

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



CALENDAR FOR THE MEETING

of

MONDAY, NOVEMBER 3, 2025

CITY COUNCIL CHAMBER

7:30 P.M.

ORDER OF BUSINESS

I. CALL TO ORDER

II. CALL OF THE ROLL OF COUNCILLORS

III. OPENING PRAYER

IV. PLEDGE OF ALLEGIANCE

V. 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.

VI. READING OF MINUTES OF PRIOR MEETING(S)

VII. PUBLIC HEARINGS

VIII. COMMUNICATIONS FROM THE MAYOR

IX. PETITIONS, APPLICATIONS, COMMUNICATIONS, ETC.

11716 – An Application submitted by E.J.Wyson Trucking for a Flammable License located at 163 & 169 Colony Road. *(Public Hearing Required). Page 3*

X. REPORTS OF STANDING COMMITTEES

FINANCE COMMITTEE

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. *(10/06/2025 In City Council; More Time 10/06/2025, 10/20/2025) Page 6*

ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE

11717 – October Economic and Community Development Update. *Page 53*

XI. UNFINISHED BUSINESS AND MATTERS FOR RECONSIDERATION

XII. NEW BUSINESS

XIII. COUNCIL COMMENTS AND REMARKS

XIV. CLOSING PRAYER

XV. ADJOURNMENT

Items listed on the Council Calendar are those reasonably anticipated by the Council President to 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.



FP-002A
(Rev. 1.2018)

The Commonwealth of Massachusetts
City/Town of GARDNER

Application For License

Massachusetts General Law, Chapter 148 §13

☒ New License ☐ Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 169 + 163 Colony Rd. Gardner

Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: NEM 6 PROPERTIES LLC

Address of Land Owner: 138 Colony Rd. Gardner

Use and Occupancy of Buildings and Structures: REPAIR SHOP + PARKING E.J. WYSON TRUCKING

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
GASOLINE	3	183,000	gal.	DOT 406
JET FUEL	3	67,000	gal.	DOT 406
FUEL OIL / DIESEL / KERO	3	67,000	gal.	DOT 406
PROPANE	2	325,000	gal.	MC 331

Total quantity of all flammable liquids to be stored: 183,000 gal.

Total quantity of all combustible liquids to be stored: 67,000 gal

Total quantity of all flammable gases to be stored: 325,000 gal

Total quantity of all flammable solids to be stored: 0

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: 325,000

List sizes and capacities of all aboveground containers used for storage: 11,500 → 15,200 gallon

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: 0

List sizes and capacities of all underground containers used for storage: _____

Total aggregate quantity of all LP-gas to be stored: 325,000

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.3G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

I, ERIC J. WYSON, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature Eric J. Wyson Date 10/10/25 Name ERIC J. WYSON

Fire Department Use Only

I, GREGORY F. UAGOY, Head of the GARDNER Fire Department endorse this application with my

