

**City of Gardner - *Executive Department*****Mayor Michael J. Nicholson**

September 25, 2025

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

RE: A Measure Authorizing the City to borrow \$6,911,028.00 for the Gardner Middle School
Massachusetts School Building Authority Accelerated Repair Roof Replacement Project at 297
Catherine Street

Dear Mr. President and Councilors,

The Massachusetts School Building Authority recently approved the City to enter into the next stage of their process to receive grant funding to replace the roof at the Gardner Middle School Building, located at 297 Catherine Street.

As you may remember from the recent votes done in relationship with the Massachusetts School Building Authority (MSBA), the City must first take out a loan in the full amount of the project, and then receive up to 80% reimbursement from the MSBA for all project eligible costs.

In order to be eligible for funding, the City MUST follow all MSBA required processes and procedures, including utilizing their cost estimates for the projects they provide funding for without deviation- which is where the dollar amount for this loan order came from.

The City's portion of this project was appropriated in February of 2025 as part of the unexpended bonds appropriation package for the funding that was remaining following the construction of the new Gardner Elementary School.

Respectfully Submitted,

Michael J. Nicholson
Mayor, City of Gardner

VOTE

That the City of Gardner (City) appropriate the amount of Six million, nine hundred and eleven thousand, twenty-eight (\$6,911,028) Dollars for the purpose of paying costs of the Gardner Middle School MSBA Accelerated Repair Roof Replacement Project at 297 Catherine St., Gardner, MA, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the City has applied for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Gardner School Committee. To meet this appropriation, the City Council, with the approval of the Mayor is authorized to borrow said amount under M.G.L. Chapter 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 if the MSBA's Board of Directors votes to invite the City to collaborate with the MSBA on this proposed repair project, any project costs the City incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the City, 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; and that this vote be adopted as read.

Mayor

From: Mark Hawke <hawkem@gardnerk12.org>
Sent: Thursday, September 11, 2025 9:40 AM
To: Mayor
Cc: Rachel Roberts (Mayor's Office); Mark Pellegrino; Rachel Cormier; John Richard
Subject: [EXTERNAL] MSBA GMS Roof Replacement
Attachments: City Council vote for full funding GMS Roof 9-10-25.docx; PSB Vote Language Bulletin April 2011 Cities and Towns B#2.pdf; ARP_Total_Project_Budget_Template_June2025 Gardner Draft_rvsd 8.11.25.pdf

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Mr. Mayor,

As you are aware the MSBA approved the City's Feasibility Study for the GMS Roof Replacement Project at its recent meeting. This means we are able to move onto the next step of the project. This step requires a VOTE of the City Council for the appropriation/borrowing of the full amount of the project, \$6,911,028. I have attached the VOTE language and Bulletin 11-02 from the MSBA explaining the required local vote for the project.

The MSBA is preparing a Project Funding Agreement (PFA), but the VOTE is required prior to signing the PFA and there is a 90 day timeline to get the VOTE passed and PFA signed, so I wanted to get you this information as quickly as possible.

The third attachment is the project budget. Please note that this budget includes the Feasibility Study. The City Council did vote on February 3, 2025 to appropriate \$100,000 for the Feasibility Study, this may be rescinded as the full project amount (including the Feasibility Study) is included in this VOTE. It is also important to note that the budget contains an Alternate to replace the failing HVAC units on the roof. Also included in the budget are various contingencies.

As you are also aware the City's reimbursement rate is 80% of eligible costs. The keywords are "of eligible costs". While a higher percentage of this project will be reimbursed than of the Elementary School project, it is unlikely that it will be a perfect 80%, or that the cost will be exactly the voted number. We do have \$1,200,000 appropriated for this project from the excess bonding for the Elementary School, but I believe it is important to note that the Alternate may not be an eligible reimbursement expense. An additional amount of funding may be required to complete the project.

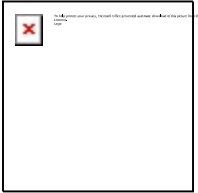
Finally, with regard to a timeline, Tighe & Bond is actively working on the construction documents and we anticipate bidding the project over the winter and having construction take place in July and August of 2026.

Should you have any questions, comments or concerns please let me know.

Mark

--

Mark Hawke
Director of Finance & Operations
Ph:978-632-1000
DL:978-410-4302
Cell:978-407-6140



The Gardner Public Schools does not discriminate due to race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, homelessness or limited English proficiency.

Gardner School District
Gardner Middle School

Submittal Date

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.17(5)		Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible		Estimated Budget	Basis of Estimated Total Facilities Grant ¹		Estimated Maximum Total Facilities Grant ¹
Feasibility Study Agreement		Estimated Total Facilities Grant or Otherwise Ineligible		Estimated Budget	Basis of Estimated Total Facilities Grant ¹		Estimated Maximum Total Facilities Grant ¹
1	OPM Feasibility Study			\$15,000		\$15,000	
2	A&E Feasibility Study			\$87,500		\$87,500	
3	Env. & Site					\$0	
4	Other			\$37,600		\$37,600	
5	Feasibility Study Agreement Subtotal		\$0	\$140,100		\$140,100	\$0
Administration							
6	Legal Fees					\$0	\$0
Owner's Project Manager							
7	Design Development					\$0	
8	Construction Contract Documents			\$51,000		\$51,000	
9	Bidding			\$17,000		\$17,000	
10	Construction Contract Administration			\$206,000		\$206,000	
11	Closeout			\$26,000		\$26,000	
12	Extra Services					\$0	
13	Reimbursable & Other Services					\$0	
14	Cost Estimates					\$0	
15	Advertising					\$0	
16	Permitting					\$0	
17	Owner's Insurance					\$0	
18	Other Administrative Costs					\$0	
19	Administration Subtotal		\$0	\$300,000		\$300,000	\$0
Architecture and Engineering							
Basic Services							
21	Design Development					\$0	
22	Construction Contract Documents			\$184,500		\$184,500	
23	Bidding			\$9,300		\$9,300	
24	Construction Contract Administration			\$92,900		\$92,900	
25	Closeout			\$16,700		\$16,700	
26	Other Basic Services					\$0	
27	Basic Services Subtotal		\$0	\$303,400		\$303,400	
Reimbursable Services							
28	Construction testing					\$0	
29	Printing (over minimum)					\$0	
30	Other Reimbursable Costs					\$0	
31	Hazardous Materials					\$0	
32	Geotech & Geo-Env.					\$0	
33	Site Survey					\$0	
34	Wetlands					\$0	
35	Traffic Studies					\$0	

