023 illustrative plan ordered by the Mayor and Department of Community Development and Planning, showing a three-terrace park with ramp access to the lower and upper-tiers and stairs connecting them to the middle-tier (Exhibit N). When interviewed and asked why the change in design was made in April of 2023, Director Beauregard was unable to offer an explanation. This illustrative plan matches the Bid Set Drawings that were submitted to Purchasing Director Cormier in May of 2023 (Exhibit O). This final plan reflects what was constructed as Maki Park at the time of this report.

On September 3rd 2024, a work without a permit violation for Maki Park was sent to the Department of Community Development and Planning by the Building Commissioner. The violation letter states that the Building Commissioner's office received plans for Maki Park on August 28th 2024 and that the Commissioner conducted a site visit on August 29th 2024 and determined that Maki Park "does not meet the accessibility requirements as outlined in section 19.00 of 521 CMR; Massachusetts Accessibility Code as the middle tier of the park is not accessible to persons with disabilities" (Exhibit B). In interviews conducted by Councillor Tyros, both Director Beauregard and Commissioner Zuppa confirmed that no building permits were applied for or obtained for the Maki Park project.

FINDINGS OF THE DESIGN AND CONSTRUCTION OF MAKI PARK

The investigation into the Maki Park project revealed several key findings across various aspects, including design changes, project management, communication, and compliance with accessibility requirements.

Initial Concept and Design Changes

- a. The original design for Maki Park, created by Director Beauregard and Tighe & Bond in June 2020, included three terraces with individual ramps for each level. This concept was what was presented to the City Council in June of 2022 for an appropriation.

- b. Design changes were made in November 2022 and April 2023 without documented reasons.
- c. The final design, as shown in the May 2023 Bid Set Drawings, included ramp access only to the lower and upper terraces, with stairs connecting the middle terrace. This was the design that was constructed in the late summer and fall of 2024.

Project Management

- d. The project began with Director Beauregard as project manager, and Economic Development Coordinator DeRoy initially assigned to the project. Other members of the Department of Community Development and Planning were involved in the project in various capacities.
- e. There was no record of routine or scheduled project updates nor review meetings held by the Department of Community Development and Planning.

Communication

- f. There were multiple instances of messages, both internally amongst members of the Department of Community Development and Planning, and externally with other City departments and contractors, looking for project files and documents (such as drawings, budget sheets, account numbers, vendor contact information, etc.).

Compliance and Accessibility

- g. The final design submitted for bidding in May 2023 did not include ramp access to the middle terrace.
- h. A notice of violation from the Building Commissioner stated that Maki Park did not meet accessibility requirements of the Massachusetts State Building Code.

EXHIBITS

EXHIBIT A

10709

City of Gardner, *Executive Department*

Michael J. Nicholson, Mayor

RECEIVED

2022 JUN -2 PM 1:25
CITY CLERK'S OFFICE
GARDNER, MA



June 1, 2022

Hon. Elizabeth J. Kazinskas, Council President
And City Councilors
Gardner City Hall, Rm 121
95 Pleasant Street
Gardner, MA 01440

RE: Free Cash Appropriation Request – Maki Park Construction

Dear Madam President and Councilors,

Attached please find an appropriation request for the renovation of the existing pocket park, located at the site of the former Maki Block Building on the corner of Graham and Parker Streets.

The City has had ownership of this site since February 13, 2017.

The area has been planted with grass, but is currently unusable due to the steep slope and grade of the area.

This project would terrace the location in order to correct the grading issues, bring the slopes to a level that is compliant with ADA standards, and allow us to utilize the area in a productive manner, rather than just a location for planting and mowing grass.

With all of the development currently underway in the Downtown area, this project will truly compliment the private sector investments and partnerships the City has made to breathe new life into our historic downtown.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

EXHIBIT A
(CONT'D)

Exhibit 2 - Maki Park Outdoor Seating Concept



EXHIBIT B



City of Gardner
Department of Inspectional Services
115 Pleasant Street, Room 101
Gardner, MA 01440
Tel. (978) 630-4007 Fax: (978) 632-3313



NOTICE OF VIOLATION

September 3, 2024

Economic Development/
City of Gardner
115 Pleasant St. Rm. 202
Gardner, MA 01440

Re: Work without a permit violation 57-67 Parker St. Gardner, MA 01440 M.B.L. M22-5-7

To whom it may concern,

It has recently been brought to the attention of the Building Department that the new park located at the above referenced address is not accessible to persons with disabilities. After a review of building department records, it is determined that the required building permit was not applied for and obtained for the work performed.

This is a violation of section 105 Permits and 114.1 Unlawful Acts of 780 CMR; Massachusetts State Building Code.

105.1 Required

It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing an application with the building official and obtaining the required permit.

114.1 Unlawful Acts

It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish, occupy or change the use of occupancy of any building, structure or equipment regulated by 780 CMR, or cause same to be done, in conflict with or in violation of any of the provisions of 780 CMR.