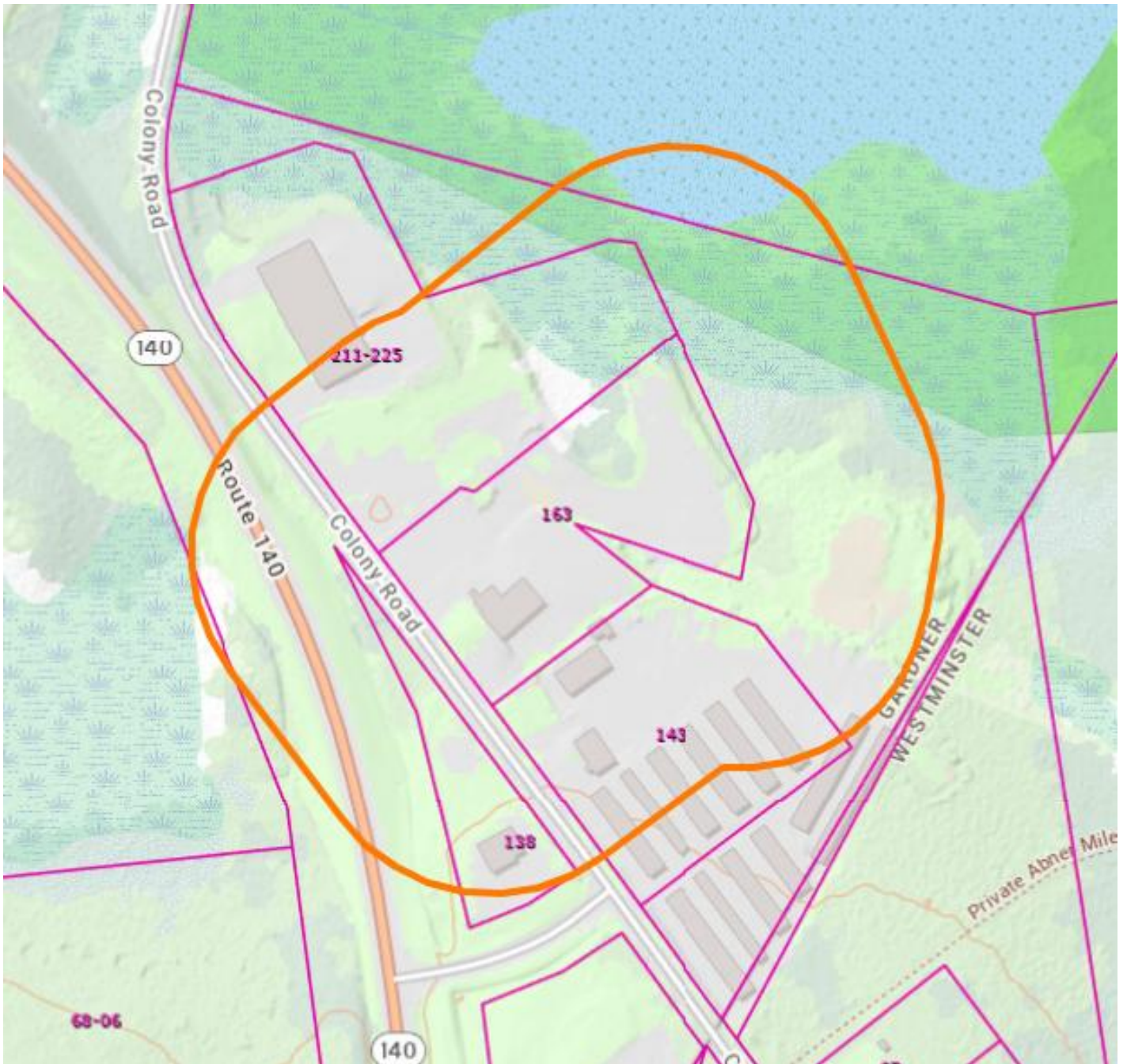
☒ Approval ☐ Disapproval

Signature of Head of the Fire Department G F Uagoy

Date 10-17-25

Recommendations: FIRE DEPT. WILL PERFORM ANNUAL INSPECTION

Abutter List Map
163 Colony Road, Parcel ID X22-13-14B
300ft Buffer





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

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.

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.

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	Basis of Estimated Total Facilities Grant ¹	Estimated Maximum Total Facilities Grant ¹
Estimated Budget				
Feasibility Study Agreement				
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	\$140,100	\$0	\$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	\$300,000	\$0	\$0
Architecture and Engineering				
20	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	\$303,400	\$0	\$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

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
36	Architectural/Engineering Subtotal	\$303,400	\$0	\$303,400	\$0
	CM & Risk Preconstruction Services				
37	Pre-Construction Services			\$0	\$0
	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

	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 Subtotal³	\$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		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.			
84	Project Budget (excluding Contingencies)	\$6,541,208	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.		
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		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.		
89	Estimated Maximum Total Facilities Grant ¹	\$0			
90	Total Construction Contingency ^{2,3}	\$264,157	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.		
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	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.		
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	\$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

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.
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.

