

**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  
CITY COUNCIL**



**ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE**  
**MEETING NOTICE**

**Date:** Wednesday, February 25, 2026  
**Time:** 8:30 A.M.  
**Location:** City Council Chamber, City Hall

**AGENDA**

**CALL TO ORDER**

**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.*

**I. REVIEW AND APPROVAL OF MEETING MINUTE(S)**

**II. FIRST TIME ON THE AGENDA**

**11773** - FY2026 Community Development Block Grant (CDBG) Steering Committee Recommendations.

**III. MONTHLY WATERFORD COMMUNITY CENTER UPDATE**

**IV. IN SUBCOMMITTEE**

**11772** - An Ordinance to Amend the Code of the City of Gardner, Chapter 675, Thereof Entitled Zoning, to Remove Article IX, Thereof Entitled "Signs and Advertising Devices," and Move it to a New Non-Zoning Chapter to be Numbered Chapter 665.

**11454** - A Report on the Investigation of the Maki Park Project.

**11746** - Upcoming Community Development Projects.

**ADJOURNMENT**

*NOTICE: The listing of Agenda items are those reasonably anticipated by the Chairman which may 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.*

CITY COUNCIL OF GARDNER  
*Elizabeth J. Kazinskas*

Elizabeth J. Kazinskas  
Chair, Economic and Community Development Committee



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**Agenda Item - February 25 & March 11 Eco and Comm Dev Committee Meetings**

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**From** Elizabeth Kazinskas <ekazinskas@gardner-ma.gov>

**Date** Thu 1/22/2026 1:45 PM

**To** Jayen Kumar <jkumar@gardner-ma.gov>

**Cc** Titi Siriphan <tsiriphan@gardner-ma.gov>; George Tyros <gtyros@gardner-ma.gov>; Jason Stevens <jstevens@gardner-ma.gov>; Amy Yuhasz <ayuhasz@gardner-ma.gov>

Good afternoon Jay,

Please place the following item on the agenda for the February 25th and March 11<sup>th</sup> Economic and Community Development Standing Committee Meeting meetings:

FY2026 Community Development Block Grant (CDBG) Steering Committee Recommendations

Best,  
Lizzy

**Elizabeth Kazinskas**  
**Councillor at Large**  
**Gardner City Council**  
(978) 337-1533  
[ekazinskas@gardner-ma.gov](mailto:ekazinskas@gardner-ma.gov)

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*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*



## City of Gardner

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January 13, 2026

Hon. George C. Tyros, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RECEIVED  
2026 JAN 29 A 11: 16  
CITY OF GARDNER OFFICE  
GARDNER, MA

RE: An Ordinance To Amend The Code Of The City Of Gardner, Chapter 675, Thereof Entitled Zoning, To Remove Article IX, Thereof Entitled "Signs And Advertising Devices," And Move It To A New Non-Zoning Chapter To Be Numbered Chapter 665

Dear Mr. President and Councilors,

We hereby submit the attached zoning ordinance amendment proposal.

Respectfully Submitted,

Judy A. Mack  
Councillor At-Large  
Gardner City Council

Michael J. Nicholson  
Mayor, City of Gardner

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 675,  
THEREOF ENTITLED ZONING, TO REMOVE ARTICLE IX, THEREOF ENTITLED “SIGNS  
AND ADVERTISING DEVICES,” AND MOVE IT TO A NEW NON-ZONING CHAPTER TO BE  
NUMBERED CHAPTER 665**

**PREAMBLE:**

WHEREAS, the City of Gardner is looking to promote business growth and make things easier for individuals to open and expand business opportunities in the City; and

WHEREAS, the City of Gardner and its officials have received feedback from residents and prospective business owners of the restrictive natures of the City’s current ordinance regarding signs and advertising devices; and

WHEREAS, the City of Gardner is looking for greater flexibility in evaluating, adapting, and evolving its ordinances regarding the placement, regulation, and requirements for signs and advertising devices;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARDNER AS FOLLOWS:

**SECTION 1:** Article IX of Chapter 675 of the Zoning Code of the City of Gardner, thereof entitled “Signs and Advertising Devices,” be removed from the City’s Zoning Code and created as a new non-zoning chapter to be numbered and entitled “Chapter 665: Signs and Advertising Devices.”

**SECTION 2:** That the Articles and Sections of Chapter 675 be renumbered accordingly to account for this removal.

**SECTION 3:** That the Sections of the new Chapter 665 be renumbered accordingly as Sections 1 through 9

**SECTION 4:** Severability

If any provision of this section is held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

**SECTION 5:** That this ordinance take effect upon passage and publication as required by the General Laws of the Commonwealth and the Charter of the City of Gardner for all Zoning Ordinance procedures and timelines.

# Maki Park

Project Update + Financial Info  
As of 12/10/2025

1

## Project Update

- The site preparations for the concrete for the ramp began on Wednesday, November 5, and had continued through Thursday, November 13.
- On Monday, December 8, the contractor, Busy Bee, notified the engineering team at Tighe & Bond that the accessible table should be brought in this week and that the railings were sent out to be powder coated.
- There have been delays due to the weather, the installation of the railings and accessible table are the only remaining items for this project.

2

## Comments on Park's ADA Compliance

Following concerns over the ADA compliance on Maki Park the following comments should be made:

- On October 16, 2024, a letter responding to Commissioner Zuppa's comments from Tighe & Bond was sent with their recommendation of the accessibility option. This option is the accessibility ramp that has now been constructed between the 1<sup>st</sup> and 2<sup>nd</sup> terrace.
- The project has included ADA compliant access to the 3<sup>rd</sup> terrace from the West Street parking area. The existing grades at location of the installed ramp within the bounds of the park meet accessibility requirements. It's connection to the West Street parking lot and the parking lot's subsequent grading were not a part of this project, and if the conditions of the West Street parking area are of continued concern, then this can be addressed following the completion of the park's facilities.
- The building permit B-25-889 was issued prior to construction beginning and covered all relevant work for the park, necessary supporting documentation such as the site plans, response letters, and licenses from contractors were gathered and reviewed by the Building Department prior to issuing the permit.

3

## Comments on Park's ADA Compliance (cont.)

- The inclusion of crushed stone dust was at the recommendation of Tighe & Bond, who responded in their October 16, 2024 letter saying  
    "When properly installed, it is our opinion that stone dust is a stable, firm, and slip resistant material and it is widely used in outdoor applications where universal access is required."
- After reviewing the Bid Set Site Plans and Site Specifications, the Building Commissioner confirmed that the crushed stone dust is compliant with 521 CMR and no further stabilization is necessary.

