

TOY TOWN PARTNERSHIP
WINCHENDON ENHANCEMENT COMMITTEE
MEETING MINUTES – WEDNESDAY, OCTOBER 22, 2014
109 Front St., 4th Floor Robinson-Broadhurst Conference Room

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WINCHENDON, MASS.

Present: Dave Romanowski, Chairman
Don O'Neil
John Deline
Pastor J. Lillie

Linda Daigle, Secretary
Jane LaPointe
Ken LaBrack
Colleen Laperriere

Guest: Page Czepiga, AICP, Project Planner, Tighe and Bond
Gerry White, Planning Director

Absent: Steve Haddad, Myranda Bishop

Documents presented at meeting:

- Meeting Minutes:
Wednesday, October 1, 2014 (filed)
 - Tighe and Bond's Draft Master Plan of Ingleside (filed)
 - Jane and Linda's notes on Draft Master Plan (attached)
 - John's notes on the Draft Master Plan (attached)
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Chairman Dave Romanowski called the meeting to order at 5:38 p.m.

- Review of Minutes from previous meeting – Don moved for approval; John seconded. By vote of all aye, the minutes were approved.
- DRAFT MASTER PLAN REVIEW - Tighe and Bond Project Planner, Page Czepiga came before the Committee and reviewed the Draft Master Plan. Some points noted were:
 - Page would incorporate the comments/suggestions presented to her from John, Linda and Jane
 - Page was asked to amend the contract for their services to include samples of the asbestos concerns at the property (check if also lead paint – she said not as much of a concern). The environmental survey would not need to be done until the Town has the plan to purchase it. She estimated around \$8,000 for this cost and usually is negotiated through the Purchase and Sale agreement
 - Further wetland delineation was discussed. This could be done at the time a project has been selected. Conservation Commission approval might be necessary depending on the work being done. If the Town acquires the property, a suggestion to file a "Notice of Intent" with the Conservation Commission for projects being considered was offered.
 - Article 97 was discussed and what our options could be, designating as park only or subdividing the parcel so that the existing structures can be utilized for non-natural resource related purposes, such as an Art Gallery or Youth Ventures. This could be done through special legislation action, similar to how the Library was done with the American Legion Park. Article 97 makes the Town more eligible for grant opportunities. Page said this doesn't have to be decided right now and suggested we acquire the property for "general purposes" at this point allowing us more freedom. She suggested the language in

- the article at Town Meeting include that the Town is authorized to seek grants and other assistance in providing Article 97 protection or a Conservation Restriction on a certain area. It leaves the door open to apply for those types of grants. At that point you would have to segregate the parcel and the grant would then apply only to the part.
- Insurance questions came up with our Makerspace projects that might be on the property. How would the liability work?
 - The Town would most likely tie in to Town Sewer versus updating the septic system.
 - Port-a-potties would be utilized in the recreation areas until the buildings were updated to code
 - Discussion was had around code compliance and ADA accessibility. Prevailing wage for updates to the property was mentioned by Gerry. ADA compliance was to be included more prominently in the Master Plan. He explained ADA compliance is not just an elevator or ramp, but door knobs, countertops, bathrooms, signage, etc. Gerry said the bike paths are exempt from compliance. Discussion was had on how to be able to use the barn for singular functions until it is ready for the Makerspace home. Gerry said anytime you are open to the public, it needs to be accessible or reasonable accommodations made for handicapped individuals or you apply for a waiver. You might be able to get a waiver for the entrance to the barn as long as you have reasonable accommodations with the bit of slope there. Once we know uses, it can be flushed out further down the road.
 - Gerry explained any renovation costs that exceeds 30% of the total value of the building, will require 100% compliance. Knowing what we want to use the barn for he asked for approximate barn to code costs from Page and also house to code cost, saying retrofitting can be more expensive.
 - Environmental Evaluation was discussed. Gerry explained Phase I is a desktop environmental evaluation; you look at all the uses that were present. Phase 2 is the actual testing for contamination. You can do a Phase 2 without doing the Phase 1. This should be reviewed prior to the purchase.
 - Items to list under "Due Diligence Pre-Purchase Costs" would be:
 - Phase 2 Environmental Study
 - Asbestos and Lead Paint Testing
 - Gerry asked if the section listing the Grants to include the strings that are attached for each one in the notes
 - John commented about the water quality stating he wouldn't be able to "treat" the water as listed in the document and wanted that to be clarified by stating they would "treat storm water runoff"
 - Page was asked to include the survey results in the Master Plan.
 - The phases were reviewed and adjusted.
 - "Due Diligence" phase prior to Phase 1.
 - Phase 1
 - Renamed to "Phase 1 Site Readiness"
 - Move bullet in Phase 2 to 1 "Installation of signage to connect to North Central Pathway bikepath and downtown area?"
 - Applications for Grants / Uses of Property
 - Last two bullet points on draft regarding the surveys will be placed in the "Due Diligence" section up front
 - Phase 2
 - Delete "Perform wetland delineation" (will be done when required)
 - Move bullet regarding North Central Pathway to Phase 1
 - Delete "Creation of gravel parking area" (already in Phase 1)

- Move "Perform subsurface investigations...environmental contamination" to "Due Diligence" phase
- Phase 3
 - Remove "and Building Reuse" from heading
 - First bullet to read "Installation of playgrounds/splash park"
 - Add "Design and Installation of Skate Park"
 - Move the rest of the six bullets into a new Phase 4
- Phase 4
 - Titled "Building Reuse"
 - Move last six bullets above into this phase
 - I have a note to reword this bullet "Perform comprehensive structural evaluations/calculations to determine whether the buildings can support the structural loads of proposed uses"
- Page was asked to assign the conceptual unit costs to each phased project and to the grant sheet
- Linda would provide feedback to Page about the Community Preservation Act and Green Communities and where the Town stands with these two projects.

Page stated it would be a two week turnaround to compile the changes discussed tonight and present the final Draft for us. The Committee thought the timing was good estimating Town Meeting wouldn't be until early December. It would give them time to have their public outreach.

With the time being close to 8:00 p.m. the Committee passed over the remaining agenda items.

- Funding Project Review
- Harvest Festival/Open House Sept. 27, 2014
 - Financial Report
- Public/Civic/Government Outreach
 - Subcommittee Update
 - Schedule of Meetings
 - Community Engagement
 - Support Systems
- Social Media
- Website
- New Business
- Old Business
- Adjournment - The Board agreed to meet next Wednesday, Oct. 29, 2014 at 5:30 p.m. at Town Hall. Topics to include on the agenda are: Second Annual Community Forum, Further Public Outreach, Contribution to the Open Space and Recreation Plan and a frank discussion on funding the project due to the recent known deficits of the Town's finances.

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Linda Daigle
Secretary