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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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 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:

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CITY CLERK LILA DE ROSIERES

 7 JUNE 2024 4:12 PM

Vote

In City Council
February 5, 2024

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

Patricia Gardner Clerk

Presented to President for approval

February 14, 2024

Approved on February 14, 2024

Elizabeth K. Gardner President
President's Signature

A TRUE COPY, ATTEST:

Patricia Gardner
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's Signature Mayor

Massachusetts School Building Authority

Deborah B. Goldberg, State Treasurer and Receiver-General

11700

James A. MacDonald
Chief Executive Officer

Chair

Mary L. Pichetti
Executive Director/Deputy CEO



2024 Invitations November 19, 2024



Accelerated Repair Program



Massachusetts School Building Authority
Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

English ▼

Accelerated Repair Program

As a result of the lessons learned from its [Green Repair Program](#), the MSBA instituted 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 prolong 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	\$86,949,136	\$55,301,436	0
2021 Accelerated	15	26	\$109,802,763	\$59,925,011	0
2020 Accelerated	15	21	\$81,731,451	\$43,329,550	2
2019 Accelerated	24	38	\$85,180,989	\$52,047,959	16
2018 Accelerated	20	30	\$83,172,480	\$47,018,557	18
2017 Accelerated	19	34	\$117,020,597	\$73,280,873	20
2016 Accelerated	28	48	\$155,598,234	\$83,007,586	40
2015 Accelerated	24	43	\$135,880,652	\$91,974,052	42
2014 Accelerated	34	47	\$108,410,084	\$65,388,035	44
2013 Accelerated	25	45	\$94,650,700	\$54,662,551	45
2012 Accelerated	24	36	\$63,009,653	\$38,287,652	36
Green	93	189	\$366,847,226	\$222,899,218	190