4



Account Inquiry [GARDNER, MA] > Account Detail > Journal Additional Comments				Account Inquiry [GARDNER, MA] > Account Detail > Journal Additional Comments			
Line	1			Line	2		
Org	27010	FEDERAL GRANT REVENUE		Org	27010	FEDERAL GRANT REVENUE	
Object	58110	PARK STREET PARK PROJECT EXP		Object	58110	PARK STREET PARK PROJECT EXP	
Project	29205	ARPA/CLFRF GRANT		Project	29205	ARPA/CLFRF GRANT	
Account	270-000-010-58110-29205			Account	270-000-010-58110-29205		
Acct desc	DOWNTOWN PH III PROJECT EXP			Acct desc	DOWNTOWN PH III PROJECT EXP		
Line desc	TRANSFER APPROP TO SUB ACCT			Line desc	TRANSFER APPROP TO SUB ACCT		
Eff date	07/01/2025	Trans type	5	Budget year	2020		
Ref1	TRANSF			Ref1	TRANSF		
Ref2/3/4		TRANSFER		Ref2/3/4		TRANSFER	
Amount	14,772.53		Over budget	0	Amount	20,000.00	Over budget
Account Inquiry [GARDNER, MA] > Account Detail > Journal Additional Comments				Account Inquiry [GARDNER, MA] > Account Detail > Journal Additional Comments			
Line	2			Line	23		
Org	27010	FEDERAL GRANT REVENUE		Org	27010	COMMUNITY DEVELOPMENT CAPTEL EXP	
Object	58110	MARK PARK EXPENSES		Object	10110	PARK STREET PARK PROJECT EXP	
Project	29205	ARPA/CLFRF GRANT		Project			
Account	270-000-010-58110-29205			Account	270-000-010-58110-29205		
Acct desc	MARK PARK EXPENSES			Acct desc	PARK STREET PARK PROJECT EXP		
Line desc	BEG BAL BUDGET			Line desc	FY20 BEG BUD BAL CARRY FORW		
Eff date	07/01/2025	Trans type	5	Budget year	2020		
Ref1	BG BAL			Ref1	BG BAL		
Ref2/3/4		BEG BAL BUD		Ref2/3/4		BEG BAL BUD	
Amount	9,840.00		Over budget	0	Amount	18,253.44	Over budget

## Maki Park Notice of Violation - Response

**TO:** Thomas Zuppa, Building Commissioner  
**FROM:** Matthew P. Wzorek, Tighe & Bond  
**COPY:** Trevor Beauregard, City of Gardner  
Mayor Michael Nicholson, City of Gardner  
**DATE:** October 16, 2024

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The City of Gardner Department of Community Development and Planning Department is in receipt of the Notice of Violation dated September 3, 2024 titled "Work without a permit violation 57-67 Parker St. Gardner, MA 01440 M.B.L. M22-5-7". The comments noted in the Notice of Violation are reiterated below. Our responses follow each comment in italic font.

### **780 CMR Section 105.1 Permits Required**

It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing an application with the building official and obtaining the required permit.

*It was our understanding that a building permit was not required due to the scope of the proposed site work. Please advise on what items as part of the scope of work require the submission of a building permit. If it is determined that a building permit is required, we will advise the contractor to submit a building permit application.*

### **780 CMR Section 114.1 Violations – Unlawful Acts**

It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish, occupy or change the use of occupancy of any building, structure or equipment regulated by 780 CMR, or cause same to be done, in conflict with or in violation of any of the provisions of 780 CMR.

After a review of the plans given to my office on August 28, 2024 and a site visit conducted by myself on August 29, 2024, my determinations are below.

Maki park does not meet the accessibility requirements as outlined in section 19.00 of 521 CMR; Massachusetts Accessibility Code as the middle tier of the park is not accessible to persons with disabilities.

*Please see the responses to individual comments related to accessibility below.*

### **521 CMR Section 19.1 Recreational Facilities – General**

Recreational facilities shall comply with 521 CMR, except as specified or modified in 521 CMR 19.00. Recreational facilities shall include but not be limited to courts, rinks, swimming pools, gymnasiums, stadiums, health and sports clubs, radio control facilities, whirlpools, jacuzzis,

gyms, weightlifting areas, playgrounds, zoos, fairgrounds, beaches, piers, docks, bandstands, gazebos, parks, bowling alleys, picnic areas, video arcades and campsites. All areas open to and used by the public, including but not limited to locker rooms, shower facilities, saunas, steam rooms, suntanning rooms, weight rooms, aerobics and dance rooms, tennis, racquet and squash courts and spectator areas in recreation facilities shall be accessible.

*Two options have been provided for review and are attached to this memorandum. Site Alterations- Option 1 shows the addition of 2 ramps to the site. One ramp to provide universal access from the 1<sup>st</sup> terrace to the 2<sup>nd</sup> terrace and another ramp to provide access from the 2<sup>nd</sup> terrace to the 3<sup>rd</sup> terrace. Site alterations – Option 2 provides universal access from the 1<sup>st</sup> terrace to the 2<sup>nd</sup> terrace.*

*In our opinion, Site alterations option 2 is the recommended option to provide universal access to recreational features of the park area. The 3<sup>rd</sup> terrace is a passive area and all of the recreational site amenities can be accessed from terrace 1 and 2 with this option. It is noted, that there is access provided from the West Street parking area to the 3<sup>rd</sup> terrace in both options.*

*In an email from the building commissioner on September 17, 2024, there was concern raised about the access from the 3<sup>rd</sup> terrace to the West Street parking lot. Tighe & Bond responded that this access point was tied into an existing non-compliant parking lot area. While the ramp provided meets accessibility requirements, the adjacent access provided was graded to meet the existing conditions while trying to provide safe access. At the installed ramp location the existing grades are the flattest. On the downhill side of the sidewalk entrance, the existing driveway is greater than 9% and on the uphill side of the sidewalk entrance there is an existing retaining wall. To provide greater safety a short handrail can be installed along the downhill side of the entrance to protect pedestrians while accessing this ramp.*

Additionally, the ground surface made up of stone dust is not in compliance with section 29.00 of 521 CMR; Massachusetts Accessibility Code and section 302 Floor or Ground Surfaces of the 2010 ADA Standards including the ADA advisory 302.1 General.

*Please see the responses to individual comments related to accessibility below.*

### **521 CMR Section 29.1 Floor Surfaces – General**

Ground and floor surfaces including floors, walks, ramps, and curb cuts shall be stable, firm, slip resistant, and maintained with materials that ensure continued slip resistance.

*When properly installed, it is our opinion that stone dust is a stable, firm, and slip resistant material and it is widely used in outdoor applications where universal access is required.*

*Per the U.S. Access Board Guide to the ADA Accessibility Standards, loose materials including gravel meet the ADA requirements if; it is adequately compacted, stabilized by binders, or other treatments. In our opinion the stone dust at Maki Park has been sufficiently compacted to provide a satisfactory and stable surface, however maintenance will be required to ensure its continued firmness and stability.*

*If it is determined by the building commissioner that the provided compacted stone dust surface is not adequate, the site contractor has provided a price to treat the stone dust with a soil stabilizer that is mixed in with the existing stone dust material.*

**2010 ADA Standards Section 302.1 Floor or Ground Surfaces – General**

Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

**EXCEPTIONS:**

Within animal containment areas, floor and ground surfaces shall not be required to be stable, firm, and slip resistant.

Areas of sport activity shall not be required to comply with 302.

Advisory 302.1 General: A stable surface is one that remains unchanged by contaminants or applied force, so that when the contaminant or force is removed, the surface returns to its original condition. A firm surface resists deformation by either indentations or particles moving on its surface. A slip-resistant surface provides sufficient frictional counterforce to the forces exerted in walking to permit safe ambulation.