Mission Statement

To promote the safe and compatible development of the community through fair and consistent enforcement of building codes and zoning ordinances

EXHIBIT B
(CONT'D)

After a review of the plans given to my office by on August 28, 2024 and a site visit conducted by myself on August 29, 2024, my determinations are below.

Maki park does not meet the accessibility requirements as outlined in section 19.00 of 521 CMR; Massachusetts Accessibility Code as the middle tier of the park is not accessible to persons with disabilities.

19.1 General

Recreational facilities shall comply with 521 CMR, except as specified or modified in 521 CMR 19.00.

Recreational facilities shall include but not be limited to courts, rinks, swimming pools, gymnasiums, stadiums, health and sports clubs, radio control facilities, whirlpools, jacuzzis, gyms, weightlifting areas, playgrounds, zoos, fairgrounds, beaches, piers, docks, bandstands, gazebos, parks, bowling alleys, picnic areas, video arcades and campsites. All areas open to and used by the public, including but not limited to locker rooms, shower facilities, saunas, steam rooms, suntanning rooms, weight rooms, aerobics and dance rooms, tennis, racquet and squash courts and spectator areas in recreation facilities shall be accessible.

Additionally, the ground surface made up of stone dust is not in compliance with section 29.00 of 521 CMR; Massachusetts Accessibility Code and section 302 Floor or Ground Surfaces of the 2010 ADA Standards including the ADA advisory 302.1 General. See below...

29.1 General 521 CMR

Ground and floor surfaces including floors, walks, ramps, and curb cuts shall be stable, firm, slip resistant, and maintained with materials that ensure continued slip resistance.

302.1 General 2010 ADA Standards

Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

EXCEPTIONS:

Within animal containment areas, floor and ground surfaces shall not be required to be stable, firm, and slip resistant.

Areas of *sport activity* shall not be required to comply with 302.

Advisory 302.1 General. *A stable surface is one that remains unchanged by contaminants or applied force, so that when the contaminant or force is removed, the surface returns to its original condition. A firm surface resists deformation by either indentations or particles moving on its surface. A slip-resistant surface provides sufficient frictional counterforce to the forces exerted in walking to permit safe ambulation.*

Please kindly forward this letter to your contractor and inform them of the building permit requirements. The required building permit can be applied for using the link below.

<https://www.gardner-ma.gov/149/Building-Department>

Respectfully,




Thomas Zuppa
Building Commissioner
Zoning Enforcement Officer
City of Gardner Building Department
Phone: 978-630-4060
Email: tzuppa@gardner-ma.gov
115 Pleasant St. Rm. 101 Gardner, MA 01440

EXHIBIT C

Combination of Rectangular, Square + Round picnic tables - 12 = #24,000
(2 accessible)
sun shades for tables/area

ArcGIS WebMap



6/24/2020, 3:45:33 PM

Parcels (2020)

Landscaped Rain Garden 100' x 10'

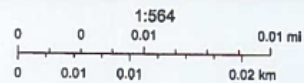
~~100' x 10'~~ = ~~1000~~ sy

60 cubic yards of gravel x \$38.00/ty = \$2,280

27.5 tons of stone dust x \$20/tn = \$550

metal Edging \$18.00/lf x 210 lf = \$3,780

- - - - 120 lf granite curbing,
- o-o-o 275 lf metal/wrought iron fencing (3 entrances)