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

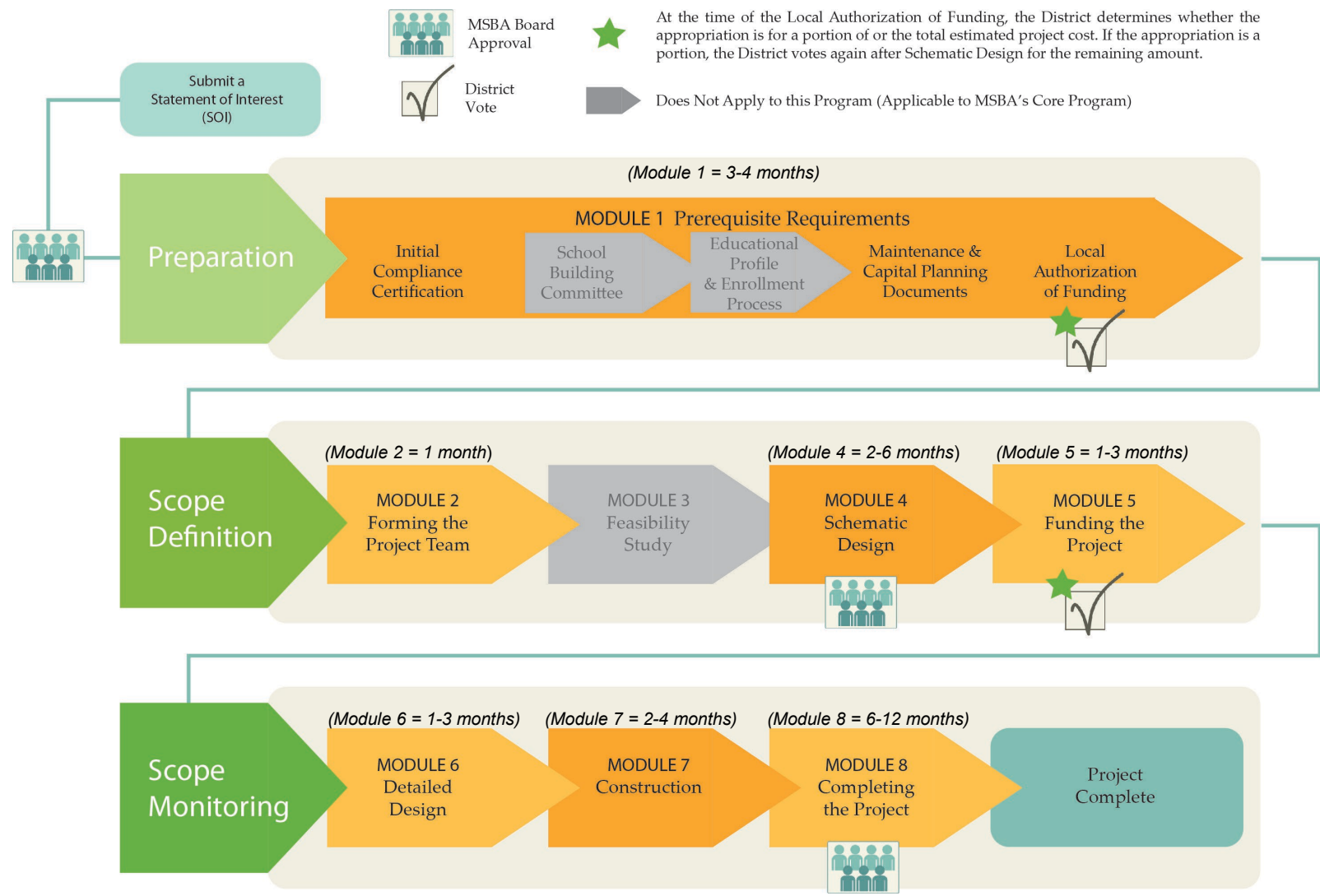
Accelerated Repair Program Overview

- [2024 Statement of Interest \("SOI"\) Overview for Accelerated Repair Program](#)

Annual Project History

- [2024 Accelerated Repair Program Invitations](#)
- [2022 Accelerated Repair Program Invitations](#)

* MSBA APPLICATIONS
 :: Enrollment Projection
 :: Maintenance and Capital Planning
 :: OPM Report
 :: Pre-Pay Reimbursements
 * YOUR STATEMENT OF INTEREST
 Facebook icon, X icon





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.

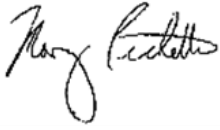
We will be contacting you soon to discuss these next steps in more detail, but in the meantime, I wanted to share with you the Board’s approval of the roof replacement project at the Gardner Middle School in the City of Gardner, and the Board’s authorization to execute a Project Funding Agreement for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

Jason Stevens

From: Busy Bee <busybee@busybeenursery.com>
Sent: Tuesday, October 21, 2025 12:43 PM
To: Jason Stevens
Cc: Matt P. Wzorek; Nick Day
Subject: [EXTERNAL] Re: [EXTERNAL] Re: Maki Park Construction

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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 amended the original permit as no final inspection has been completed.

On Tue, Oct 21, 2025 at 11:00 AM Jason Stevens <jstevens@gardner-ma.gov> wrote:

Thanks for the update, Sharon.

Completely understand the scheduling conflicts with your already ongoing projects, I just wanted to have an update to give city officials when they ask about the timeline for construction beginning. Let me know when you have definitive date on when Rick will be able to start construction and when the updated building permit for this new work is issued.