*Please see the response as noted above.*

\\tighebond.com\data\Data\Projects\G\G0384 Gardner\T80 - Maki Park\Project Management\ADA Letter.docx

**From:** [Elizabeth Kazinskas](#)  
**To:** [George Tyros](#); [Jenny Guercio](#)  
**Subject:** Re: Motions at today's EcoDev Meeting  
**Date:** Wednesday, September 24, 2025 9:16:30 AM

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Thank you, Councillor Tyros.

Jenny, please include this email chain in the Economic and Community Development Committee's meeting packet for item 11454.

Best,  
 Lizzy

**Elizabeth Kazinskas**  
**Councillor at Large**  
**Gardner City Council**

(978) 337-1533

[ekazinskas@gardner-ma.gov](mailto:ekazinskas@gardner-ma.gov)

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*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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**From:** George Tyros <gtyros@gardner-ma.gov>  
**Sent:** Friday, September 19, 2025 1:45 PM  
**To:** Jenny Guercio <jguercio@gardner-ma.gov>  
**Cc:** Elizabeth Kazinskas <ekazinskas@gardner-ma.gov>  
**Subject:** Motions at today's EcoDev Meeting

Hello Jenny,

Best of luck going forward!

At today's meeting two motions were made and passed (I've cc'd Councillor Kazinskas to confirm).

1. To send a letter to the Mayor requesting an explanation to the Committee as to why the excess funds from Downtown Phase III are now available, even though the double pole work is not yet complete on Park Street.

2. To send a letter to the Mayor requesting the year-to-date quarterly departmental updates he's received from all departments that have been involved in the Maki Park project (the Committee expects, at a minimum, the department updates from Community Development, Auditing, Purchasing, Engineering, etc.) be provided to the Committee to review.

-George

**George Tyros**

*Council President &*

*Councillor At-Large*

*City of Gardner*

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978.340.1449

*gtyros@gardner-ma.gov*

*gardner-ma.gov\citycouncil*

**From:** [Elizabeth Kazinskas](#)  
**To:** [Jenny Guercio](#)  
**Cc:** [George Tyros](#); [Titi Siriphan](#); [Jayen Kumar](#)  
**Subject:** Re: Requests from the Economic and Community Development Committee  
**Date:** Wednesday, September 24, 2025 9:24:27 AM  
**Attachments:** [Letter - Eco Dev Committee Requests - Maki Park - 9-24-2025.pdf](#)

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Hi Jenny,

Please include this email chain and the attached letter in the Economic and Community Development Committee's meeting packet for item 11454.

Best,  
Lizzy

**Elizabeth Kazinskas**  
**Councillor at Large**  
**Gardner City Council**

(978) 337-1533

[ekazinskas@gardner-ma.gov](mailto:ekazinskas@gardner-ma.gov)

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*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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**From:** Elizabeth Kazinskas <[ekazinskas@gardner-ma.gov](mailto:ekazinskas@gardner-ma.gov)>  
**Sent:** Wednesday, September 24, 2025 9:22 AM  
**To:** Mayor <[Mayor@gardner-ma.gov](mailto:Mayor@gardner-ma.gov)>  
**Cc:** Jason Stevens <[jstevens@gardner-ma.gov](mailto:jstevens@gardner-ma.gov)>; Titi Siriphan <[tsiriphan@gardner-ma.gov](mailto:tsiriphan@gardner-ma.gov)>; Jayen Kumar <[jkumar@gardner-ma.gov](mailto:jkumar@gardner-ma.gov)>; Jenny Guercio <[jguercio@gardner-ma.gov](mailto:jguercio@gardner-ma.gov)>; Dana Heath <[dheath@gardner-ma.gov](mailto:dheath@gardner-ma.gov)>; George Tyros <[gtyros@gardner-ma.gov](mailto:gtyros@gardner-ma.gov)>  
**Subject:** Requests from the Economic and Community Development Committee

Dear Mayor Nicholson,

Attached is a letter from the Economic and Community Development Committee outlining two requests discussed and voted on at our September 19, 2025 meeting.

We respectfully ask for your response and any relevant documentation in advance of our next

meeting, scheduled for Friday, October 3, 2025. We look forward to your reply and continued collaboration.

Thank you for your attention to these matters.

Best,  
Lizzy

**Elizabeth Kazinskas**  
**Councillor at Large**  
**Gardner City Council**

(978) 337-1533

[ekazinskas@gardner-ma.gov](mailto:ekazinskas@gardner-ma.gov)

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*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*

Elizabeth J. Kazinskas, Councillor at Large  
Chair, Economic and Community Development Committee  
Gardner City Council  
95 Pleasant St, Room 121  
Gardner, MA 01440

September 24, 2025

The Honorable Mayor Michael J. Nicholson  
Mayor's Office  
95 Pleasant St, Room 125  
Gardner, MA 01440

**RE: Requests from the Economic and Community Development Committee**

Dear Mayor Nicholson:

The Economic and Community Development Committee voted at its September 19, 2025 meeting to submit the following two requests for your response and action:

1. Downtown Phase III Funding Clarification

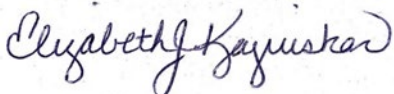
The Committee respectfully requests a written explanation as to why excess funds from the Downtown Phase III project are now available, even though the double pole work on Park Street has not yet been completed

2. Maki Park Project – Departmental Updates

The Committee further requests that the year-to-date quarterly departmental updates you have received from all departments involved in the Maki Park project be provided to the Committee for review. At a minimum, this should include updates from the following departments: Community Development, Auditing, Purchasing, Engineering.

Thank you in advance for your attention to these matters. As you are aware, our next Committee meeting is Friday, October 3, 2025. We look forward to your timely response and to continuing our collaborative efforts in support of the Community Development and Planning Department.

Sincerely,



Elizabeth J. Kazinskas  
Chair, Economic and Community Development Committee

Cc:

Jason Stevens, Community Development and Planning Director  
Titi Siriphan, City Clerk  
Jayen Kumar, Assistant City Clerk  
Jenny Guercio, Administrative Coordinator  
Economic and Community Development Committee Members – Ward 2 Councillor Dana Heath, Council President George Tyros

**From:** [Elizabeth Kazinskas](#)  
**To:** [Mayor](#)  
**Cc:** [Jenny Guercio](#)  
**Subject:** Re: Response to Maki Park Question Letter  
**Date:** Thursday, October 2, 2025 11:08:45 AM

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Good morning Jenny,

Please include the email chain below and attachments in the meeting packet for Friday's Economic & Community Development Committee meeting. Please send me a draft before it's published. Once it's published, please notify the Committee that new information has been added to the packet.

Best,  
 Lizzy

**Elizabeth Kazinskas**  
**Councillor at Large**  
**Gardner City Council**

(978) 337-1533

[ekazinskas@gardner-ma.gov](mailto:ekazinskas@gardner-ma.gov)

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*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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**From:** Mayor <Mayor@gardner-ma.gov>  
**Sent:** Wednesday, October 1, 2025 2:15 PM  
**To:** Elizabeth Kazinskas <ekazinskas@gardner-ma.gov>  
**Cc:** Jenny Guercio <jguercio@gardner-ma.gov>  
**Subject:** Response to Maki Park Question Letter

Good Afternoon Madam Chair,

Attached, please find the Administration's response to your letter dated September 24, 2025.