Gardner School District
Gardner Middle School

Submittal Date

Carroll Middle School		Total Project Budget: All costs associated with the project are subject to 963 CMR 2.17(5)		Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible		Basis of Estimated Total Facilities Grant ¹		Estimated Maximum Total Facilities Grant ¹	
		Estimated Budget							
36	Architectural/Engineering Subtotal		\$303,400		\$0		\$303,400		\$0
CM & Risk Preconstruction Services									
37	Pre-Construction Services								
Site Acquisition									
38	Land/Building Purchase						\$0		
39	Appraisal Fees						\$0		
40	Recording fees						\$0		
41	Site Acquisition Subtotal		\$0		\$0		\$0		\$0
Construction Costs									
42	Construction Budget								
43	GMP Fee								
44	GMP Insurance								
45	GMP Contingency								
46	Division 1 - General Requirements		\$1,810,846						
47	Division 2 - Existing Conditions		\$7,882						
48	Division 3 - Concrete								
49	Division 4 - Masonry		\$13,944						
50	Division 5 - Metals		\$31,672						
51	Division 6 - Woods, Plastics and Composites		\$92,343						
52	Division 7 - Thermal and Moisture Protection		\$3,172,001						
53	Division 8 - Openings								
54	Division 9 - Finishes		\$1,055						
55	Division 10 - Specialties								
56	Division 11 - Equipment								
57	Division 12 - Furnishings		\$3,120						
58	Division 13 - Special Construction								
59	Division 14 - Conveying Systems								
60	Division 21 - Fire Suppression								
61	Division 22 - Plumbing		\$33,785						
62	Division 23 - HVAC		\$69,310						
63	Division 25 - Integrated Automation								
64	Division 26 - Electrical		\$47,182						
65	Division 27 - Communications								
66	Division 28 - Electronic Safety and Security								
67	Division 31 - Earthwork								
68	Division 32 - Exterior Improvements								

Gardner School District
Gardner Middle School

Submittal Date

Carroll Intermediate School		Total Project Budget: All costs associated with the project are subject to 963 CMR 2.17(5)	Estimated Budget	Scope Items Excluded from the Basis of Estimated Total Facilities Grant or Otherwise Ineligible		Basis of Estimated Total Facilities Grant ¹	Estimated Maximum Total Facilities Grant ¹
69	Division 33 - Utilities						
70	Construction Budget		\$5,283,140		\$0	\$5,283,140	\$0
	Alternates						
71	Alternates Included in the Total Project Budget		\$514,568			\$514,568	
72	Alternates Excluded from the Total Project Budget					\$0	
73	Alternates Subtotal ³		\$514,568		\$0	\$514,568	\$0
	Miscellaneous Project Costs						
74	Utility company Fees					\$0	
75	Testing Services					\$0	
76	Swing Space/Modulars					\$0	
77	Other Project Costs (Mailing & Moving)					\$0	
78	Misc. Project Costs Subtotal		\$0		\$0	\$0	\$0
	Furnishings and Equipment						
79	Furnishings					\$0	
80	Equipment					\$0	
81	Computer Equipment					\$0	
82	FF&E Subtotal		\$0		\$0	\$0	\$0
83	Project Budget		\$6,541,208		\$0	\$6,541,208	\$0

Board Authorization

84	Project Budget (excluding Contingencies)	\$6,541,208
85	Scope Items Excluded or Otherwise Ineligible	\$0
86	Third Party Funding (Ineligible)	
87	Basis of Estimated Total Facilities Grant ^{1,4}	\$6,541,208
88	Reimbursement Rate	
89	Estimated Maximum Total Facilities Grant ¹	\$0

This document was prepared by the Owner's Project Manager (**OPM Firm**) based on preliminary information and estimates drafted by the OPM Firm and Designer (**Design Firm**) of the (**District**) for the (**School**) project. Based on this preliminary draft and the information provided in it, certain budget, cost and scope items may be determined to be ineligible for reimbursement. However, the MSBA's initial draft 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 maximum facilities grant established for the Project Funding Agreement does not include any potentially eligible contingency funds and is subject to review and audit by the MSBA. At the time of PFA Bid Amendment, the Estimated Maximum Facilities Grant and the Maximum Total Facilities Grant will be adjusted to account for any budget revision requests submitted and approved by the MSBA at the time of establishing the Amendment.

2. Pursuant to Section 3.23 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. Contingency funds are to be determined by the District with their consultants, however eligibility is capped. Construction Contingency is capped at 5% of the estimated eligible construction cost and Owner's contingency is capped at 0.5% of the estimated eligible construction cost. Reimbursable soft costs are capped at 20% of the estimated eligible construction budget. If the District exceeds their reimbursable soft cost cap, the exclusion will first be applied to the 0.5% eligible Owner's Contingency until the exclusion has been exhausted or the eligible Owner's Contingency is \$0.

4. The Alternate Subtotal budget line represents the scope of work that the District may bid as an alternate to the construction contract. When an alternate increases project scope (an "add" alternate), the amount of the alternate is not included within the Construction Budget. By contrast, when an alternate decreases project scope (a "deduct" alternate), the amount is included within the Construction Budget.

90	Total Construction Contingency ^{2,3}	\$264,157
91	Ineligible Construction Contingency ^{2,3}	\$0
92	Potentially Eligible Construction Contingency ^{2,3}	\$264,157
93	Total Owner's Contingency ^{2,3}	\$105,663
94	Ineligible Owner's Contingency ^{2,3}	\$79,247
95	Potentially Eligible Owner's Contingency ^{2,3}	\$26,416
96	Total Construction and Owner's Contingency ^{2,3}	\$369,820
97	Total Ineligible Contingency ^{2,3}	\$79,247
98	Total Potentially Eligible Contingency ^{2,3}	\$290,573
99	Reimbursement Rate	0.00%
100	Potential Additional Contingency Grant Funds ²	\$0
101	Maximum Total Facilities Grant ¹	\$0
102	Total Project Budget	\$6,911,028

Bulletin 11-02**Local Votes by Cities and Towns that have been invited to enter into a Project Scope and Budget Agreement with the Massachusetts School Building Authority****Requirements for Warrant Articles, Motions, Orders and Votes**

Pursuant to G.L. c. 70B and 963 CMR 2.10, the Massachusetts School Building Authority (“MSBA”) issues this Bulletin to inform cities and towns that have been invited to enter into a Project Scope and Budget Agreement with the MSBA of the requirements for warrant articles, motions, orders, and votes related to any potential projects that may be eligible for MSBA funding (collectively, “Projects”). ***Regional School Districts should consult Bulletin 11-04 for the MSBA’s vote requirements for regional school districts and their member communities that have been invited to enter into a Project Scope and Budget Agreement with the MSBA.***

**** Please note that only those cities and towns that have been invited by the MSBA to enter into a project scope and budget agreement with the MSBA should vote to authorize a project, and such vote should not occur until after the project scope and budget have been approved by the MSBA. Cities and towns are urged to contact the MSBA before finalizing an article, motion, resolution, ballot question or other vote because there may be additional requirements depending on the particulars of your project. If a city or town already has voted to authorize a project, please contact the MSBA immediately. The MSBA may require clarification of the vote or a new vote that meets the MSBA’s requirements. Cities and towns that have not been invited by the MSBA to enter into a project scope and budget agreement should not be voting to authorize a construction or renovation project at this time.**

Cities and towns that proceed with studying, planning, designing, renovating or constructing a school facility without the collaboration and approval of the MSBA will not be eligible for MSBA funding.

