

**Winchendon Community Park Building Subcommittee  
Minutes, October 21, 2020 - Zoom Meeting**

Present: Ken LaBrack, Jane LaPointe, Dave Romanowski  
OPM: Suresh Bhatia, Ron Votta of Atlantic Construction  
Abacus Architects: David Pollak, Julia Patten

WINCHENDON TOWN CLERK  
RCUD NOV 30 2020 PM4:11

Called to order at 11:00 a.m.

**Business**

1. Approved minutes from October 7, 2020
2. Reviewed materials for presentation to the Board of Selectmen
  - Robinson-Broadhurst representatives will be at the meeting and will speak to their interest in this project and why they initiated it. Dave Romanowski will speak, if necessary, to the opportunity this provides for Winchendon to improve its economic vitality and pride.
  - Keith will provide an update on the Fire Department and the House
  - David Pollack reviewed the slides that will be used at the November 9 BOS meeting for edits and comments.
  - Discussion on the need for safe pedestrian access to the Park - along Maple Street and Ingleside Road. Various options were raised. Abacus will ask the civil engineers to consider the cost to widen Ingleside Road to accommodate a pedestrian walk/strip
  - The proposed budget was discussed. The A&E and Administrative lines include fees already spent. Need to be prepared to provide answers/details re the Admin/OPM costs.
  - Schedule will be reviewed with the BOS. The current 8 weeks between construction documents and start is ambitious.
  - Ken asked Keith about getting National GRID and Comcast to donate some of the work. Also consider any local materials suppliers, i.e. concrete. Suresh will work with Keith on this -- need to know in advance of the bids due to limited flexibility in public bid contracts. One option with National GRID is to get the back charge discounted - a direct bill to the town
  - Suresh advised that if the town/park accepts free street lights from National GRID, they will operate at night - won't be equipped to only be on when there is an evening performance at the park.
  - Dave R raised the topic of that the Town will need to take responsibility for maintenance, upkeep, and utilization (shows, frequency, tickets, costs)
  - FAQs - be clear that the first year or two will be a time for experimentation and pilots - to learn how to best operate the amphitheater - shift to execution
  - Estimates in January will tell us more about what's in and out of the project.

3. Status of House

- A bidding package is being prepared for anticipated abatement work that will need to be done before the house is demolished. Anticipated timing for abatement work is December/early January.
- Questions to address before the demolition include:
  - Who will shut off, and how, the utilities: plumbing - water and sewer/septic; electric; boiler; fuel tanks -- will need to be empties - by whom? What should be done with the kitchen and bath appliances and fixtures?
    - Suresh will work with Keith to manage this
- Items that are salvageable will be removed from the house and stored in the barn. Dave will oversee this.
- Once the house is gone, the project contractor will do the needed site improvements/restoration.

#### 4. Project Procurement

- Will likely need a building permit from the building inspector for the stage; Chapter 149 regulations
- However, two-thirds to three-quarters of the project is site work, not building. If it is big under 149 it will be marked up by the contractor.
- Options were discussed
  - Doing this as two projects, site and building, would require that everything be done twice: manuals, meetings, bids - which would add costs for Admin (OPM) and A&E.
  - David: option - Everything within 10 feet of the building/stage is Chapter 149; and everything outside this is Chapter 30
  - Suresh: option - get building pad ready under Chapter 30. Set up deadline so steel contractor/building contractor can come in and within 30-45 days do the steel, electric, building, etc. All this is being arranged and gotten into order while the site work is being done.
  - This would require building flexibility into the contract
  - Action: Before November 9, Suresh will work with Keith and the Building Inspector on this scenario that he proposed. If the Building Inspector likes this idea, Suresh will clear up any questions with the Attorney General