Thanks again,

Jason

Jason Stevens

Director of Community Development & Planning

Gardner City Hall

95 Pleasant Street, Room 201

Gardner, MA 01440

Direct: [978-991-5842](tel:978-991-5842)

www.gardner-ma.gov

From: Busy Bee <busybee@busybeenursery.com>
Sent: Tuesday, October 21, 2025 10:28 AM
To: Matt P. Wzorek <MPWzorek@tighebond.com>
Cc: Jason Stevens <jstevens@gardner-ma.gov>; Nick Day <NDay@tighebond.com>
Subject: [EXTERNAL] Re: Maki Park Construction

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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.

Good morning,

I contacted the building department this morning.

They advised me to update the original permit (which I did) for the upcoming work we will be doing.

Judy

On Tue, Oct 21, 2025 at 9:22 AM Busy Bee <busybee@busybeenursery.com> wrote:

Thanks Matt,

Judy is checking through the paperwork. This project has been ongoing for awhile now.

On Tue, Oct 21, 2025 at 9:12 AM Matt P. Wzorek <MPWzorek@tighebond.com> wrote:

Good morning All,

Just a heads up, I believe that we took care of the building permit previously. See some attached emails for reference. Sharon, I don't believe I saw the final permit, but Judy said that the permit was issued in an email on 1/9/25. Can you please double check on this?

Thanks,

Matthew Wzorek, PE

Senior Project Manager



o. 413.562.1600 | m. 413.530.7568

53 Southampton Road, Westfield, MA 01085

w: tighebond.com | halvorsondesign.com



From: Busy Bee <busybee@busybeenursery.com>

Sent: Tuesday, October 21, 2025 8:58 AM

To: Jason Stevens <jstevens@gardner-ma.gov>

Cc: Nick Day <NDay@TigheBond.com>; Matt P. Wzorek <MPWzorek@tigheBond.com>

Subject: Re: Maki Park Construction

[Caution - External Sender]

Good morning everyone,

We've had some delay's in the work projects due to heavy rain this week and last week.

These projects were already in process at the beginning of October when you

requested work to begin. Key personnel will be moved to Makki as soon as they have wrapped up the jobs in progress.

Due to the complexity of ripping out completed work and integrating your changes, experienced personnel is critical.

Weather permitting, Rick is hoping to start sometime next week or by the following week.

Thank you and we'll look into filing the building permit in the meantime.

Sharon

On Mon, Oct 20, 2025 at 2:44 PM Jason Stevens <jstevens@gardner-ma.gov> wrote:

Hello all,

I wanted to circle back on Nick's inquiry and see if there was an update to the timeline as the mayor and city council have been asking for an update on the project. I know some of the materials were about 6-8 weeks out when the contract was originally signed.

Also, I would request that Busy Bee reach out to the Building Department for a building permit if possible. Here is link to our OpenGov:

[Home - City of Gardner, MA](#)

If there is anything that my department can help with in the interim to help with either process, please let me know.

Thanks,

Jason

Jason Stevens

Director of Community Development & Planning

Gardner City Hall

95 Pleasant Street, Room 201

Gardner, MA 01440

Direct: [978-991-5842](tel:978-991-5842)

www.gardner-ma.gov

From: Nick Day <NDay@TigheBond.com>
Sent: Thursday, October 16, 2025 8:54 AM
To: Busy Bee <busybee@busybeenursery.com>
Cc: Matt P. Wzorek <MPWzorek@tigheBond.com>; Jason Stevens <jstevens@gardner-ma.gov>
Subject: [EXTERNAL] Maki Park Construction

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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.

Good Morning,

Just wanted to check to see if you had an updated timeline on when you wanted to start the construction on the Maki Park ramp

Thanks,

Nick

Nicholas Day, PE

Project Engineer

Tighe&Bond

o. 413.875.1307 | m. 413.530.0196

53 Southampton Road, Westfield, MA 01085

w: tighebond.com | halvorsondesign.com

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Busy Bee Nursery and Landscape Construction, Inc.

57 Broad St.

Jefferson, MA 01522

508-829-5380

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--

Busy Bee Nursery and Landscape Construction, Inc.