****Cities and towns should consult with their local counsel and bond counsel to ensure that all warrant articles, motions, orders, and votes otherwise comply with municipal finance law and all other applicable laws, regulations, local bylaws, and ordinances.**

All articles, motions, resolutions, orders, Proposition two and one-half ballot questions, and any other votes of a city or town related to the approval, funding, and/or debt authorization for a Project shall be a **separate, stand-alone vote, solely for purposes of the one Project**. The article, motion, resolution, order, vote and/or ballot question related to the Project must not pertain to or be bundled with any other school or municipal project. The article, motion, resolution, order, vote must be project specific and must include specific information about the project location and scope.

A city or town must vote to appropriate and authorize the **full amount** of a Project's cost, including both the local share and the MSBA's share, if any. The total project budget amount must be authorized and approved.

All warrant articles, motions, resolutions, orders and votes, with the exception of a Proposition two and one-half ballot question (see below), must include the following provisions:

- A description of the site of the project, including the address of the school building and a description of the parcel.
- If a proposed renovation, addition, or new construction project, "the school facility shall have an anticipated useful life as an educational facility for the instruction of school children for at least 50 years, and for which the [City/Town] may be eligible for a school construction grant from the Massachusetts School Building Authority."
- If a proposed repair project, "The proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program."
- "The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs that the [City/Town] incurs in excess of any grant that may be received from the MSBA shall be the sole responsibility of the [City/Town]."
- For the debt authorization provision, the following language must be included: "the amount of borrowing authorized pursuant to the vote shall be reduced by any amounts received or expected to be received from the MSBA prior to the issuance of any bonds or notes under this vote."

A form of article, motion, order, vote is attached as "Attachment A," and a city or town must use this form to qualify for MSBA funding.

Proposition Two and One-Half Ballot Questions

- All ballot questions for a Project must be solely related to that Project. One Project per vote. The ballot question related to the Project must not pertain to or be bundled with any other school or municipal projects.

A form of ballot question is attached as "Attachment B," and a city or town must use this form to qualify for MSBA funding.

Attachment AARTICLE

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of [*the School Building Committee*] for [*Insert a description of the Project, including school name, description of location, address, scope of 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], [*Alternatively, if a repair project:* which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program] and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority (“MSBA”). The Town 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 Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) _____ percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.

MOTION/VOTE/ORDER

That the [*City/Town*] appropriate the amount of _____ (\$_____) Dollars for the purpose of paying costs of [*Insert a description of the Project, including school name, description of location, address, scope of project*], 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 for at least 50 years] [*Alternatively, if a repair project:* which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program], and for which the [*City/Town*] may be eligible for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of [*the School Building Committee*]. To meet this appropriation the [*Insert the appropriate local official or Board*], is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The [*City/Town*] 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/Town*] incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the [*City/Town*]; provided further that any grant that [*City/Town*] may receive from the MSBA for the Project shall not exceed the lesser of (1) _____ percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; [provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2½)]; 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/Town*] and the MSBA.

Attachment B**BALLOT QUESTION**

Shall the [*City/Town of* _____] be allowed to exempt from the provisions of Proposition two-and-one-half, so called, the amounts required to pay for the bonds issued in order to [*Insert description of the Project*]?

Titi Siriphan

From: Mayor
Sent: Thursday, October 16, 2025 1:02 PM
To: Elizabeth Kazinskas
Cc: Titi Siriphan; George Tyros
Subject: FW: [EXTERNAL] Re: Fw: Request for Additional Information - Item 11700
Attachments: Signed SC Vote Certification 2-12-24.pdf; Signed City Council Vote 2-5-24.pdf; 11480 - Feasibility Study_Middle School Roof Certified Vote of Loan Authorization.pdf; 2024 _ARP_Syllabus.pdf; Gardner_CY2024_ARP_80.00 (1).pdf; Gardner ARP PFA BAL.pdf

Good Afternoon Councilor Kazinskas,

Below, please find the answers to the questions that you submitted to my office regarding Item 11700.

Best,

Mike Nicholson

From: Mark Hawke <hawkem@gardnerk12.org>
Sent: Tuesday, October 14, 2025 4:33 PM
To: Mark Pellegrino <pellegm@gardnerk12.org>; Mayor <Mayor@gardner-ma.gov>
Subject: [EXTERNAL] Re: Fw: Request for Additional Information - Item 11700

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Mr. Mayor,

Please find below the answers to Councilor Kazinskas's questions.

1. Please provide the City Council with a project timeline (i.e. application, award, key MSBA deadlines, etc.).

In order to submit an application to the MSBA the School Committee and City Council must vote to endorse the submission of a Statement of Interest (SOI). The City has previously applied to the MSBA following unanimous votes of the School Committee and City Council in 2018 and 2021. Most recently the City Council voted on February 5, 2024 to unanimously approve the SOI and the School Committee voted unanimously on February 12, 2024 (See Attached).

On August 29, 2024 the MSBA staff conducted a site visit to document the conditions of the roof.

On October 30, 2024 the MSBA Board voted unanimously to accept the City's SOI. The City was notified the same day that we were accepted into the Accelerated Repair Program for the GMS Roof Replacement project.

After submitting a lot of paperwork, the City was assigned a Project Commencement date of December 2, 2024. This date is important as it started our timeline clock. We were given ninety (90) days to submit all paperwork including proof of a vote for the funding of a Feasibility Study.

The School Committee again unanimously endorsed the project on January 7, 2025.

The City Council voted unanimously on February 5, 2025 to approve the Appropriation of \$100,000 for a Feasibility Study of the GMS Roof Repair project.

On March 4, 2025, the MSBA notified the City that its Owners Project Manager (OPM) would be SMMA and its Designer would be Tighe & Bond.

Between each of the aforementioned steps, there were many deadlines for the submission of contracts, paperwork and work products. I have included an ARP syllabus detailing the various milestones, timelines and steps in the process.

June 3, 2025 the MSBA officially notified us of our reimbursement rate of 80% (attached).

June 25, 2025 the Designer submitted the Feasibility Study along with all requisite forms to the MSBA for approval at their next Board meeting.

August 21, 2025 the MSBA notified the City that our Feasibility Study will be recommended for action at the MSBA Board meeting on August 27, 2025

August 27, 2025 the MSBA Board voted to approve the GMS Roof Repair project with a maximum grant obligation (attached). This started another countdown clock of 90 days for submission of funding approval along with another series of agreements and certifications.

