

**Winchendon Community Park Building Subcommittee  
Minutes, February 4, 2021 - Zoom Meeting**

Present: Ken LaBrack, Jane LaPointe, Dave Romanowski, Steve Delaney, Linda Daigle  
OPM: Suresh Bhatia, Ron Votta  
Architect: David Pollak, Julia Patten  
Public: Guy Corbosiero

Called to order at 11:32 a.m.

**Business**

1. Dave Romanowski introduced the people on the call to Steve Delaney and provided a brief background on the WCP
2. Suresh noted that he and Steve have been in communication about time-sensitive, pending topics that need to be executed by the Town. Four items are related to contracts with Atlantic, Abacus and Abatement work at the house.
  - Steve confirmed that he has what he needs to follow through on these items
3. The other time-sensitive topic relates to the demolition of the house. The Town needs to apply for the permit per Chapter 16 in the Town Bylaws and this needs to be put before the Historic Commission.
  - In addition, the Fire Chief needs to apply to the state for a burn permit
  - Discussion of why the removal of the house included: costs to operate and rehab (adaptive use would likely require a replacement of plumbing and other systems), liability for the town, feasibility of use (ADA).
  - **Actions:**
    - File the permit with the Building Inspector
    - Get on the calendar for a meeting with the Historic Commission
    - Prepare the rationale for the demolition request
    - Anticipate a public hearing with public comments
4. **Decisions** regarding house and possibility of Historic Commission placing 12-month hold on demolition in order to find viable alternative uses of the house
  - Abatement. Wait. Suresh will ask contractor for 60 day extension
  - Appliance, pipe, furnace, etc. removal. Wait
5. David Pollak provided Steve with an update/overview of the project using the presentation materials from the November BOS/R-B meeting.
  - Regarding the Barn, David noted that, with the gutters not working, the deterioration of the siding will accelerate. He recommends: trim repair, gutter replacement, power washing, painting in order to preserve the structure.

6. **Action:** Suresh will follow up with the Building Inspector and State Attorney General regarding the cost saving possibility of putting out this project as two bids: site and building. This would require two sets of bid documents, contracts, procurements, etc.
7. Project communication and coordination
  - It was noted that direction by committee is difficult. Keith Hickey as the town's project representative to interface with the OPM and with the building subcommittee. With Keith's departure, there is a need for someone to hold up the town's end.
    - Steve stated that he will take the lead at this point - and that he will co-share this with someone on his staff to allow for continuity and avoid a steep learning curve when a new town manager is hired.
    - Steve also noted that he is and can be in contact with Keith during this transition.
  - **Action:** Suresh requested that the committee review the document he emailed to us on 2/3/2021 and get back to him with questions, feedback, etc.
8. Communication with the Public, including a public facing page of the amphitheater project
  - Dave has been in contact with Karen Kast who has offered to review the various vehicles currently available for Park communication: facebook, website, etc. and to provide advice on how to improve this. When appropriate, Dave with get Tiffany Newton involved.
  - The committee/town manager needs to identify what to post regarding the amphitheater project.
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9. Next meeting
  - Linda will post a meeting with the WCP Infrastructure Committee and Town Manager for February 10 at 10 a.m. to discussion pending questions and actions related to the maintenance, repair and use of Park infrastructure, including Elm Street, house, amphitheater

Adjourned 12:40 p.m.

**Approved: April 7, 2021**