57 Broad St.

Jefferson, MA 01522

508-829-5380

Change Order

No. 5

Project: Maki Park Improvements Project

Owner: City of Gardner

Owner's Contract No.:

Engineer: Tighe & Bond

Engineer's Project No.: G-0384-080

Contractor: Paxton Lawn Maintenance DBA Busy Bee Nursery

Contractor's Address: 57 Broad Street, PO Box 109 Jefferson Ma 01522

The Contract Documents are modified as follows upon execution of this Change Order:

Change in Contract Price:

Item No.	PCO No.	Item (See Attached Summary Description of Change)	Value
5-1	N/A	Accessible Ramp	\$58,863.00
5-2	N/A	Time Extension	\$0.00
Total Value of this Change Order			\$58,863.00
Original Contract Price			\$376,625.00
Value of Previously Approved Change Orders			\$26,414.53
Contract Price Prior to this Change Order			\$403,039.53
Total Value of this Change Order			\$58,863.00
Contract Price Incorporating this Change Order			\$461,902.53

Change in Contract Times: Description	Substantial Completion	Ready for Final Payment
Original Contract Times:	10/13/2023	11/10/2023
Total of Previous Contract Time Changes, add:	388 days	395 days
Change in Contract Time from this Change Order, add:	382 days	368 days
Contract Times with all Approved Change Orders: (date)	11/21/2025	12/12/2025

RECOMMENDED:

Signed by:
By: Matthew P. Wzorek
745507E1F947407...

Matthew Wzorek, PE
Project Manager
Tighe & Bond, Inc.

Date: 9/11/2025

APPROVED:

Signed by:
By: Michael J. Nicholson
E429C2C295344CE...

Michael J. Nicholson
Mayor
City of Gardner

Date: 9/18/2025

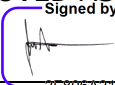
ACCEPTED:

Signed by:
By: Richard Lovely
67AC29AA14094B7...

Rick Lovely
President/Project Manager
Busy Bee Nursery

Date: 9/11/2025

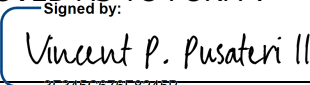
APPROVED AS TO FORM:

Signed by:
By:  _____
2F806A21476C405...

Jason Stevens
Department Head
City of Gardener.

Date: 9/16/2025
Acct #:27010-58103-29205

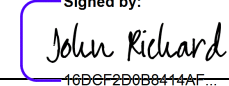
APPROVED AS TO FORM :

Signed by:
By:  _____
3F345C676F8245B...

Vincent P. Pusateri II
City Solicitor
City of Gardner

Date: 9/17/2025

CITY AUDITOR:

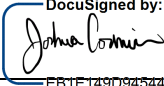
Signed by:
By:  _____
16BCF2D0B0414AF...

John Richard
City Auditor
City of Gardner

Date: 9/18/2025
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 #:38182-58103

PROCUREMENT OFFICER:

Signed by:
By:  _____
EB1E149D9454446...

Joshua Cormier
Procurement Officer
City of Gardner

Date: 9/16/2025
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. 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.

Change Order No. 5
Description and Reason for Change

- Item 5-1** **Accessible Ramp** –BusyBee was asked to install an accessible ramp from tier one to tier two. They were provide with SKC-001 attached. The additional cost includes all equipment, material and labor to permit and install all the proposed work shown on the drawing.
- Item 5-2** **Time Extension** –Construction for the project was complete within the originally scheduled time frame. However, additional work was added after the completion of this project detailed in item 5-1 above. This change order extends the original contract time to allow for completion of the project during the spring of 2025.