#### 5. Other related discussions:

- Irrigation for the seating lawns; should this be part of the project - perhaps as an alternate?
  - Questions that Suresh will take up with Keith: can we get a ball park estimate and impact on the budget? Can we use pond water (cost for system to pump it?) Town water, what would be the water bill? Vandalism opportunity?
- Lighting designer. Can/should we add this to the mix?
  - Would provide better design and efficiencies in illuminating stairways and seating and house lights.
  - Abacus will define the scope and bring someone in. Note: They are assembling all fee proposals for A&E costs
- Theater lights, sound. Discussed options:

- House lights that can be turned off and on and dimmed with pipes in the roof/ceiling for future use. And, position a couple of poles for house lights on the grass that could also be used to light the stage.
  - Sound - at top of audience area designate a place for a sound and light control system. Place pipe underground to the electric panel - for future sound and light.
  - Dave R - after the first two years we'll have a better idea of what is needed re theater lighting, etc.
- Sidewalk. While there is access via Elm Street Path, it isn't handicapped accessible. Need a sidewalk from parking to the stairway/path to the stage and seating areas.
  - Questions is a new pathway along Ingleside Road. It can be costly - with new grading, or as part of the road .. with lighting
- Size of Storage Room with Stage - it is 6 feet wide X 15 feet long X 25 feet tall. It is made with reinforced cinderblock with barn boards screwed to it. It will hold electric panels and what else?
  - Will we use a folding projection screen on a cart or a larger roll down screen from the ceiling?
- Bid Alternatives are/will be important - will give more flexibility and options.
  - Important to identify as adds or deducts
  - Should have better ideas when pricing in January - in order to know how to bid the project
- Conservation Commission - consider the need and timing for an RDA to thin the trees behind the stage for a water view
- Site/Locations - the site will be staked out so we can see the location of the stage, seating, parking, etc. as it relates to the Paths and other features of the Park

## 6. Website, FAQs

- Dave R spoke to the need for a distinct site, separate from the town website. However, the committee doesn't have the where with all to design and maintain such a site. This needs to be views as an ad campaign to help people understand the potential and buy in to the project, etc.
- Dave R asked how other towns have done this.
  - Suresh: we have a few presentations for the site that could be posted. Once bids and construction are underway, want to keep people informed and engaged with updates
  - David: hosted on municipal website. If google WCP Performing Arts Center -- get to a project page. Content would include links to relevant documents: minutes, slides (November 9), FAQ, ways to ask questions that the committee will see and address in a timely way. Organized by categories of relevant documents - and updated as new documents are available
  - David - new community rec center in Medfield that he's tracking. No text on the webpage - just links to budget, schedule, architect presentation.

- If hosted on the Town Website would need to find a volunteer with graphic design/website capabilities who could set this up and update it, i.e. local college student?
  - If need to find funding for this - is there a grant?
  - Use our wcp.org and add link to performing arts center
- We have to do FAQs and keep editing as questions come up
- There is some urgency on this re November 9. Need funds and a person to do the updates. Will remove last slide in David's presentation.

## 7. Assignments

### **Suresh follow up and work with Keith and the Building Inspector - Before November 9**

- Project procurement options for Chapter 30/39 (site) and Chapter 140 (building)
  - Building Inspector's input on Suresh's proposal regarding the site work and building (with steel contractor)
  - If Building Inspector agrees with this idea, Suresh will contact Attorney General to clear up any questions

### **Suresh to follow up and work with Keith on this**

- House:
  - Shut off and disconnect utilities: electric, water, septic,
  - Disposition of fuel tanks, boiler, appliances (stove, refrigerator, etc.)
- Contact National GRID and Comcast - donate some of the work
- Irrigation: Questions raised regarding source of water: town, pond, etc.

### **Jane**

- Folding screen on cart and projector options, size - check with Library in Orange

### **Keith or Dave**

- For BOS, November 9<sup>th</sup> - provide update on House & Fire Department

### **??? - (lack person with the capability and time to do this)**

- Website/place to make information and updates available to the public
- FAQs

Adjourned 12:53 p.m.

**Approved: November 30, 2020**