September 12, 2025 the MSBA forwarded to the City the required Project Funding Agreement (PFA) that must be signed and returned within 90 days. Since this PFA is relative to a promise to pay for the project, the vote for funding must come first.

October 1, 2025 the City Council's Finance sub-committee met and voted to recommend the approval of the Appropriation to the full Council.

October 6, 2025 the Appropriation was on the City Council's agenda and granted more time.

2. Has the School Committee discussed and voted on this item?

Yes. On multiple occasions over the past several years. Most recently February 12, 2024 and again on January 7, 2025. Each time the vote was unanimous.

3. What is the MSBA's deadline for the City Council's vote on this item?

As stated in my email to you and included in the City Council packet, and at the Finance Committee meeting, the deadline is 90 days from the date of notification (August 27, 2025). Therefore, action must be taken prior to November 27, 2025. The PFA must then be signed and submitted prior to December 11, 2025.

I feel obligated to state that this project must be done. If it is not done with a grant of up to 80% of the total cost, then it must be done using City funds alone. \$1.2 million has already been appropriated for this project, and while I suspect a little more may be required, we are still looking at the Commonwealth picking up more than \$5 million of the project cost. While I will not speak for the City Auditor, the likelihood of these funds ever being borrowed are slim. The City will simply float the payments through its cash flow until such time as reimbursement is received. Reimbursements are submitted monthly.

Finally, there is the MSBA timeline and then there is the bidding and construction timelines. The plan is to bid the project over the winter and have construction begin in June of 2026 with substantial completion by September of 2026. This is a tight timeline.

Should you require any further information, please let me know.

Mark

On Mon, Oct 13, 2025 at 10:12 AM Mayor <Mayor@gardner-ma.gov> wrote:

[Get Outlook for iOS](#)

From: Elizabeth Kazinskas <ekazinskas@gardner-ma.gov>
Sent: Monday, October 13, 2025 9:47:15 AM
To: Mayor <Mayor@gardner-ma.gov>
Cc: George Tyros <gtyros@gardner-ma.gov>; Titi Siriphan <tsiriphan@gardner-ma.gov>
Subject: Request for Additional Information - Item 11700

Dear Mayor Nicholson,

Following up on the October 6th City Council meeting, I would like to please request further information regarding item 11700 — *A Measure authorizing the City to borrow \$6,911,028.00 for the Gardner Middle School Massachusetts School Building Authority Accelerated Repair Roof Replacement Project at 297 Catherine Street:*

1. Please provide the City Council with a project timeline (i.e. application, award, key MSBA deadlines, etc.).
2. Has the School Committee discussed and voted on this item?
3. What is the MSBA's deadline for the City Council's vote on this item?

Please include your responses in the October 20th City Council meeting packet with item 11700.

Thank you, and I appreciate your attention and consideration.

Best,
 Lizzy

Elizabeth Kazinskas
Councillor at Large
Gardner City Council
 (978) 337-1533
ekazinskas@gardner-ma.gov

Economic & Community Development Committee, Chair
Appointments Committee, Member
Capital Improvement Planning Committee, Council Designee
Community Development Block Grant Steering Committee, Council Designee

*Constituent Services & Community Outreach, Council Liaison
Master Plan Steering Committee, Member*

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Gardner Public Schools

Dr. Mark Pellegrino, Superintendent

Gardner Public Schools

www.gardnerk12.org

160 Elm Street, Gardner, MA 01440

P: (978) 632-1000

F: (978) 632-1164

February 13, 2024

Massachusetts School Building Authority
40 Broad Street, Suite 500
Boston, MA 02109

RE: School Committee Certification of Vote

To Whom it May Concern,

At a duly posted public meeting of the Gardner School Committee on February 12, 2024 the following vote was put before the Committee and passed unanimously.

Resolved: Having convened in an open meeting on **February 12, 2024**, prior to the SOI submission closing date, the **School Committee** of the **City of Gardner**, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated **February 2024** for the **Gardner Middle School** located at **297 Catherine Street, Gardner, MA** which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Priority Category:

Priority 5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.

Description of Deficiencies:

The Gardner Middle School opened in 1997. The roof is original to the building and has been maintained as leaks have occurred, however, new leaks continue to occur at an increased pace and three assessments by different outside companies in the past several year have recommended repair or replacement;

and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the **City** to filing an application for funding with the Massachusetts School Building Authority.

Respectfully,

Dr. Mark Pellegrino
Superintendent

Honorable Michael J. Nicholson
Mayor and School Committee Chairman

Community • Appreciation • Responsibility • Excellence

RESOLUTION

To support the Statement of Interest (“SOI”) of the City of Gardner to the Massachusetts School Building Authority (“MSBA”) for funding to replace the roof of the Gardner Middle School.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

Resolved: Having convened in an open meeting on February 19, 2024, prior to the SOI submission closing date, the **City Council** of the **City of Gardner**, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated **February 2024** for the **Gardner Middle School** located at **297 Catherine Street, Gardner, MA** which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future:

Priority Category:

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CITY CLERK
CITY OF GARDNER
JAN 23 2024
VIRGINIA COLE, CLERK

Vote

In City Council
February 5, 2024

Vote Passed
February 5, 2024
10 years, 0 days.

[Signature] Clerk

Presented to President for approval

February 14, 2024

Approved on February 14, 2024

[Signature] President
[Signature] President's Signature

A TRUE COPY, ATTEST:

[Signature]
CITY CLERK, CITY OF GARDNER

VOTE

That the City of Gardner (City) appropriate the amount of one-hundred thousand (\$100,000) Dollars for the purpose of paying costs associated with a feasibility study and schematic design of a Roof Replacement Project at the Gardner Middle School, located at 297 Catherine Street, Gardner, MA 01440, including the payment of all costs incidental or related thereto, and for which City may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the School Committee. To meet this appropriation, the City Council, with the approval of the Mayor, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 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, 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; and that this vote be adopted as read.

Order No. 13250

Order

In City Council
February 3, 2025

Order Passed
February 3, 2025
9 years, 0 days.

John S. Stephens Clerk

Presented to Mayor for approval
February 4, 2025

Approved on February 4, 2025
Michael J. Stephens Mayor
Mayor's Signature

Massachusetts School Building Authority

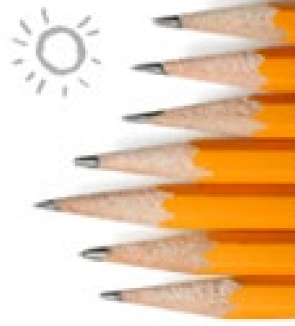
Deborah B. Goldberg, State Treasurer and Receiver-General

James A. MacDonald
Chief Executive Officer

Chair

11700

Mary L. Pichetti
Executive Director/Deputy CEO



2024 Invitations November 19, 2024



Accelerated Repair Program

11700



English

Accelerated Repair Program

About Us

Working With Us

Building With Us

Policies, Forms & Guidelines

Our Programs & Initiatives

Your School

News & Events

Public Records Requests

Employment Opportunities

MSBA APPLICATIONS

Employment

Construction and Capital Planning

OPM Report

Pre-Pay

Reimbursements

YOUR STATEMENT OF INTEREST

Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

As a result of the lessons learned from its [Green Repair Program](#), the MSBA initiated the Accelerated Repair Program (ARP). The ARP focuses on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for school districts. In order to maximize the impact of the ARP, districts are required to use pre-selected consultants and appropriate funding quickly in order to adhere to an accelerated project schedule.