BUSY BEE *Nursery*

LANDSCAPE DESIGN AND CONSTRUCTION

57 BROAD ST. • P.O. BOX 109 • JEFFERSON, MA 01522

TELEPHONE
(508) 829-5380

FAX
(508) 829-6668

Maki Park Project
57 Parker Street
Gardner, MA 01440

Quoted by Rick Lovely
updated September 9, 2025
Matt Wzorek
mpwzorek@tighebond.com

Option #2

#1	76 lin. ft. of Railing for one ramp, landings and a 10' long section by the parking lot includes labor, equipment and materials to match the existing railings.	\$15,360.00
#2	Relocate tables & install new Sycamore round wheelchair accessible table with checkerboard includes labor, equipment and materials	\$5,900.00
#3	Site Prep for one Concrete Ramp and Landing including the removal of stone dust, cutting into existing retaining wall & removing top, removing subsoils, changing grades and adding processed gravel to raise grades includes labor, equipment and materials.	\$13,700.00
#4	228 sq.ft. ± of Concrete Ramp and Landing to form & pour concrete, striping forms, clean up and sealing concrete including labor, equipment and materials.	\$18,500.00
#5	Transplant shrubs, clean up, repair beds and fix stone dust areas includes labor, equipment and materials.	<u>\$2,600.00</u>
	Additional metal edging couplings & adjustments	\$56,060.00
	5% Bond	<u>\$2,803.00</u>
		\$58,863.00

Prices Quoted Honored for 14 Days as
Material Prices and Availability Subject To Change
There is No Warranty Given on Transplants

Rear Main Project:

1. RFIs PCOs, Change Orders

- Pending Recommendations: Fuss & O'Neill (FO) will soon issue change order recommendations for:
 - PCO-006: Additional conduit for National Grid.
 - PCO-007: Landscaping overlaying unsuitable soil.
 - PCO-009: Time & Materials for obstructions encountered.
- PCO-008 (Fire Hydrant Relocation): Contractor UEL proceeding with water main work; expected to be cost-neutral. As-built documentation will be required.
- RFI #27 – Ramp Transitions, RFI #28 – Handholes reviewed on 10/28
- Submittal 43 – Precast curb submitted on 10/1

2. Schedule

- Current Work: Due to electrical delays as described below, curbing and additional site grading was done as available work for the contractor to begin as the other work is reliant on National Grid's review of the project.
- Electrical Infrastructure: National Grid confirmed on 10/20 that new easements are required to accommodate the installation of transformers, conduits, and manholes associated with the proposed undergrounding of utility wires. While this will not delay design review, the easements must be completed before scheduling can proceed.
- Schedule Submittal: Revised project schedule submitted on 10/23 with the assumption that electrical work is allowed to continue starting 11/3
- Upcoming Work: UEL to complete curbing work, site grading, and begin underground primary conduit & wires as well as electrical shed work next week, barring any delays caused by the new easements.

Maki Park Project

1. Funding & Budget

- As mentioned previously following reclassifications, the Maki Park account now totals \$59,866.67, which fully aligns with the contractor's estimated cost for the remaining project work.

2. Schedule & Next Steps

- Correspondence with the contractor has continued expressing the need for scheduling of work. Emails were sent on 10/16 and 10/20 before hearing on 10/21 that they had delays with other projects due to weather but that they are looking to begin the project the week of 10/27 or 11/3.
- The executed contract for this project has listed the date of substantial completion as 11/21.
- Further correspondence followed on 10/21 with the contractor on the discussion of the permit issued for the project, later that day the contractor confirmed that the permit was amended and completed.

Master Plan Project

1. Public Engagement

- Open House: Public open house happening on 10/30 @6-7PM. Individual notifications sent out to city councilors, city officials, publicized on social media, city hall website, flyers distributed, and city event calendar.

2. Plan Review Progress

- Inventory & Assessment: Barrett Planning Group has submitted the full Inventory & Assessment (I&A) report.
- Key issues, opportunities, and goals have been drafted and are being reviewed by the Steering Committee with feedback accepted from them through 11/17.

Hazard Mitigation Plan

1. Community Survey

- Ongoing community feedback survey is taking input until November 19.