Online Web Mapping Application
MAP FOR REFERENCE ONLY

EXHIBIT D

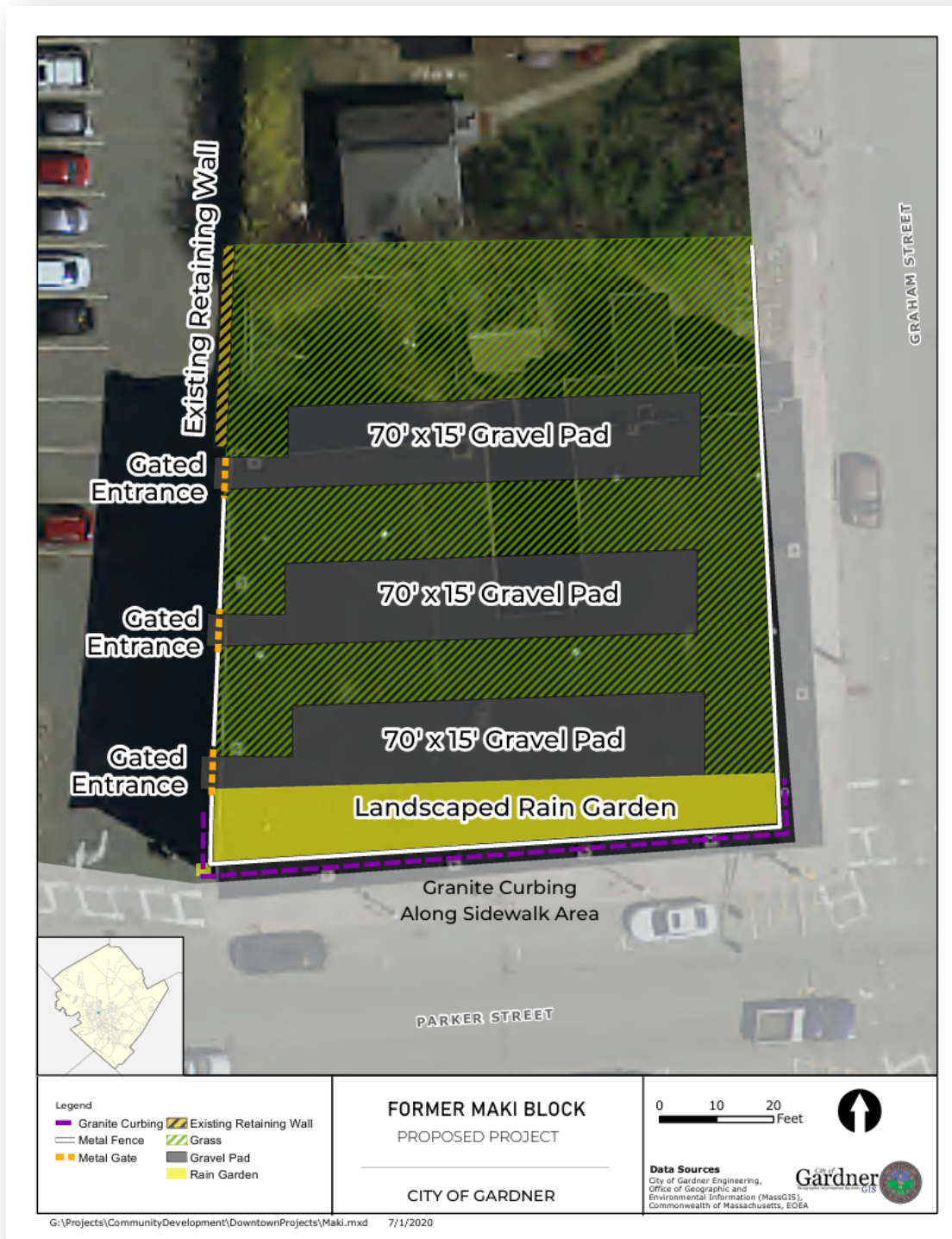


EXHIBIT E

CDBG STEERING COMMITTEE MEETING

MINUTES
Tuesday, January 19, 2021 at 9:00 am
Tele-Conference/Web-Meeting, Zoom Meeting
Meeting ID: 95154120331

Committee Members present: Jeffrey Legros, Rick Rossi, Tracy Hutchinson and Trevor Beauregard, Roland Jean
Committee Members absent: Rick Rossi, Rick Germano, Scott Graves and Sandy Mullins
Others Present: Katie Medina, DCDP, Bethany Greene, GEHM, Donata Martin: Boys/Girls Club, Marc Dohan: NewVue and Bernice Richard, VOT

J. Legros opened the meeting at 9:00 am and announced it is being recorded.

1. Acceptance of Minute:
Motion to accept minutes of December 15, 2020
T. Hutchinson/T. Beauregard
All in favor: motion carried, none opposed

2. Old Business:
2.1 FY21 Public Social Services Proposals reviewed, discussed and voted on. The four (4) projects are as follows: The Boys & Girls Club seeking ten thousand (10K), Voices of Truth (Domestic Violence Program) seeking ten thousand (10K), GAAMHA (Drug Abuse Recovery/Assistance Supportive Housing Program) seeking five thousand (5K) and Gardner Public Schools Athletic Program seeking ten thousand (10K).
Motion to accept The Boys & Girls Club (STEAM) request for 10K: T. Beauregard/L. Saunders, All in favor: motion carried, none opposed.
Motion to accept Voices of Truth request for 10K: question raised from Trevor asking them if they will be able to utilize program funds allowed where the original request was for 40K. Bernice gave the assurance funds would be utilized. Motion to accept: T. Hutchinson/T. Beauregard. All in favor: motion carried, none opposed.

1

*Motion to accept GAAMHA request for 5K: *T. Hutchinson recuses herself from voting* Program will assist approximately 20 LMI Residents, GAAMHA will match the 5K to fully implement the program. L. Saunders/T. Beauregard. All in favor: motion carried, none opposed.*
Motion to accept GPS Athletic Program request for 10K: Program will assist approximately 140-150 LMI resident students: R. Jean/L. Saunders. All in favor: motion carried, none opposed.

3. New Business:
3.1 MicroEnterprise Assistance Program: Discussed previously in November 2020. DHCD wanted vote on the change from 5K to 10K. Approximately 30 applications have been received.
Motion made to accept: T. Beauregard/T. Hutchinson. All in favor, motion carried none opposed.