After a temporary pause in 2023, the MSBA Board of Directors voted to reopen the ARP in 2024 with an increased estimated budget following the approval of the Commonwealth's FY 24 Budget. The associated board memorandum, which details the recommendations specific to the ARP, is located on our website, [here](#).

The reopening in 2024 is for the partial or full replacement of roofs and windows/doors. Beginning in 2024, the feasibility study for each invited roof project will consider roof replacement as well as roof restoration. Supporting roofs and windows will continue to probe the longevity of the building and improve the environment of the school.

To facilitate schools moving toward Massachusetts' goal for net-zero carbon emissions by 2050, the MSBA is completing a study to develop the programmatic processes for heat pump conversion projects in existing public school facilities. This study is being done in lieu of offering boiler replacements as part of the ARP opening in 2024. In 2025, the Accelerated Repair Program will be open to heat pump conversion projects in addition to windows/doors and roof replacement/restoration projects. Questions about the heat pump study? Please click [here](#).

Districts with repair needs in their school facilities that inhibit the cost-effective and energy-efficient delivery of the district's educational program have expressed interest in the Accelerated Repair Program through the MSBA's Statement of Interest ("SOI") process. Since 2010, districts have been participating in our Repair Programs as indicated in the table below:

Repair Program	Districts	Schools	Total Project Budgets	Maximum Facility Grants	Number of Projects Final Audit Approved
2024 Accelerated	37	70	-	-	0
2022 Accelerated	12	27	\$86,046,136	\$56,301,436	0
2021 Accelerated	15	20	\$109,002,763	\$56,625,011	0
2020 Accelerated	15	21	\$81,731,451	\$43,320,550	2
2019 Accelerated	24	38	\$85,180,686	\$52,047,580	16
2018 Accelerated	20	30	\$53,172,460	\$47,018,557	18
2017 Accelerated	19	34	\$177,020,597	\$73,260,673	20
2016 Accelerated	28	48	\$195,668,234	\$93,007,898	40
2015 Accelerated	24	43	\$136,880,852	\$91,974,592	42
2014 Accelerated	34	47	\$108,410,084	\$66,388,036	44
2013 Accelerated	25	45	\$94,850,760	\$54,662,551	45
2012 Accelerated	24	38	\$63,000,653	\$38,267,982	38
Green	93	166	\$366,047,226	\$222,899,216	169

Financial totals reflect Project Funding Agreement approvals through the October 30, 2024 Board of Directors Meeting.

Accelerated Repair Program Overview

2024 Statement of Interest ("SOI") Overview for Accelerated Repair Program

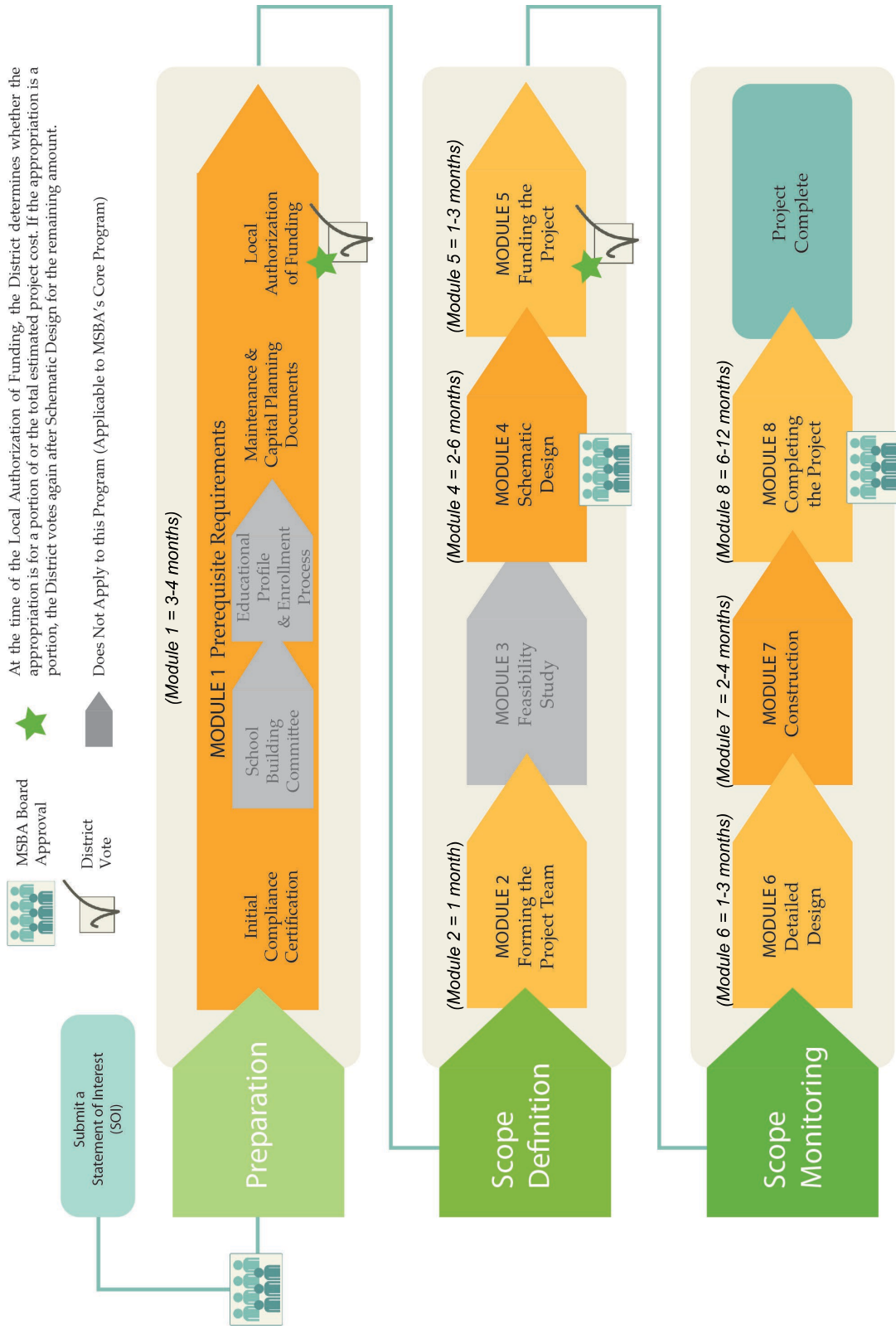
Annual Project History

2024 Accelerated Repair Program Invitations

2022 Accelerated Repair Program Invitations

www.MassSchoolBuildings.org

2





Per the MSBA Board Action Letter sent to all districts invited to participate in the 2024 Accelerated Repair Program, the prerequisite deliverables have the deadlines listed in the table below. The deadlines are listed as durations following the assigned commencement date. Please refer to the schedule attached to the District's Board Action Letter for the assigned commencement date.