2. Public Engagement

- A public information session was held on September 18, 2025; however, no attendees were present.
- We are looking into whether a future info session will be scheduled and led directly by the Planning Department to ensure opportunities for more public input remain available.

North Central Pathway & Perley Brook Culvert

1. Future Work

- The current section of the pathway has been completed with the paving of Crystal Lake Drive and continuing through to the Park Street National Grid substation.
- Continuing with final review for the submission documents for the continuation of the project including conversations with the ROW (Right of Way) team at National Grid. Documents for this submission should finish our final review and be sent on 10/31.

2. Perley Brook Culvert

- With the failure of the Perley Brook Culvert back in June 2025, which is within the right of way for National Grid, they were same day notified of this and a site visit had occurred in July 2025 with their representatives.
- On 10/29 we received a response from their team member, Kevin O’Brion stating, “After a few field visits over the summer followed by permitting reviews and consultations, we are currently developing an engineering review to ensure a proper culvert replacement is designed. Our team is aware of the significance of this culvert connection and will be sure to design and replace accordingly.”

Garbose Property Sale

1. Agreements & Documentation

- The Land Disclosure Agreement and Purchase and Sale Agreement for this sale are still being reviewed and edited.

2. Regulatory Review

- Because the property is located in the Mill Street Corridor Urban Renewal Zone, the LDA requires review and approval by the Executive Office of Housing and Livable Communities (EOHLC), which is ongoing. This process will require a new land appraisal which I have reached out and discussed with multiple appraisers for earliest availability, current timeline is about 6-8 weeks before the appraisal process can begin.

205/213 Main Street Sale

1. Agreements & Documentation

- The Land Disclosure Agreement and Purchase and Sale Agreement for this sale are still being drafted. Initial conversations with the buyer about the current draft P&S happening on 10/29.

2. Regulatory Review

- Because the property is located in the Downtown Urban Renewal Zone, the LDA requires review and approval by the Executive Office of Housing and Livable Communities (EOHLC), which is ongoing. This process will also require a new land appraisal which I have reached out and discussed with multiple appraisers for earliest availability, current timeline is about 8-10 weeks before the appraisal process can begin following the Garbose property appraisal.

Greenwood Pool Demolition

1. Abatement & Site Work

- Above-ground demolition began on 10/24 with significant progress made the following days, expected completion of above-ground demolition by 10/31.

2. Historic Preservation

- The cupolas, finials, bar, Greenwood Pool sign, and display cases have all been salvaged prior to/during demolition. The finials, bar, displays, and sign are all stored with DPW with the cupolas being removed this week with intention of them also being stored with DPW.

3. Schedule

- Following the above-ground demolition will be the below-ground demolition and then backfill. We are awaiting the confirmed schedule from the contractor but anticipate the project to be completed mid to late November.

Planning Board

Preliminary Plan – Walmart Fueling Facility

- Development Review Committee met on 10/10 to discuss and provide comments to applicant, BOHLER, acting on behalf of Walmart. Further correspondence between BOHLER, myself, and conservation agent on recommendations and changes from MassDEP and ourselves. Current preliminary plans distributed to Planning Board with intention to discuss at next regular meeting on 11/4.

Preliminary Plan – GAAMHA - 827 Green Street

- Development Review Committee met on 10/10 to discuss and provide comments to applicant, GAAMHA. Current preliminary plans distributed to Planning Board with intention to discuss at next regular meeting on 11/4.

Definitive Plan – MWCC – 42 Linus Allain

- Comments brought to applicant, Mount Wachusett Community College, at regular Planning Board meeting at 9/9 meeting from myself and the City Engineer. Following, no further edits were presented to discuss at 10/10 meeting and I was notified following the meeting that the overall design would change due to constraints of the parcel and our comments. The Planning Board will continue to keep the public hearing open for this item until the new Definitive Plans are presented and the site plan review process can be continued.