3.2 FY21 Block Grant Proposed Projects:
3.2a: Phase III Construction: Monument Park area for 619K
Motion made to accept: T. Beauregard/T. Hutchinson. All in favor, motion carried none opposed.

3.2b: Downtown Phase IV Design: Sidewalk curbing and crossings improvements in the area of Nichols, Parker, West and Oak Street for an estimated \$31,250.
Motion made to accept: L. Saunders/R. Jean. All in favor, motion carried none opposed.

3.2c: Maki Park Design: Projected estimated cost \$60K.
Motion made to accept: R. Jean/T. Hutchinson. All in favor, motion carried none opposed.

EXHIBIT F

RE: New Round of Shared Streets and Spaces Grant Program



tbeauregard@gardner-ma.gov
To: darnold@gardner-ma.gov; Mayor@gardner-ma.gov

Reply Reply All Forward

Tue 4/27/2021 8:45 AM

Exhibit 4_Maki Park Outdoor Seating Concept.pdf
.pdf File

Dane,

We would propose a tiered gravel pad design on the Maki site. I don't think occupying parking spaces in downtown for this program is a good idea. As a matter of fact we are looking at moving the George Sweeney seating to Maki because the Mayor's been receiving a number of complaints about our plans. I am waiting to hear back from the State on this.

Trevor

Trevor Beauregard

Director
DODP
115 Pleasant Street
Gardner, MA 01440
(978) 630-4014, x2
www.gardner-ma.gov

From: Dane Arnold <darnold@gardner-ma.gov>
Sent: Tuesday, April 27, 2021 8:36 AM
To: Trevor Beauregard <tbeauregard@gardner-ma.gov>; Mayor <Mayor@gardner-ma.gov>
Subject: RE: New Round of Shared Streets and Spaces Grant Program

Trevor,

I like the location, but the problem I see with the Maki lot is the slope towards West/Parker Street could pose a problem. If we looked at the West Street lot, closer to the Ale House/West Street wall, I think its flatter.

Thank You,

Dane E. Arnold, Director
Department of Public Works
50 Manca Drive
Gardner MA 01440
978-630-8195

EXHIBIT G

Fw: Emergency Grant Program

MassDOT Shared Streets <SharedStreets@dot.state.ma.us>
To: jderoy@gardner-ma.gov

Reply Reply All Forward

Fri 5/21/2021 12:39 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

93696225_Exhibit 1 - Maki Park Project Overview Map.pdf 4 MB
101316103_Exhibit 5, Maki Lot Project Budget.pdf 422 KB

ing the Safe Transportation for Every Pedestrian (STEP) resource page, to identify appropriate countermeasures based on the safety issues of concern. (Required):

Is the project intended to provide improvements to infrastructure used by children to get to and from school (within two miles) or other youth destinations? If yes, please list schools or destinations. (Required):	Yes
Detail::	Holy Family Academy Gardner Junior High School Waterford Street School Just Dance Performance Arts Center Jackson Playground and Skate Park
Is the proposed project intended to provide improvements to infrastructure used by seniors to reach senior destinations (within one mile)? If yes, please list destinations. (Required):	Yes
Detail::	Gardner Senior Center Gardner Highrise Binnall House Colonial Apartments Heywood Wakefield Commons
Is the proposed project intended to support safe walking and biking within one mile of a transit stop? If yes, please list the transit stop(s). (Required):	Yes
Detail::	MART Gardner Bus Stops: City Hall Gardner Highrise Heywood Place Levi Heywood Memorial Library
Does the proposed project support safe routes to open space and/or parks? If yes, please list the name of the facilities. (Required):	Yes
Detail::	North Central Pathway Crystal Lake Park
Will the proposed project be fully implemented by September 7, 2021? (Required):	No
Will the proposed project be fully implemented by December 31, 2021? (Required):	Yes
Is this project intended to be a temporary or permanent improvement? (Required):	Permanent
Description of how the project will be implemented, including staffing roles: (Required):	The City of Gardner Department of Community Development and Planning (DCDP) will manage the project. The Director of DCDP, Trevor Bearegard, will act as Project Manager for the project. The City's Economic Development Coordinator, Jessica DeRoy, will assist the Director with day-to-day oversight.
Description of project implementation and key milestones: (Required):	The design cost of the Maki Park project is estimated at \$23,000 and will take six weeks to complete. The City of Gardner will pay for the design services and will contract the work out to an engineering firm already on-call with the City. The Maki lot construction will follow the procurement procedure established under MGL, Chapter 149, and will be conducted through the City's Purchasing Department. Bidding the construction project will take three weeks and the contractor will be hired the following week. Construction will commence in September of 2021 and be completed in November of 2021. Based on a June 25th Award date: July 1 to July 30, 2021 Design Maki Park Outdoor Seating and Function Area Project August 1 to August 22, 2020 Bid Maki Park Outdoor Seating and Function Area Project August 31, 2020 Award contract for construction for Maki September 16, 2021 Begin Construction for Maki November 7, 2021 Construction Complete for Maki