Deliverable	Deadline
Certified funding vote for Schematic Design - MSBA has issued Vote Bulletins to inform cities, towns, and regional school districts of the requirements for warrant articles, motions, orders, and votes related to any potential projects that may be eligible for MSBA funding ("Schematic Design Vote Language" link on ARP webpage) "Cost Data" link on ARP webpage provides previous project budgets for reference	90 days
Certified funding vote submission MSBA requires an original, certified copy of the vote/letter identifying the appropriated funds for the Schematic Design of Accelerated Repair project(s)	120 days
Initial Compliance Certification ("ICC") submission Includes Exhibit A - Accelerated Repair Program Terms and Conditions	90 days
Current routine and capital maintenance plan ("MCP") submission - Not required if submitted within previous 36 months (See Board Action Letter if required) - If required, MCP access form must be submitted first ("Guidelines & Forms")	90 days



Process described in Consultant Assignment Procedure (ARP webpage)

- Districts receive notification of assignments after completion of prerequisite documents
 - Notification includes contact information for OPM and Designer
- **District is Owner to both OPM and Designer contracts and therefore must hold its consultants to the responsibilities of the contracts**
 - Contracts cannot be altered or added to in any way
 - Both the OPM and Designer contracts for districts invited in 2024 can be found on the MSBA's Accelerated Repair Program webpage under the consultant assignment process
 - Both the OPM and Designer contracts include clauses addressing Minority and Women Workforce Participation (See Project Advisory #66)
 - OPM Contract (8.1.5.2) – OPM shall monitor and report on the Designer's and Contractor's compliance with the Commonwealth's Workforce Participation requirements
 - Designer Contract (17.10) – Designer shall be required to provide regular reports of the gender and race/ethnicity of employees engaged in work under the contract, for both prime and subconsultants, in the form and format required by the District, including but not limited to, by electronic reporting through the requested means and with the frequency required by the District.



Process described in Consultant Assignment Procedure (ARP webpage)

- MSBA standard project management and design services contracts for ARP projects should be **executed within four weeks of assignment notification**
 - Consultant contracts should be submitted to the MSBA electronically upon execution and **should also include project team organizational charts**
 - OPM contract executed first to allow OPM to assist with Designer negotiation
 - OPM contract includes not-to-exceed fee for the Schematic Design phase depending on the number of schools and initial estimated Total Project Budget(s)
 - See Attachment A to the Contract for Project Management Services for more information
- Initial Project Schedule (Gantt chart) will be provided to MSBA with the project management and design services contracts
 - Initial Project Schedule will identify:
 - Board Meeting for approval of a Project Funding Agreement (“PFA”)
 - Summer selected for construction (2026 or 2027)
- **Existing Building Information Checklist** (ARP webpage) will be provided to MSBA with the project management and design services contracts
- If a consultant declines an assignment to a particular ARP district, fails to reach agreement with a district on an ARP project, or ceases to perform services for an ARP project for any reason, the district will be assigned a new consultant per the MSBA consultant assignment process



OPM Monthly Reporting described in OPM Contract (Section 8.1.3)

- OPM monthly reporting begins for the month when the OPM contract is executed and continues until the month in which the project receives Board of Directors' approval of the Final Audit
 - Districts must complete an OPM Report System Access Request Form with assistance from their OPMs (massschoolbuildings.org/guidelines/guides)
 - **OPM Report Access Request Form should be submitted to the MSBA with the OPM contract upon execution of the OPM contract**
 - Monthly reports are due through the MSBA online system on the 12th of each month
 - Monthly reports include the following attachments for submission:
 - Budget and Cost Report – MSBA Format
 - Projected Cash Flow vs. Actual Cash Flow
 - OPM Project Schedule (Gantt chart)
 - Project schedule must establish completion and submission of 60% and 100% Construction Documents to the MSBA as well as specific dates for bidding, notice to proceed, and substantial completion
 - Districts with more than one school or a school combining the replacements of roofs, and/or windows/doors must delineate the project schedule for each school and scope
 - Contractor Lookahead Schedule (Required when GC Contract is active)
 - Failure to submit timely and complete reports may impact review and payment of reimbursement requests
 - OPM monthly reports support the MSBA's review of submitted invoices by further describing project progress



IV. Schematic Design | Board Packages

Schematic Design Package Submission Deadline (By 5:00 PM)	MSBA Board of Directors Meeting
February 27, 2025	April 30, 2025
May 1, 2025	June 25, 2025
June 26, 2025	August 27, 2025
August 28, 2025	October 29, 2025
October 23, 2025	December 12, 2025

- Late submittals will be scheduled for the following Board Meeting
- Submittal includes hard copy (half size drawings) and electronic submission for all documents
- District and OPM must certify that submittal is complete



Comprehensive Schematic Design is Critical

- Board approval is tied to the specific project scope, budget, and schedule presented in the Schematic Design
- Estimated maximum total facilities grant is the product of the eligible project scope and the reimbursement rate
 - Estimated maximum total facilities grant is calculated assuming all potentially eligible budget (including potentially eligible contingency) becomes actual eligible costs, which is unlikely
- Districts must determine during Schematic Design when construction will occur
 - Cost estimates must reflect the year of construction
- Districts with more than one school project may not transfer grants between schools
- Districts should review MSBA's Third Party Funding Policy (Project Advisory 83, June 2023) which addresses federal and state grants, rebates, and other sources of funding that districts could use to assist with funding their school projects



Comprehensive Schematic Design is Critical

- Schematic Design for roof projects will consider roof replacement as well as roof restoration
- Schematic Design for roof projects will include an evaluation to make the building solar ready.
- If the project scope includes the replacement of windows and doors, the MSBA requests that the project team confirm that the persons responsible for implementation of the District's emergency procedures as well as responding emergency medical, fire protection, and police agency representatives have been consulted regarding the inclusion of security design elements and that any associated requirements from those persons have been included in the project



Reviewing ADA Accessibility Upgrades as required by 521 CMR

- Districts and their consultants are responsible for determining the applicability of 521 CMR
 - **Projects will not be recommended for PFA approval unless the scope, budget, and schedule in the Schematic Design submission include all ADA upgrades as required by CMR 521**
 - If the District wishes to pursue a variance from MAAB, a copy of the approved variance and the ADA upgrades required by the variance must be included in the Schematic Design
 - Work required by CMR 521 and any approved variance must be constructed in coordination with the roof and/or window/door project and therefore must be completed by the substantial completion of the project scope
 - Variance for timed relief after the substantial completion of the ARP scope will not be accepted
- MSBA will reimburse ADA upgrades required by code regardless the cost, with the following stipulation:
 - If the District and their consultants propose an elevator for a building which does not have an accessible public entrance, the MSBA will review the proposed elevator to determine the eligibility