Best,

Mike Nicholson



City of Gardner - *Executive Department*

Mayor Michael J. Nicholson

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September 25, 2025

Hon. Elizabeth J. Kazinskas, Chair  
And Economic and Community Development Committee Members  
Gardner City Hall, Rm 121  
95 Pleasant St  
Gardner, MA 01440

RE: Response to "Requests from the Economic and Community Development Committee" dated September 24, 2025

Dear Madam Chair and Councilors,

My office is in receipt of the letter sent by Chair Kazinskas on behalf of the Economic and Community Development Committee dated September 24, 2025, with the subject line of "Requests from the Economic and Community Development Committee."

On behalf of the Administration, I hereby submit the following responses to your questions.

**Question 1:**

*Downtown Phase III Funding Clarification*

*The Committee respectfully requests a written explanation as to why excess funds from the Downtown Phase III project are now available, even though the double pole work on Park Street has not yet been completed*

The City Director of Community Development and Planning, the City Auditor, and I met to discuss the issue of the ramp installation at Maki Park on Wednesday, August 15<sup>th</sup>, 2025 to discuss options for funding mechanisms for this project.

Director Stevens had been in contact with the contractor who constructed the park to-date, BusyBee Nursery, and obtained an updated price quote for the additional work that is needed to be done of \$58,863.00. At the same time, Director Stevens worked to obtain a full quote from EH Perkins, the contractor working on the Downtown Phase III project as to how much funding the remaining work that needed to be done in conjunction with the double poles being removed and sidewalk panels replaced. This estimate came back at approximately \$15,000.00.

With this information from both contractors, coupled with the statutory December 2025 timeline in which the City must expend all previously obligated funds from the American Rescue Plan Act (ARPA), the City Auditor stated that enough information was received to be able to transfer all funds remaining in the Downtown Phase III account above and beyond the quote for the completion of the work received by EH Perkins, beginning with those funds that were appropriated for the project from the City's previously obligated ARPA funds.

These funds were then transferred from the Downtown Phase III project in two transfers dated August 22, 2025 and September 10, 2025. A copy of those transfer reports is attached to this correspondence as **Attachment A**.

As such, to answer the committee's question, the funds became available due to the receipt of an accurate final price quote from both contractors related to Downtown Phase III and Maki Park, allowing for the difference of funds to be freed up from their previously assigned uses.

**Question 2:**

*Maki Park Project – Departmental Updates*

*The Committee further requests that the year-to-date quarterly departmental updates you have received from all departments involved in the Maki Park project be provided to the Committee for review. At a minimum, this should include updates from the following departments:*

*Community Development, Auditing, Purchasing, Engineering.*

The Department reports I have received are attached to this correspondence as Attachments B through E.

Director Stevens of the Community Development and Planning Department and I have been meeting monthly for his updates to review the operations of the department. These have also been used to form his monthly updates that he has provided to this committee. We also maintained a running document with the monthly updates about this project in particular. (See **Attachment B**)

Auditor Richard and I have also been meeting monthly due to the creation of the City's budget and getting us through the tax rate process. Those monthly reports are attached here as **Attachment C**.

Reports from Director Cormier of the Purchasing Department are attached as **Attachment D**.

The City Engineering Office was not involved in the Maki Park Project, however, since this department was requested, the reports from this department are attached as well. (See **Attachment E**).

Respectfully Submitted,

A handwritten signature in blue ink that reads "Michael J. Nicholson". The signature is written in a cursive, flowing style.

Michael J. Nicholson  
Mayor, City of Gardner

**Attachment A:**  
**Maki Park**  
**Appropriation**  
**Transfers**

REQUEST FOR TRANSFER BETWEEN SUB-ACCOUNTS

The Community Development and Planning Department requests that \$ 14772.53 be transferred between the following accounts:

	<u>ACCOUNT NAME</u>	<u>ACCOUNT NUMBER</u>
Transfer From:	DOWNTOWN PH III PROJECT EXP	27010-58110 <sup>-29205</sup>
Transfer To:	Maki Park Expenses	27010-58103-29205

The reason for this transfer request is: Transfer to cover additional work for Maki Park

Department Head Signature:  Date: 8/22/2025

Transfer Recorded: City Auditor: John Richard Date: 08/22/2025

John Richard  
City Auditor

Please submit request in Duplicate. One to be returned to you after recorded.

NOTE: Transfers between Salary & Wages and Operating Expenditures or between Departments requires a Council Order.

Transfer of Appropriation <sup>x</sup>  
Reclass of Expenditure

REQUEST FOR TRANSFER BETWEEN SUB-ACCOUNTS

The Community Development and Planning Department requests that \$ 20000.00 be transferred between the following accounts:

	<u>ACCOUNT NAME</u>	<u>ACCOUNT NUMBER</u>
Transfer From: <i>TO:</i>	Maki Park Expenses	27010-58103-29205
Transfer To: <i>From</i>	DOWNTOWN PH III PROJECT EXP	27010-58110 - 29205

The reason for this transfer request is: Transfer to send the remaining ARPA funds to Maki Park project.

Department Head Signature:  Date: 9/10/2025

Transfer Recorded: City Auditor: *John Richard* Date: 09/10/2025  
John Richard  
City Auditor

Please submit request in Duplicate. One to be returned to you after recorded.

NOTE: Transfers between Salary & Wages and Operating Expenditures or between Departments requires a Council Order.

Transfer of Appropriation     

Reclass of Expenditure

**Attachment B:**  
**Community**  
**Development**  
**Reports**

**CITY OF GARDNER****PLANNING BOARD***Manca Annex, 115 Pleasant Street, Room 201, Gardner, MA 01440**Telephone: (978) 630-4014 ♦ Fax: (978) 632-1905*

Dear Chair Kazinskas,

The following are my monthly updates that I have kept for my department's work on Maki Park from March -September 2025.

### Maki Park Project – Director's Progress Reports

#### March 2025

As Director of Community Development and Planning, I informed the committee that the only current update relates to funding for the ADA-compliant ramp. At present, the funds are encumbered under the existing contract with E.H. Perkins for the completion of Downtown Phase III, Park Street Park. The remaining scope of that project requires utility coordination: National Grid's removal of wires from double poles, followed by Verizon's removal of the poles themselves. E.H. Perkins will then complete filling and paving the disturbed areas. Once the Park Street project reaches completion, the funds tied to that contract will be released and reallocated to the Maki Park project.

On March 19, 2025, Project Manager Matt Wzorek shared that Verizon had closed a prior service ticket and opened a new one, with a tentative date of March 21 for pole removal. However, past experience with Verizon has demonstrated delays in meeting such commitments. Tighe & Bond is continuing to press for timely action, though I advised the committee not to anticipate resolution on the stated timeline.