EXHIBIT H

RE: [EXTERNAL] RE: Downtown Phase 4 and Maki Park



Lyndsy Butler <lbutler@gardner-ma.gov>
To: 'Matt P. Wzorek'

Reply Reply All Forward ...
Fri 12/3/2021 1:23 PM

Your right...I had asked about phase 3... and now I am asking about the next phase . The process is so behind as we just submitted FY21 to the state. I am looking at FY21 design projects to see which ones we will be applying for construction funding in 22. If there is any way you could come up with some preliminary figure for phase 4 and Maki that would be helpful. 😊

From: Matt P. Wzorek <MPWzorek@tigheBond.com>
Sent: Friday, December 3, 2021 1:11 PM
To: Lyndsy Butler <lbutler@gardner-ma.gov>
Subject: [EXTERNAL] RE: Downtown Phase 4 and Maki Park

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

Hi Lyndsy,

Just to confirm do you mean phase 3 and park st park? Or do you need phase 4 and Maki? Sorry I may have been mixed up... currently we are working on the phase 3 and park street park.

Thanks,

Matthew P. Wzorek, PE
Project Manager



o. 413.572.3274 | m. 413.530.7568
53 Southampton Road, Westfield, MA 01085
w: tighebond.com | halvorsondesign.com



From: Lyndsy Butler <lbutler@gardner-ma.gov>
Sent: Friday, December 3, 2021 12:45 PM
To: Matt P. Wzorek <MPWzorek@tigheBond.com>
Subject: Downtown Phase 4 and Maki Park

[Caution - External Sender]

Hi Matt,

I know I had asked a couple weeks back for OPC for Downtown Phase 4 and Maki Park. I am trying to put together FY22 CDBG grant budget. Would you be able to give me a rough estimate?

Thanks!

Lyndsy Butler
Assistant Director
DCDP
115 Pleasant Street
Gardner, MA 01440
O:978-630-4011 #1
C: 978-350-6928
www.gardner-ma.gov

EXHIBIT I

CDBG STEERING COMMITTEE MEETING

MINUTES

Friday March 4, 2022

**Manca Annex Hubbard meeting Room 202
08:30 A.M.**

Committee Members present: Lyndsy Butler, Rick Germano, Rick Rossi, Tracy Hutchinson, George Tyros, Trevor Beauregard and Laura Cassidy

Committee Members absent: Lauren Saunders and Roland Jean

Others Present: Jessica DeRoy

Lyndsy Butler opened the meeting at 8:33 am.

1. Acceptance of Minute:

Motion to accept minutes of January 21, 2022 with noted changes made by Rick Rossi. Seconded by George Tyros

All in favor: motion carried, none opposed

2. Old Business:

None

3. New Business:

3.1 Review & Discussion of Public Social Services Proposals for Block Grant FY22

-The Boys & Girls Club is requesting an amount of \$13,980. This amount is more than previously discussed (\$10K). Additional funding will provide services to 30 LMI students. Motion made by G. Tyros to accept the increased amount Motion 2nd by T. Hutchinson

All in favor: motion carried, none opposed.

-Gardner Athletics Program is requesting \$15,000 to help 150 student athletes with user fees that qualify for services through review within the free & reduced lunch waiver program. Motion made by T. Beauregard/G. Tyros. All in favor: motion carried, none opposed.

-Gardner Emergency Housing Mission is requesting \$5,000 to provide temporary units to 6-8 families with children. Funding will be used to aide families with last minute needs along with transitional assistance. Motion made by T. Beauregard/R. Germano All in favor: motion carried, none opposed

3.2 Discussion of project proposals for Block Grant FY22

Downtown Phase 4: *West/Oak/Parker/Nichols Street Intersection to include design of crosswalk, sidewalk and lighting repair and upgrade at an estimated cost of \$229,500. Motion made to accept by R. Rossi/R. Germano. All in favor: motion carried, none opposed.*

Maki Park: *57-67 Parker Street. Design/Construction of park and public seating area for public amenities and downtown events at an estimated cost of \$177,754. Motion made to accept by G. Tyros/R. Germano All in favor: motion carried, none opposed.*

Demonition of Slum & Blight: *(Greenwood Memorial Pool) estimated cost of \$200,000. Motion made to accept by G. Tyros/T. Beauregard All in favor: motion carried, none opposed.*

4. Announcements and Recognitions

4.1 Next meeting: TBD

5. Adjournment

Motion to adjourn

R. Germano/G. Tyros

All in favor.

Meeting adjourned at 09:03 a.m.