IV. Schematic Design | Total Project Budget

- If estimated eligible construction cost is greater than \$1.25M, eligible soft costs are capped at 20% of the estimated eligible construction cost
- If estimated eligible construction cost is less than \$1.25M, eligible soft costs are capped at \$250,000
- Construction Contingency – 5% of estimated eligible construction cost
- Owner's Contingency – 0.5% of estimated eligible construction cost (Project soft costs cap supersedes Owner's Contingency cap)



IV. Schematic Design | Total Project Budget

- All proposed bid alternates
- Cost of commissioning testing by General Contractor
 - Including specifically identified cost of spray and air testing on window projects
- Separately identified costs to remove, remediate, and replace
 - Remediation costs must be separate from demolition costs
- Roof areas separately identified by type (PVC, EPDM, shingle, etc.)
- Separately identified costs for roof restoration (if determined to be viable by the Designer)
- Separately identified costs to make roof solar ready
- Separately identified costs to remove, remediate, and replace
 - Remediation costs must be separate from demolition costs
- Window areas separately identified by the following:
 - Systems: punched/ribbon window, storefront, or curtainwall
 - Wind zone: wind zone per ASTM E1996
 - Frame material: aluminum, steel, wood, other



ARP Eligibility Determinations

- When reviewing Schematic Design submittals for districts invited in 2024, MSBA will make the following eligibility determinations:
 - MSBA will **not** participate in the estimated construction cost (including cost mark-up in the estimate) for the following:
 - Replacement of building systems with less than the required years of service (year of installation compared to year of SOI submittal)
 - Roofs = 25 years (installed in or after 1999 is ineligible)
 - Windows/Doors = 30 years (installed in or after 1994 is ineligible)
 - Replacement of modular building systems
 - Total roof cost in excess of \$100/sf (commonly applied to slate roofs)
 - Total roof cost excludes scope associated with ADA accessibility upgrades and solar readiness
 - Premium cost on roof projects for copper materials replaceable with aluminum or other more cost-efficient materials
 - Replacement of heating, ventilation, or air conditioning units
 - Masonry restoration including cleaning and sealing beyond the invited project scope
 - Site work associated with sub-grade roof drainage
 - Installation of canopies and vestibules beyond the existing building footprint
 - Temporary repairs



ARP Eligibility Determinations

- When reviewing Schematic Design submittals for districts invited in 2024, MSBA will make the following eligibility determinations:
 - MSBA will **not** participate in the estimated construction cost (including cost mark-up in the estimate) **nor** a matching proportion of soft costs for the following:
 - Building systems in spaces deemed ineligible per MSBA Regulations (swimming pools, hockey rinks, field houses and other such systems)
 - Building systems beyond ARP scope (extended floor or ceiling replacements, photovoltaic panels, and other such systems)

**MSBA pays 100% of commissioning consultant costs**

- MSBA assigns a commissioning consultant to each project
 - Following MSBA's receipt of a district's Schematic Design package, the Schematic Design is provided to the assigned commissioning consultant to produce a work order.
 - Work order is executed following the project's approval for a PFA by the MSBA Board of Directors
- Commissioning consultant reviews the Schematic Design and 60% Construction Documents as well as develops commissioning specifications and a Commissioning Plan for the Final Construction Documents
- OPM works with commissioning consultant to coordinate site visits, testing, and training
 - MSBA recommends District participate in site visits, especially kick-off meeting, and testing
- Commissioning consultant issues final report following completion of testing
- OPM coordinates with the commissioning consultant to ensure execution of MSBA Commissioning Certificate of Completion during the Closeout phase



VI. Funding the Project | PFA Execution

- MSBA will review District's vote language provided within Schematic Design submission

For execution of a Project Funding Agreement, each district must:

- Obtain funding within 90 days of Board Approval
- **Sign and return PFA to the MSBA's Legal Department within 30 days of obtaining funding or receiving the PFA, whichever is later**
 - Return of PFA includes the following documents:
 - Exhibit A – Total Project Budget executed with same signatures as Initial Compliance Certification
 - Certified funding vote
 - Certified copy of vote which authorizes the district to enter into and be bound by the PFA and authorizing the signatory to execute the PFA on behalf of the district
 - Legal Counsel Certification which requires the district's legal counsel to identify which local official or governmental body has the full legal authority to execute the PFA on behalf of the district and to bind the district to its terms



VI. Funding the Project | ProPay

- ProPay training offered remotely (2nd Friday each month)
 - MSBA strongly encourages district and OPM staff to attend a training
 - District can enter Total Project Budget(s) into ProPay at MSBA training
 - District has discretion to give OPM access to operate ProPay on behalf of the District
-
- MSBA's Audit Department will review requests for reimbursement of \$50,000 or more per school. Requests including less than \$50,000 will be returned to the district for future resubmission with additional invoices.



VII. Detailed Design | CD Submissions

- Basis of Design Narrative
 - Reconciled with scope and construction cost estimate in Schematic Design
- Project Manual and Drawings
- Cost Estimate
 - Identifies all proposed bid alternates
- Updated Project Schedule (Gantt Chart)

Final Construction Documents Submittal (hard copy and electronic submission)

- **Final Construction Document Submission Checklist** (ARP webpage) must be submitted within 60 calendar days of receipt of bids
 - Project Narrative: comparison of final construction documents to PFA explaining significant deviations in cost and/or scope
 - Project Manual and Drawings including all Addenda
 - Executed Contractor's Contract(s)
 - Contractor's approved Schedule of Values modeled after MSBA's standardized sample
 - Template Project Funding Agreement Bid Amendment Worksheet
 - Updated Project Schedule (Gantt Chart)
 - If bid savings maintained in Total Project Budget, then letter signed by legal counsel confirming acceptability of transfer of bid savings to Contingencies as ineligible budget



VIII. Construction | PFA Bid Amendment

- SOV data should be subtotaled in accordance with the CSI divisions of work corresponding to the divisions shown in the MSBA's ProPay system and be modeled after the SOV template shown on the (ARP webpage)
 - Schools bid together must be separated into SOVs for each school's Total Project Budget
- ARP Bid Amendment Worksheet (ARP webpage) should be submitted and match the SOV for the MSBA to review
 - If the construction contract includes costs found ineligible within the PFA, the MSBA requests that the amount(s) be identified when submitting the SOV and ARP Bid Amendment Worksheet
- Any Budget Revision Request ("BRR") needed to transfer soft costs should be submitted with the SOV to the MSBA
- **MSBA requests that the District return any comments or questions within 14 calendar days of receipt of the revised PFA Exhibit A**
- Upon resolution of any comments and/or questions, the MSBA will send the PFA Bid Amendment to the District for execution