---

#### April 2025

Upon request, on April 22, 2025, Nick Day reported that his original outreach to Verizon dates back to December 23, 2024. Since then, multiple service tickets have been opened and escalated. Verizon's field staff have acknowledged the scope of work is more extensive than anticipated, requiring ticket revisions. In addition, Verizon identified cable television lines belonging to Comcast on the poles. A ticket with Comcast (#ECM0012880013) was created on March 28, 2025, with multiple follow-ups since then.

To ensure clarity and transparency, I requested and received the full email thread documenting communications among Tighe & Bond, National Grid, and Verizon, which has been attached to this report for record-keeping.

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#### May 2025

**CITY OF GARDNER****PLANNING BOARD***Manca Annex, 115 Pleasant Street, Room 201, Gardner, MA 01440**Telephone: (978) 630-4014 ♦ Fax: (978) 632-1905*

I requested a status update from Tighe & Bond, which was provided by Matt Wzorek on May 29, 2025. At this point, there has been no recent direct communication with the utilities. It was reported that some wires appear to have been removed, though confirmation on remaining attached wires remains unclear. Matt indicated he would personally inspect the Park Street site during his next visit to Gardner and, if necessary, re-engage Verizon or Comcast for updates.

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### June 2025

On June 25, 2025, I had received correspondence regarding the Park Street wires and their impact on releasing funds for Maki Park. Recognizing the delays in utility coordination, I also met with the City Auditor to evaluate supplemental funding options.

As it stands, \$55,000 is required to complete Maki Park. Of this, \$20,000 is anticipated from the Park Street Park project, with the balance proposed from ARPA/Park Street Park and SummerFest or Bailey Brook allocations.

Follow-up communications from Tighe & Bond included:

- June 5, 2025: A site visit between myself and Tighe and Bond reps confirmed one remaining wire on the poles. Verizon indicated their work is complete, with a new ticket submitted to Comcast for the remaining line.
- June 25, 2025: Comcast had not yet confirmed a removal date. Tighe & Bond committed to continued follow-up.

---

### August 2025

The one set of wires remains to be removed. Concurrently, I have begun exploring additional funding sources to ensure the project's completion. Potential allocations include residual funds from the Pulaski Park project and remaining PARC funds, which may be eligible to supplement the existing budget needed to move forward with the project.

---

### September 2025

The remaining funds necessary for project completion were identified and secured in collaboration with Auditor John Richard and Mayor Mike Nicholson. Through this process, it was determined that the Downtown Phase III Park Street project was funded through ARPA and that a reclassification of funds could occur without Council approval. Accordingly, on September 10, 2025:

- \$20,000 was reclassified from the Downtown Phase III Expense Account to the Maki Park Expense Account.

**CITY OF GARDNER****PLANNING BOARD**

*Manca Annex, 115 Pleasant Street, Room 201, Gardner, MA 01440*

*Telephone: (978) 630-4014 ♦ Fax: (978) 632-1905*



- An additional \$1,145.32 was reclassified from the Bailey Brook PARC Expense Account. As a result, the Maki Park account now totals \$59,866.67, aligning with the contractor's estimated cost for the remaining work.

I corresponded with Purchasing Director Josh Cormier to issue the necessary change order, which was signed by the contractor. The intent is to mobilize and begin work after Oktoberfest on September 27, 2025, subject to contractor scheduling. The contract stipulates a completion deadline of November 28, 2025.

---

Please let me know if you have any questions on this.

Best,

Jason Stevens  
Director of Community Development & Planning

## Community Development Monthly Department Update

- Overview and status updates on current projects:
  - Rear Main Project (Main Areas to Address):
    - Unsuitable Subsurface Conditions:
      - The site was found to have used debris from the demolition of the previous factory there as fill for the site. This presented challenges regarding the redevelopment of the property due to the unstable material, mainly large pieces like brick. A solution has since been presented, approved by the project engineers, and funds for this solution have been approved by Bond Counsel and secured through Finance Committee and City Council.
    - High Ground Water:
      - This is being addressed, still awaiting final plans for this from Fuss & O’Neill. Should receive the finalized plans by EOW per our meeting on 3/4/2025.
      - Both the project engineers and contractors were not aware of the actively flowing water under the site. They had wanted to backfill the site with a flowable material like sand, but I told them I would get 100% confirmation on the active flow on site as that may present issues with backfill if any construction work impacted the cover on the brook.
    - Electrical Issues
      - Fuss & O’Neill had been tasked with gathering account information for abutter’s National Grid information as service upgrades would be needed. This was not done and UEL reached out to me to do it on their behalf. Most of this information has been gathered, awaiting a call back from 40-44 Main Street owners to finalize the RFI and send back to them.
  - Manca Drive – Proposed Site Improvements:
    - Full application packet, stamped site plans, and complied report for a self storage facility received and sent to Planning Board for review for March 11 meeting.
  - Walmart Restriping – Fueling Facility
  - Gardner Cultural Council
- Recent community outreach initiatives:
  - Diamond Heart Studio

- Outreach to
- **Public feedback (positive and negative):**
  - **Rear Main Project**
    - Have heard issues of rumors spreading amongst Downtown businesses of contamination on the Rear Main Project.
    - EOHLC and DEP have reached out to me from a voiced concerned and EOHLC is satisfied with the materials I gave them. Justin is working on a site visit today to the inlet and outlet of Pond Brook, and the Rear Main Project site to address DEP's outreach.
  - **Compass Lane Subdivision:**
    - During the Planning Board meeting on 2/11/25, the Planning Board Chair from Templeton voiced many concerns regarding the proposed subdivision. Upon the project engineer addressing those concerns that this had already been reviewed by their attorney and approved for legal concerns, the board chair said that they would take the subdivision to the court of appeals if it was approved.
    - The subdivision was approved and I have just met with their attorney Christine Tree yesterday to discuss a restrictive covenant which will include mention of roadwork needed to be done prior to any housing dwelling units being constructed as well as a consultant provision for Tighe and Bond to inspect the construction progress periodically. I am awaiting this to be finalized, Christine mentioned that it will be sent over by EOD today.
- **Any funding issues within the department:**
  - **Financial Issues:**
    - Reviewing MUNIS, PI Intelligrants, and our bank accounts, it was discovered that intensive work will need to be done to correct entries between them. I have presented these issues to City Council already and have taken necessary disciplinary action regarding these discoveries. We will be working with Jen and John to address these as a department, with plans to meet with Jen later today.
- **CDBG updates:**
  - **FY 22/23 CDBG Grant Projects**
    - **Greenwood Memorial Pool Demolition**
      - Conservation Commission meets March 10,2025
      - Following this, the project will be put out to bid
      - Demo/Construction will be bid as 2 separate projects
      - Hopeful for April start date