EXHIBIT J

RE: [EXTERNAL] RE: Maki Park and Park St Park



Trevor Beauregard <tbeauregard@gardner-ma.gov>
To: Matt P. Wzorek



6/3/2022

Matt,

If you could get something over for Park St beginning of next week it would be great. If you can do a rendering at no cost for Maki then great, but I have no \$\$ to pay for it.

Thanks,

Trevor Beauregard
Director
Dept. Community Development and Planning
115 Pleasant Street
Gardner, MA 01440
978-630-4014, x2
Executive Director
Gardner Redevelopment Authority

From: Matt P. Wzorek <MPWzorek@tigheBond.com>
Sent: Tuesday, May 31, 2022 2:52 PM
To: Trevor Beauregard <tbeauregard@gardner-ma.gov>
Subject: [EXTERNAL] RE: Maki Park and Park St Park

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

Hi Trevor,

Sorry, but I don't have much to help you out here. The attached figure you sent is all we have on Maki Park. I can have someone pull together a rendering on this if you want and could have it to you by the of the week. Is this one potentially moving forward?

I will have someone update the Park street Park rendering to remove the bike path extension piece. Is the end of the week ok for this too?

Thanks,

Matthew P. Wzorek, PE

Project Manager



o. 413.572.3274 | m. 413.530.7568

53 Southampton Road, Westfield, MA 01085
w: tighebond.com | halvorsondesign.com



From: Trevor Beauregard <tbeauregard@gardner-ma.gov>
Sent: Tuesday, May 31, 2022 9:12 AM
To: Matt P. Wzorek <MPWzorek@tigheBond.com>
Subject: Maki Park and Park St Park

[Caution - External Sender]

Matt,

Would you happen to have a concept plan for the Maki Park site and the Park St Park site you could send me. The attached concept is the only one I have for Maki (I was hoping we might have something a little farther along) and the only concept I have for the Park St site includes the bike trail extension (I need one without the bike trail extension).


Lyndsy may have something you've sent her in the past, but she is out on vacation this week.





Thanks, Trevor

Trevor Beauregard
Director
Dept. Community Development and Planning
115 Pleasant Street
Gardner, MA 01440
978-630-4014, x2
Executive Director
Gardner Redevelopment Authority

EXHIBIT K

FW: [EXTERNAL] RE: [EXTERNAL] Phase 4 and Maki

 Lyndsy Butler <lbutler@gardner-ma.gov>
To: Trevor Beauregard

 Reply
  Reply All
  Forward
  ...

Wed 9/28/2022 3:55 PM

Trevor,

Matt has asked if we would like to bid out Maki Park and Phase IV together or separately. We have the funds for construction of Maki Park now but the funds for Phase IV (if we are using block grant) will not be available until July 23.





Lyndsy

From: Matt P. Wzorek <MPWzorek@tigheBond.com>
Sent: Wednesday, September 28, 2022 3:50 PM
To: Lyndsy Butler <lbutler@gardner-ma.gov>
Subject: [EXTERNAL] RE: [EXTERNAL] Phase 4 and Maki

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Gotcha. Thanks. Is there a need to get Maki out to bid sooner than later or did you want to try and bid the projects together? At this point they both won't be constructed this year since it is already almost October, but I just didn't know if you want to get Maki bid over the winter for spring construction, or wait until you have the block funds at the end of June and do them together?

They can go separate, but since they are so close in proximity it wouldn't be a bad idea to bid and construct them together. Just a thought, but we can do whatever.

Matthew P. Wzorek, PE
 Project Manager

 o. 413.572.3274 | m. 413.530.7568
 53 Southampton Road, Westfield, MA 01085
 w: tighebond.com | halyorandesigns.com




From: Lyndsy Butler <lbutler@gardner-ma.gov>
Sent: Wednesday, September 28, 2022 3:43 PM
To: Matt P. Wzorek <MPWzorek@tigheBond.com>
Subject: RE: [EXTERNAL] Phase 4 and Maki

[Caution - External Sender]

We have the funds to construct Maki Park. Phase 4 construction will most likely be completed with FY22/23 block grant funds which will not be released until July of 2023.

From: Matt P. Wzorek <MPWzorek@tigheBond.com>
Sent: Wednesday, September 28, 2022 3:32 PM
To: Lyndsy Butler <lbutler@gardner-ma.gov>
Subject: [EXTERNAL] Phase 4 and Maki

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

I forgot if I sent this to you or not already, but here is the survey for Phase 4 and the Maki Park. Once we have some concepts completed I will reach out to go over them with you. What is your overall schedule on these two projects?

Thanks,


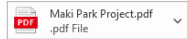
Matthew P. Wzorek, PE
 Project Manager

 o. 413.572.3274 | m. 413.530.7568

EXHIBIT L

FW: [EXTERNAL] Maki Park Preliminary Drawings

Trevor Beaugard <tbeaugard@gardner-ma.gov>
To: Matt P. Wzorek
Cc: Lyndsy Butler, Jessica DeRoy

Reply Reply All Forward Thu 11/17/2022 3:52 PM



Matt,
Looping Jessica DeRoy in on this one since she'll be overseeing construction of the project. We'll discuss tomorrow and get back to you.

