

**TOY TOWN PARTNERSHIP
WINCHENDON ENHANCEMENT COMMITTEE
MEETING MINUTES – WEDNESDAY, FEBRUARY 18, 2015
109 Front St., 4th Floor Robinson-Broadhurst Conference Room**

Present: Elaine Mroz, Chairwoman Dave Romanowski, WEC Sub-committee Chairman
Linda Daigle, WEC Secretary Jane LaPointe
Ken LaBrack John Deline
Pastor J. Lillie Steve Haddad
Joe LaDeau (6:50p.m.)

Absent: Cindy Boucher, Peter Newton, Don O'Neil, Myranda Bishop

Guest: Dave Loring and Jessica Roberts, Tighe and Bond

Documents presented at meeting:

- TTP Minutes of January 5, 2015 (filed)
 - WEC Minutes of February 4, 2015 (filed)
 - Review items of draft Ingleside Master Plan document (attached)
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The meeting was called to order at 5:36 p.m.

— Review of Minutes:

- TTP/WEC Minutes of February 4, 2015 – Steve pointed out the correct spelling of Kris Provost name mentioned on page 2. John moved to approve; Pastor J seconded. By a vote of all aye, the motion carried unanimously.
- TTP Minutes of January 5, 2015 - Linda moved to approve with one amendment to include Cindy Boucher as present at the meeting; Ken seconded. By a vote of all aye, the motion carried unanimously.

— Old Business

- Draft Master Plan of Ingleside – Dave Loring and Jessica Roberts were welcomed from Tighe and Bond. They were here to review and work on finalizing the Draft Master Plan for Ingleside. Items discussed were:
 - The Operation and Management Cost (O&M) listed on Table 8-1. Mr. Loring explained the costs were listed as \$0 in this draft plan as the plan for the Building Reuses were left pending not knowing what kind of services would be involved. After some discussion, it was decided to list a range noting it depended on the type of reuse that would be determined first by the population and their interest. Possible revenue streams would also decrease the cost of the O&M.
 - The Finished Space listed was corrected to 11,078 sq. ft. versus what was incorrectly listed as 65,250 sq. ft.
 - The Gravel Parking Area will be moved up to the Site Readiness Phase.

- There was some discussion of some of the capital cost on some of the items. It was agreed that John and Mr. Loring would work together on this issue.

Linda moved John work with Engineer Dave Loring on finalizing Table 8-1, the Preliminary Capital Cost and O&M Cost; Steve seconded. By a vote of all aye, the motion carried unanimously.

- It was decided to put in the Executive Summary the Total Project Costs adding the note reiterating "some costs can be reduced by volunteerism and community involvement."
- A question about the 132 people capacity was asked. Mr. Loring explained this number was derived with the current sanitary/sewer system of the home. An explanation would be added that should the Town have other uses that exceed this capacity, they would recommend temporary sanitary facilities be used. Ultimately, a connection would be made to Town sewer.
- The Water Quality Reports done by the Planning Office back in 2010 was decided not to be included in the Ingleside Master Plan as an official report did not exist and additional testing should be conducted. Swimming was not going to be promoted in the Master Plan.
- Elaine asked why the reasoning behind removing the "Phase" titles. It was explained that the committee did not know exactly what project would be taken up first. The phases represented both time phasing as well as cost phasing and we didn't want to restrict ourselves or give the wrong impression with the numbered Phases. It could be possible that there are two projects being worked on simultaneously that are from different phases depending on what kind of support we receive from grant funding and from the community. Elaine said it is important to know what we can expect within the next three years. People will want to know that as well as the cost. Dave replied the "Due Diligence" phase and the "Site Readiness" phase were the initial items that would then make it available for public use.
- Figures (Maps) initially presented in the draft Master Plan were reviewed. Certain figures would be put on poster board for presentations. Changes in highlighting the parcel color and the bike trail on the maps would be done to make it stand out stronger.
- Tighe and Bond would speak with John tomorrow for the final revisions to the Plan. A consistency review of the document would be done making sure they have nomenclature, terminology and references that are all consistent throughout the document, including the phases. Once they do this, they will send to the committee for a final review. Reference to the PILOT funding the Town receives for solar agreements would be added to the list of possible funding sources as well as the Mass in Motion a program that supports local health in active communities. Two copies of the final version would be sent as well as a .pdf and placed on Tighe and Bond's exchange website. They estimated two weeks' time to review the document and make the corrections. The committee would take two more weeks to review it.
- The Committee discussed presenting the Executive Summary along with Figure 8-1 and the Concept map to Annual Town Meeting in May.

Engineers Dave Loring and Jessica Roberts were thanked for coming to the meeting this evening and reviewing the Master Plan with us.

- TTP - Converse Gardens – Elaine said there was nothing new to report with all of the snow we’ve gotten. John mentioned Gerry White from the Planning Office had talked with him. A local contractor has volunteered to help with clearing the parking area and DPW was also going to help with the entrance to the parking area.
- TTP - Bicycle Trail – Elaine reported an update from Cindy that the Town has the lowest bidder for Phase 5 and is waiting for the Notice to Proceed. There is a small section in Gardner that people need to give up. There is a meeting with Gardner’s City Council on April 6th.
- TTP - UMass Downtown Revitalization Study – Gerry White, Director of Development, would be asked to attend the next meeting to see what, if any, of the recommendations of this study could be implemented. John mentioned he was trying to get on the TIP for the Central St. sidewalks for a complete rehab. This would be five to eight years off. Walnut and Chestnut St. has been placed on the CDBG grant application.
- TTP – Town of Winchendon’s Master Plan Update - No new updates with this as their meetings have been cancelled due to the winter storms we’ve been having.

— Other – It was noted that Myranda Bishop had resigned as a full member but would act as a student advisor to the committee. Kris Provost is interested in serving and would send a letter of interest in to the Town Manager.

— New Business - N/A

— Correspondence – N/A

— Public Comment – There were none.

— Adjournment – Ken moved to adjourn; Steve seconded. By a vote of all aye, the meeting adjourned at 7:00 p.m. The next meeting will be scheduled for March 11, 2015.

Respectfully submitted,

Linda Daigle
Secretary