- 205/213 Main Street
  - Abatement has begun/demolition will follow shortly after
  - Demo will hopefully be being by end of March (Starting with 60 Willow St Building, then will do Main Street portion)
  - Coordinating with Police on Traffic details, traffic commission informed of potential road closures on Willow and lane closure on Main
  - Full project completion ends of April as of now
- FY 24 CDBG Grant Projects
  - Demolition of School Street School
    - Environmental Review has passed, clearance letter has been issued
    - Need to wait for Contract/Special Conditions to be sent from State to officially be able to begin committing funds.
- FY 25 CDBG Grant Projects
  - Working with the Mayor and EOHLC on list of acceptable projects being approved.
- Grants (applied/necessary matching funds/ awarded or rejected):
  - MVP Grant
    - This grant is concerning the culvert on Keyes Road, currently the only route to the rest of the city for residents who live on and off subsequent roads (Edgell Ave, Rugby St, Princeton St, Walkins Rd, and Richardson St).
    - With the current deadline of April 4, Justin and myself do not think it will be possible to go down the route of advertising and hosting a public meeting, gathering outreach/letters of support, and being able to meet that deadline.
    - Governor Healey had announced funds being released to cover the repairs/construction of needed culverts across the Commonwealth, so either waiting for further information on when those funds will be released or a future cycle of the MVP Grant will be the best way to move forward with this.
- Miscellaneous:
  - Department Restructure

## Community Development Monthly Department Update

- Overview and status updates on current projects:
  - Rear Main Project:
    - Construction resuming for Rear Main Project on Monday, June 9. There is an expected 8-10 weeks of additional work needed for the project to be completed either the week of August 4 or 11.
    - The contract for the project was amended to include the funds from the unexpected bond proceeds to the amount of \$533,810.00, this is out of the \$800,000.00 that was allocated. Additional funds are in place for any further necessary amendments, but none more are expected to be needed for the project at this time.
    - Full completion of the project is currently set for the week of February 23, 2026, but I am recommending that UEL look to extending this timeline to the spring to see to some of the final items such as loam and seed.
  - Manca Drive – Proposed Site Improvements:
    - Full application packet, stamped site plans, and complied report for a self storage facility received and sent to Planning Board for review for March 11 meeting.
  - Walmart Restriping – Fueling Facility
  - Gardner Cultural Council
- Recent community outreach initiatives:
  - Diamond Heart Studio
    - Outreach ton
- Planning Board:
  - Compass Lane Subdivision:
    - This subdivision has since been approved by the board, along with a restrictive covenant and various site conditions, all of which have been recorded at the Registry of Deeds.
  - Manca Drive Self Storage Facility:
    - This proposed site improvement has since been approved by the board, along with various site conditions. Awaiting mylar plans to sign off for recording at the Registry of Deeds.
  - Emerald Street Multi-Family:
    - Proposed multi-family residential buildings on 0 Emerald Street. Definitive Plans being reviewed by board tomorrow, June 10.
  - Public Hearings:

- Floodplain Overlay District
    - Accessory Dwelling Units
    - Historical properties – multi-use
  - Subdivision – Pearl Street
    - Been reviewed by Development Review, with Conservation now due to abutting wetlands, awaiting item coming in front of board
  - Subdivision – Senior Housing Century Way
    - Been reviewed by Development Review, attending board meeting tomorrow, June 10.
- CDBG updates:
  - FY 22/23 CDBG Grant Projects
    - Greenwood Memorial Pool Demolition
      - Due to bid protest, this project was delayed from the original hope to be demo-ed before the start of pool season. This protest has since been moved through the AG’s office, siding with us to move forward with the overlooked bid which spawned the protest.
      - This project is now going through the necessary processes with the Purchasing Department before the full contract is sent over to me for review and sign-off.
    - 205/213 Main Street
      - Abatement and demolition have been fully completed, the site has also completed its loaming and seeding. The next few days the crew from Costello will be moving forward with the curbing and sidewalk replacement before the site is ready for our full walkthrough.
      - This site will be sold to the GRA for our oversight with the P&S agreement for the property.
  - FY 24 CDBG Grant Projects
    - Demolition of School Street School
      - This was being investigated by the Mayor and City Solicitor to see whether we can opt to have private interest fund the redevelopment of the property. This has yet to be confirmed with me yet and its potential impact on our CDBG funding.
  - FY 25 CDBG Grant Projects
    - Application was fully drafted and submitted to EOHLC. Awaiting comments from them regarding this, probably receiving them June/July.
      - Construction/Design for Downtown Phase V – 340,000.00
      - Design of School Street School Parking + Accessible Paths – 90,000.00
      - Fire electrical system for Waterford Street CC – 122,000.00

- Voices of Truth – 15,000.00
- Gardner CAC – 30,000.00 + 20,000.00 non CDBG
- Gardner Athletic Program – 23,000.00 + 10,000.00 non CDBG
- MVOC – 20,000.00 + 10,000.00 non CDBG
- GEHM – 50,000.00
- Grants (applied/necessary matching funds/ awarded or rejected):
  - MVP Grant
    - This grant is concerning the culvert on Keyes Road, currently the only route to the rest of the city for residents who live on and off subsequent roads (Edgell Ave, Rugby St, Princeton St, Walkins Rd, and Richardson St).
    - Justin and I will be working with Matt and Aaron from Tighe & Bond with encouraging community engagement to bolster our application for the next cycle of the grant.
- Miscellaneous:
  - Department Restructure
    - Will be sending an offer letter to an applicant for the Assistant Director position.
    - The Budget and Economic Development Manager has been approved through City Council and has been posted on Friday, June 6. Awaiting applicants to interview.

Rear Main Project: The project has continued on schedule, as of Wednesday, July 30, the majority of cuttings for required additional depth, half of the new drainage system, most of the sewer piping and water service, the first layer of Geotech fabric, and the demolishing of subsurface obstructions have all been completed. The contractor continues to be on schedule with this project. Weekly meetings continue to occur between myself, the engineering team at Fuss & O'Neill, and the contractor team at UEL Contractors to ensure that communication remains active and all stakeholders can collaborate on the project effectively. The last update to the project schedule from UEL Contractors and field report from Fuss & O'Neill were both received on Thursday, July 24, see attached for both items. Per the schedule, some items such as stamped pavement, loam and seed, and landscape irrigation will be planned for later into 2026 due to the need for warmer weather to be installed/completed.

A water truck is actively on site and has been requested to remain there as an additional measure to mitigate dust. If any issues for any abutters arise, please contact me directly at [jstevens@gardner-ma.gov](mailto:jstevens@gardner-ma.gov). We addressed the need for a water truck by the next business day and want all residents to know that my department will always be responsive to any concerns.

Nature Trail (North Central Pathway Connector): The project has been completed as of June 30, 2025, the portion of the pathway has been paved, native plantings added, safety railings placed, and the length of Crystal Lake Road has been paved to connect the pathway with the existing walking/bike path that runs along Crystal Lake.

Master Plan: The plan has continued on schedule with monthly meetings with the Master Plan Steering Committee continuing with the most recent meeting going over updates on our current status of our public engagement through our community leaders event, public engagement event, and physical and online survey through the Master Plan website.

Hazard Mitigation Plan (HMP): The HMP plan has continued on schedule with monthly meetings between myself and the team at Weston and Sampson, most recently on Friday, July 25, where the draft of the first two chapters of the plan were discussed. We went through the full draft and I provided feedback in terms of it's current structure and potential edits such as grouping the mitigation and climate adaption goals into categories for easier navigation, integration of the city's Urban Renewal Plans (URPs) for Downtown and Mill Street Corridor to ensure the HMP does not contradict the land use assumptions of the URPs, improved language for equity including metrics for measurable success in addressing specific concerns for addressing specific hazard concerns for vulnerable populations, among other edits. See attached for the draft of these two chapters for context.