VIII. Construction | PFA Bid Amendment

- Maximum facilities grant decreases to reflect savings in reimbursable costs
 - Bid savings may be transferred to Contingencies as ineligible budget following review by district's legal counsel
 - District must provide letter signed by its legal counsel with Final Construction Documents Submittal to confirm acceptability of transfer
- Bid cost greater than the eligible PFA Construction Budget is ineligible
- If additional construction cost requires transfer from eligible portion of Construction Contingency, that portion of the Construction Contingency becomes ineligible and the estimated basis of the maximum facilities grant is reduced proportionately



VIII. Construction | Budget Revision Requests

- One CO review completed by MSBA per district
- COs reviewed for eligibility not validity
 - See *Manual for the Eligibility of Change Orders* found in Module 7 – Construction on the MSBA website for more information
- **COs must be submitted when executed and no later than 90 days after substantial completion**
 - COs submitted with MSBA’s Template Change Order Log (ARP webpage)
 - OPM completes Change Order Log for MSBA review
 - “Comments” column in Log provides a district and its consultants the opportunity to describe COs and their basis for eligibility
 - **If MSBA does not receive COs & Log within 90 days, MSBA will issue a letter to the district. All Change Orders not submitted to the MSBA within 120 days after substantial completion will be deemed ineligible for reimbursement.**
- Additional fees resulting from schedule extensions will not be eligible



VIII. Construction | Monitoring the Work

- 8.6.2 The Owner's Project Manager shall provide an on-site Project Representative, who shall be dedicated
 - Reviews contractor submittals
 - Provides site observation reports
 - Monitors commissioning testing



Both OPM and Designer play a critical role in readying projects for closeout

- **OPM coordinates with Designer, commissioning consultant, District, and MSBA to complete the steps found in Module 8 – Completing the Project (ARP webpage) within 270 days of substantial completion of construction contract**
 - Module 8 describes the closeout process and forms
 - PFA Bid Amendment budget entry into ProPay (immediately following execution of PFA Bid Amendment)
 - Change Order review (within 90 days of substantial completion)
 - Final BRR submission including Change Orders and outstanding soft cost transfers (within 90 days of substantial completion)
 - OPM assists district in completing 100% DCAMM evaluations of Designer and General Contractor (within 70 days of substantial completion for the Prime/General Contractor and within 90 days of substantial completion for the Filed Sub-Bidders)
 - OPM coordinates with commissioning consultant to ensure execution of Commissioning Certification of Completion
 - Submission of final reimbursement request (immediately following payment of final project invoice)
 - Module 8 identifies the deadlines for all Audit Department deliverables in advance of Board Meetings (Submission prior to a deadline does not guarantee that a district's final audit will be presented at that Board Meeting)
- Closeout phase concludes with Final Audit Approval by a vote of the MSBA Board of Directors

MSBA Accelerated Repair Program Reimbursement Rate Certification Calendar Year 2024

Gardner

MSBA Reimbursement Rate Calculation

Base Points	31.00
Income Factor	9.47
Property Wealth Factor	23.58
Poverty Factor	17.00
MSBA Reimbursement Rate*	80.00

Certification

By signing this Reimbursement Rate Certification, I hereby certify that I have read, understand, and accept the reimbursement rate set forth above, and I hereby acknowledge and agree on behalf of the Eligible Applicant that the above-stated reimbursement rate is the rate that will be used to calculate the maximum Total Facilities Grant for the proposed project.

* Per M.G.L. c. 70B §10, the reimbursement rate shall not be greater than 80%.

Local Chief Executive Officer

School Committee Chair

Date

Date

Superintendent of Schools

Date



Massachusetts School Building Authority

Deborah B. Goldberg
Chair, State Treasurer

James A. MacDonald
Chief Executive Officer

Mary L. Pichetti
Executive Director / Deputy CEO

August 27, 2025

The Honorable Michael J. Nicholson
Mayor, City of Gardner
City Hall
95 Pleasant Street
Gardner, MA 01440

Re: City of Gardner, Gardner Middle School

Dear Mayor Nicholson:

I am pleased to report that the Board of the Massachusetts School Building Authority (the “MSBA”) voted to approve the Proposed Accelerated Repair Project (the “Proposed Project”) in the City of Gardner (the “City”) to replace the roof at the Gardner Middle School.

The Board approved an Estimated Maximum Total Facilities Grant of \$4,866,602, 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 Gardner Middle School Project may increase to \$5,099,287. 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 \$4,866,602.

Pursuant to the terms of the MSBA’s Accelerated Repair Program, the City has 90 days 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 Gardner Middle School Project. Upon 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 Proposed Project costs to the MSBA.

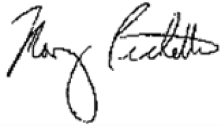
We will be contacting you soon to discuss these next steps in more detail, but in the meantime, I wanted to share with you the Board’s approval of the roof replacement project at the Gardner Middle School in the City of Gardner, and the Board’s authorization to execute a Project Funding Agreement for this Proposed Project.

Sincerely,

Page 2

August 27, 2025

City of Gardner ARP PFA Authorization Board Action Letter



Mary L. Pichetti
Executive Director

Cc: Legislative Delegation
George C. Tyros, President, Gardner City Council
Jennifer Zlotkin Pelavin, Chair, Gardner School Committee
Mark Pellegrino, Superintendent, Gardner Public Schools
Mark P. Hawke, Director of Finance & Operations, Gardner Public Schools
Julie Leduc, Owner's Project Manager, Symmes Maini & McKee Associates, Inc.
John Cutler, Owner's Project Manager, Symmes Maini & McKee Associates, Inc.
Joseph P. Viamari, Designer, Tighe & Bond Designer Services, Inc.
File: 10.2 Letters

From: [Elizabeth Kazinskas](#)
To: [George Tyros](#); [Dana Heath](#)
Cc: [Titi Siriphan](#); [Jayen Kumar](#); [Mayor](#)
Subject: No Meeting Friday, October 31st - Economic & Community Development Committee
Date: Monday, October 27, 2025 9:00:44 AM

Good Morning Clerk Siriphan,

There will be no Economic & Community Development Committee meeting this Friday, October 31st.

The next meeting will be as scheduled, on Friday, November 14th, at 12:30PM.

Best,
Lizzy

Elizabeth Kazinskas
Councillor at Large
Gardner City Council
(978) 337-1533
ekazinskas@gardner-ma.gov

Economic & Community Development Committee, Chair
Appointments Committee, Member
Capital Improvement Planning Committee, Council Designee
Community Development Block Grant Steering Committee, Council Designee
Constituent Services & Community Outreach, Council Liaison
Master Plan Steering Committee, Member