Trevor

Trevor Beaugard
Director
Dept. Community Development and Planning
115 Pleasant Street
Gardner, MA 01440
978-630-4014, x2

Executive Director
Gardner Redevelopment Authority

From: Matt P. Wzorek <MPWzorek@tigheBond.com>
Sent: Thursday, November 17, 2022 2:34 PM
To: Lyndsy Butler <lbutler@gardner-ma.gov>; Trevor Beaugard <tbeaugard@gardner-ma.gov>
Subject: [EXTERNAL] Maki Park Preliminary Drawings

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

Lyndsy and Trevor – Attached please find the preliminary drawings set for the Maki Park. I wanted to get this to you to provide any initial feedback on the layout. Once we nail down the layout we will work on the grading and such, but I just wanted to get this in front of you to make sure this was headed in the right direction.

Also, what is shown on here is likely overbudget, but I wanted to see what the ultimate buildout would look like. My thought is that we could include the essential work (grading, site layout, retaining walls, stairs, stone dust, concrete, and fencing (basically anything required to establish the site)) as the base bid work. Then we could work with alternates to see what we could include for the site furnishings like the plantings, tables, shades, etc. My concern is that with the site grading we will likely need some decent retaining walls at each level which will add up. Let me know what you think.

Thanks,

Matthew P. Wzorek, PE
Project Manager



o. 413.572.3274 | m. 413.530.7568

53 Southampton Road, Westfield, MA 01085
w: tighebond.com | halvorsondesign.com

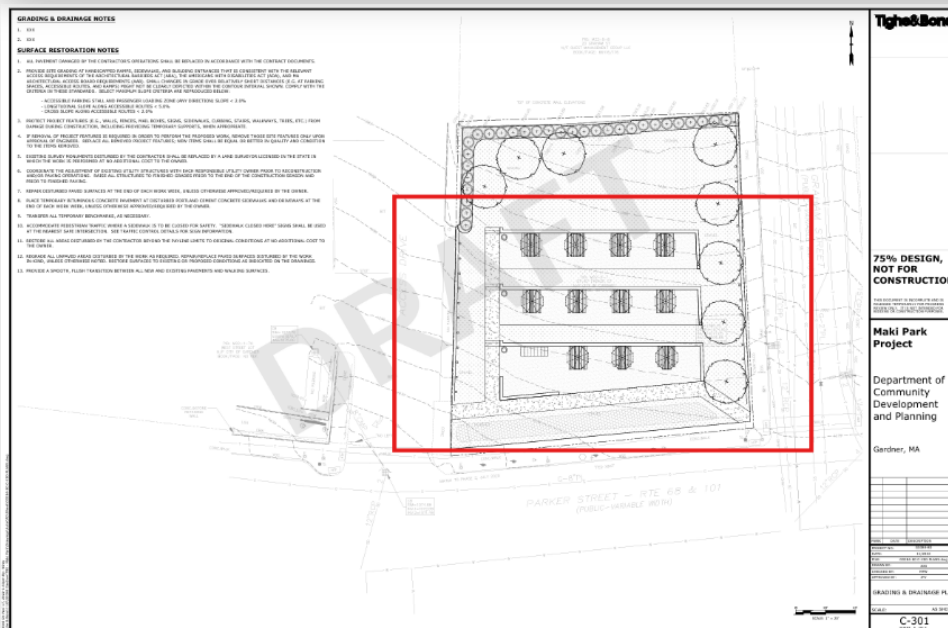


EXHIBIT M

RE: [EXTERNAL] Maki Park Preliminary Drawings



Trevor Beaugard <tbeaugard@gardner-ma.gov>
To Matt P. Wzorek; Lyndsy Butler
Cc Jessica DeRoy



11/29/2022

Matt,

I spoke with Lyndsy yesterday about the retaining wall. It doesn't surprise me about the condition. In addition to looking at what it would cost to replace the concrete retaining wall, can we look at an alternative to include a grassy knoll/slope instead? Not sure how much of the site we'd lose with this option or if we can even consider it knowing that the site already slopes toward the roadway. Just thought it might be a less expensive option. If doable maybe we can cut a concrete pad into the middle part of the knoll at its low point.

Either way we should consider having the back property line surveyed, since I was told a portion of the structure on the neighboring property is on our property. It would be good to confirm this.