Maki Park: Per our last meeting, the funding for the additional ramp was reliant on a contract with E.H. Perkins to be completed there was a set of Comcast wires on some of the double poles, these were removed as of Tuesday, July 15. Our contractor, Tighe and Bond has thought that all remaining wires were owned by Comcast but in fact some were owned by MBI. Bob O’Keefe from our IT Department got me in contact with Jason Wing from Local Linx who I explained the location of the poles and is scheduling the removal of said wires.

#### Administration:

Amy Yuhasz – Assistant Director of Community Development and Planning: Amy had started on Monday, July 7, and has been nothing but a pleasure to have on the team. With her experience working for the federal government at HUD, Amy has been able to read and digest everything that I’ve been able to give to her regarding our CDBG projects, past, present, and our application still in review. She is coming to me with fantastic ideas to ensure we maintain organized files, clear communication with social service providers, and all around helpful ideas whenever she’s able. I look forward to the city seeing everything that I already know that she’s going to be capable of, providing great services from our department for the betterment of the city and it’s residents.

Iris Kwafo-Mensah – Economic Development and Finance Manager: Iris will be starting on Monday, August 11. With her onboarded, the Community Development and Planning Department will be fully staffed.

#### **2022-2023 CDBG Project Update**

2015-213 Main St. Demolition: Project is complete. All abatement was successfully completed, followed by the demolition of the structure. The site was properly compacted and tested for compaction, loamed and seeded, and approved by one of the city’s building inspectors. Final payments have been issued. Final reporting has been completed in EOHLC’s (Executive Office of Housing and Livable Communities) reporting system.

Downtown Improvements Phase IV: Project is complete. Final payments have been issued, and final reporting has been completed in EOHLC’s reporting system.

Greenwood Pool Demolition: Project is underway. Project setup and utility abandonment work is complete. Asbestos abatement is scheduled to begin next week. Project completion is scheduled for late October 2025 with above ground building removal happening from Friday, September 26 through Tuesday, October 7.

Gardner Emergency Housing Mission (GEHM) – Homelessness Prevention: Project is complete. Final payments have been issued, and final reporting has been completed in EOHLC's reporting system. Twenty-three beneficiaries were assisted with CDBG funds.

Gardner Public School – Gardner Athletic Program: Project is complete. Final payments have been issued, and final reporting has been completed in EOHLC's reporting system. One hundred students received assistance to allow them to participate in school recreational activities.

Boys & Girls Club – Project Learn STEAM: Project is complete. Final payments have been issued, and final reporting has been completed in EOHLC's reporting system. Twenty-seven youth participated in the school and summer learning enrichment program.

### **2024 CDBG Project Update**

School Street School Demolition: Due to private interest in the site, we're looking into sale of the property and in discussion with EOHLC on how best to move forward with this.

Gardner Emergency Housing Mission (GEHM) – Homelessness Prevention: The funds for FY24 CDBG have only recently been released, these funds will be allocated to the social service once invoice and beneficiary demographic information is provided, as is required by EOHLC.

Gardner Public School – Gardner Athletic Program: The funds for FY24 CDBG have only recently been released, these funds will be allocated to the social service once invoice and beneficiary demographic information is provided, as is required by EOHLC.

Gardner Community Action Committee: The funds for FY24 CDBG have only recently been released, these funds will be allocated to the social service once invoice and beneficiary demographic information is provided, as is required by EOHLC.

Voices of Truth – Domestic Violence Prevention: The funds for FY24 CDBG have only recently been released, these funds will be allocated to the social service once invoice and beneficiary demographic information is provided, as is required by EOHLC.

### **2025 CDBG Project Update**

No updates for this application as of Wednesday, July 30, we are still waiting on hearing feedback from EOHLC regarding acceptance or any necessary edits to move forward with the projects presented therein.



65 PARKER STREET  
 CLINTON MA 01510  
 SOMWBA CERTIFIED WBE  
 (978)945-2740 (978)348-2282

LETTER OF TRANSMITTAL

**CONTRACTORS**

TO:  
Fuss & O'Neill  
1550 Main St. Suite 400  
Springfield, Ma. 01103

DATE: 7/24/25	JOB NO.
ATTENTION: Melisaa Trombley	
Rear Main St. Revitalization-Gardner, Ma.	

Sending You  Attached  Under separate cover via \_\_\_\_\_ the following items:

Shop drawings  Prints  Plans  Samples  Specifications

Copy of letter  Change order  Submittals

COPIES	DATE	NO.	DESCRIPTION
1	7/24/2025	008A	Revised Project Schedule

THESE ARE TRANSMITTED as checked below:

For approval  Approved as submitted | Resubmit \_\_\_\_\_ copies for approval

For your use  Approved as noted | Submit \_\_\_\_\_ copies for distributio

As requested  Returned for corrections | Return \_\_\_\_\_ corrected prints

For review and comm \_\_\_\_\_

\_\_\_\_\_ |

REMARKS

COPY TO: \_\_\_\_\_

SIGNED: Don Dobeck Jr. P.M.



## FIELD REPORT

Project No.: 2024-891 (20100564.A36)

Project: Gardner Rear Main Street Improvements

Field Visit Date: July 24, 2025

Weather: Sunny; 85° F

Fuss & O'Neill Representatives: Lauren Meiser

### Attendees:

Fuss & O'Neill  
Don Boudreau (UEL),

### Purpose:

1. Documented UEL Means and Methods.
2. Observed installation of Tensar Geogrid and placement of processed gravel subbase.
3. Documented site work conducted.

### Contractor Inquiries:

1. N/A

### Progress Review:

1. F&O visually inspected the exposed compacted subgrade at northern and eastern portion of the site to be suitable for placement of modified subgrade section. Additional areas were not cut to grade at the time of our site visit to visually inspect.
2. F&O visually inspected the processed gravel subbase being used as backfill for the proposed subgrade section to be suitable. Three loads of processed gravel subbase were delivered in the duration of the site inspection.
3. F&O visually inspected the previously installed section of modified subgrade. UEL installed as plans called for consisting of one layer of NX850-FG, with twelve inches of overlap at ends, followed by 8 inches of processed gravel subbase.
4. UEL reported that all underground structures demolition and backfill were completed at time of site visit. Consisting of Exhibits "A", "B", "C", and "D" from Figure CU-101A.
5. F&O observed UEL install modified subgrade section on eastern portion of site according to plan. Methods consist of rolling the width of proposed pavement area and cutting NX850-FG where material meets with proposed curb.
6. F&O observed site conditions. UEL crew consisted of four members. Earth working equipment consisted of one roller, one mini excavator, one excavator, one dozer and one forklift. Other work observed includes removal of steel trench box, and removal of waste materials such as large boulders and wire.

7. UEL verbally reported the upcoming work consisted of installment of underground electrical structures, and water structures on the southern and western portions of the site. Progress on modified subgrade sections are to be continued on the eastern and northern portions of site.



Photo 1. Trench Box removed from site observed.



Photo 2. Large excavator observed removal of boulders and wire materials.



Photo 3. Eastern section of modified subbase installment.



Photo 4. Compacted processed gravel subgrade at 8 inches.