Thanks, Trevor

Trevor Beaugard
Director
Dept. Community Development and Planning
115 Pleasant Street
Gardner, MA 01440
978-630-4014, x2

Executive Director
Gardner Redevelopment Authority

From: Matt P. Wzorek <MPWzorek@tigheBond.com>
Sent: Thursday, November 17, 2022 2:34 PM
To: Lyndsy Butler <butler@gardner-ma.gov>; Trevor Beaugard <tbeaugard@gardner-ma.gov>
Subject: [EXTERNAL] Maki Park Preliminary Drawings

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

Lyndsy and Trevor – Attached please find the preliminary drawings set for the Maki Park. I wanted to get this to you to provide any initial feedback on the layout. Once we nail down the layout we will work on the grading and such, but I just wanted to get this in front of you to make sure this was headed in the right direction.

Also, what is shown on here is likely overbudget, but I wanted to see what the ultimate buildout would look like. My thought is that we could include the essential work (grading, site layout, retaining walls, stairs, stone dust, concrete, and fencing (basically anything required to establish the site)) as the base bid work. Then we could work with alternates to see what we could include for the site furnishings like the plantings, tables, shades, etc. My concern is that with the site grading we will likely need some decent retaining walls at each level which will add up. Let me know what you think.

Thanks,

Matthew P. Wzorek, PE

Project Manager



o. 413.572.3274 | m. 413.530.7568

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w: tighebond.com | halvorsondesign.com



EXHIBIT N

Fwd: [EXTERNAL] Maki Park Rendering

Lyndsy Butler <lbutler@gardner-ma.gov>
To Mayor; Chris Coughlin

1 KB
image004.png
1 KB
G0384-80 Maki Park Illustrative Plan 24x36_reduced.pdf
2 MB

4/5/2023

Mayor,

Please see attached rendering for Maki Park.

Lyndsy

Begin forwarded message:

From: "Matt P. Wzorek" <MPWzorek@tighebond.com>
Date: April 5, 2023 at 4:32:15 PM EDT
To: Lyndsy Butler <lbutler@gardner-ma.gov>
Cc: Joseph Genga <JGenga@tighebond.com>
Subject: [EXTERNAL] Maki Park Rendering

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

Lyndsy,

Attached is the rendering for Maki Park. Let us know what you think and if you want to tweak anything.

Thanks,

Matthew Wzorek, PE

Project Manager

o. 413.562.1600 | m. 413.530.7568
53 Southampton Road, Westfield, MA 01085
w: tighebond.com | halvorsondesign.com

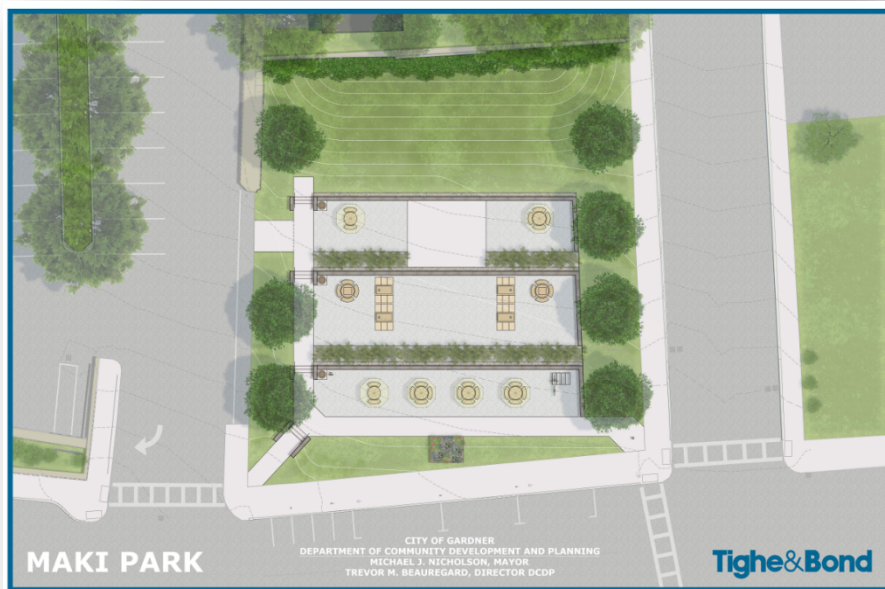





EXHIBIT O

[EXTERNAL] RE: [EXTERNAL] RE: [EXTERNAL] RE: Maki Park Bid Package

 Matt P. Wzorek <MPWzorek@tigheBond.com>
To Joshua Cormier; Jessica DeRoy
Cc Lyndsy Butler; Aaron B. Sabbs

5/2/2023

 Maki Park Bid Set Drawings 5-2-2023.pdf 6 MB

 Maki Park Bid Set Specifications 5-2-2023.pdf 8 MB

CAUTION: This email originated from a sender outside of the City of Gardner mail system. Do not click on links or open attachments unless you verify the sender and know the content is safe.

Josh – Attached are the plans and specs for Maki. Please let me know if you need anything else.

Thanks,

Matthew Wzorek, PE
Project Manager
Tighe&Bond
o. 413.562.1600 | m. 413.530.7568
53 Southampton Road, Westfield, MA 01085
w: tighebond.com | halvorsondesign.com