**From:** [Jason Wing](#)  
**To:** [Jason Stevens](#); [Bob OKeefe](#); [Mayor](#); [Matt P. Wzorek](#)  
**Subject:** [EXTERNAL] RE: MBI  
**Date:** Thursday, July 31, 2025 3:23:58 PM  
**Attachments:** [image001.png](#)

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Hi Jason,

I sent this over to scheduling; it should be completed in the next couple days. I will respond once it's completed.

Thanks,

Jason Wing  
VP of Operations  
C +1 603-812-1090 / [jason.wing@locallinx.com](mailto:jason.wing@locallinx.com)  
[www.locallinx.com](http://www.locallinx.com)



**\*\*PLEASE NOTE OUR NOC EMAIL ADDRESS HAS CHANGED TO [NOC@LOCALLINX.COM](mailto:NOC@LOCALLINX.COM)\*\***

**If you are experiencing issues with your service please contact the NOC: 1 (866) 276-2888**

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**From:** Jason Stevens <[jstevens@gardner-ma.gov](mailto:jstevens@gardner-ma.gov)>  
**Sent:** Monday, July 28, 2025 2:56 PM  
**To:** [Bob OKeefe](mailto:rokeefe@gardner-ma.gov) <[rokeefe@gardner-ma.gov](mailto:rokeefe@gardner-ma.gov)>; [Jason Wing](mailto:jason.wing@locallinx.com) <[jason.wing@locallinx.com](mailto:jason.wing@locallinx.com)>; [Mayor](mailto:Mayor@gardner-ma.gov) <[Mayor@gardner-ma.gov](mailto:Mayor@gardner-ma.gov)>; [Matt P. Wzorek](mailto:mpwzorek@tighebond.com) <[mpwzorek@tighebond.com](mailto:mpwzorek@tighebond.com)>  
**Subject:** RE: MBI

Thanks Bob,

Hi Jason, great to connect with you. My name is Jason Stevens and I'm the Director of Community Development and Planning here in Gardner and I'm looking to move the wires on some double poles, they are located along Park Street and are poles numbered 3 through 7. I'm including Matt Wzorek from Tighe and Bond, who has been working on coordinating the movement of the wires on these poles.

Matt, Jason here can help with the movement of the MBI wires. I wanted to include

you in on the conversation in case there was anything you could add based off your last correspondence with Comcast on these remaining wires.

Thanks all,  
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](http://www.gardner-ma.gov)

---

**From:** Bob OKeefe <[rokeefe@gardner-ma.gov](mailto:rokeefe@gardner-ma.gov)>

**Sent:** Monday, July 28, 2025 12:47 PM

**To:** Jason Wing <[jason.wing@locallinx.com](mailto:jason.wing@locallinx.com)>; Mayor <[Mayor@gardner-ma.gov](mailto:Mayor@gardner-ma.gov)>; Jason Stevens <[jstevens@gardner-ma.gov](mailto:jstevens@gardner-ma.gov)>

**Subject:** RE: MBI

Mayor/Jason

We have the right person now who can assist with moving MBI fiber between poles.

Please provide him with the pole location and pole number.

Thanks

Bob

Hi Bob,

Can you give me the pole details, so I can get this scheduled.

Thanks,

Jason Wing  
VP of Operations  
C +1 603-812-1090 / [jason.wing@locallinx.com](mailto:jason.wing@locallinx.com)  
[www.locallinx.com](http://www.locallinx.com)



**\*\*PLEASE NOTE OUR NOC EMAIL ADDRESS HAS CHANGED TO**

[NOC@LOCALLINX.COM](mailto:NOC@LOCALLINX.COM)\*\*

If you are experiencing issues with your service please contact the NOC: 1 (866) 276-2888

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**From:** Michael Baldino <[baldino@masstech.org](mailto:baldino@masstech.org)>  
**Sent:** Monday, July 28, 2025 11:34 AM  
**To:** Jason Wing <[jason.wing@locallinx.com](mailto:jason.wing@locallinx.com)>  
**Cc:** Cornell Robinson <[robinson@masstech.org](mailto:robinson@masstech.org)>; Joshua Eichen <[eichen@masstech.org](mailto:eichen@masstech.org)>  
**Subject:** Fwd: MBI

Jay,

We received the email below from the City of Gardner regarding a pole replacement. Please follow up with Verizon and the City's IT Director.

Michael

Sent from my iPhone

Begin forwarded message:

**From:** Bob OKeefe <[rokeefe@gardner-ma.gov](mailto:rokeefe@gardner-ma.gov)>  
**Date:** July 28, 2025 at 11:02:24 AM EDT  
**To:** Michael Baldino <[baldino@masstech.org](mailto:baldino@masstech.org)>, Joshua Eichen <[eichen@masstech.org](mailto:eichen@masstech.org)>  
**Cc:** [susan.noyes@mass.gov](mailto:susan.noyes@mass.gov)  
**Subject: RE: MBI**

Hello,

Hello. We are looking for a whoever in responsible for the fiber wires on the poles in Gardner. Our Mayor, Michael Nicholson, just asked me who would we contact at MBI for them to relocate their fiber cables as a pole is being replaced. I was shocked that Verizon didn't know how to reach MBI but it is now stalling a major public development project in the city.

Your prompt assistance is appreciated.

Thank you,

Bob OKeefe  
*Director of Technology*  
(He/Him/His)

Gardner City Hall  
95 Pleasant Street, Room 209  
Gardner, MA 01440

Office: 978-630-4019  
Fax: 978-630-4009  
*///town.racks.globe (what3words)*  
[rokeefe@gardner-ma.gov](mailto:rokeefe@gardner-ma.gov)  
[www.gardner-ma.gov](http://www.gardner-ma.gov)

[Book a meeting with Bob](#)

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# **Attachment C:**

# **Auditing Dept**

# **Reports**

### Auditor Monthly Department Update

- Overall department updates (achievements since meeting):
  - Collected all dept budgets and entered into MUNIS. Working on Revenue projections.
  - Working on FY24 audit with CBIZ outside auditors to finish up Audit Report. Shooting to be completed by March 24<sup>th</sup> and have report draft in hand.
- Changes within the dept as far as processes (staff changes or reassigning duties):
  - Jackie (assistant auditor) has taken over doing the Comp Time mthly process from the auditor.
- A Month End Financials update:
  - Posted all Mthly J.E.
  - Reconciled cash up to Jan
  - Reconciled Receivable up to Jan
  - Snow & Ice account currently has a \$525,241.00 deficit.
  - Health Trust balance \$1,721,181.64 as of 02/28/2025.
- Funding source issues within the city (projects/grants/salaries):
  - Always 😊
  - Comm Dev Vacant Store Front \$20K, Maki Park \$??, School Street Demo \$130K (City Portion),
- Ways to streamline processes so manual entries wouldn't have to be performed:
  - Nothing to report at this time.
- Any funding issues within the department:
  - Municipal Recreation Dept-Still trying to get Dan Forte to send me a Sal Expense reclass to move expenditures from GF to Municipal Recreation Revolving account to correct current deficit in GF account.
- Miscellaneous:
  - MUNIS has been slowing down in performance at around 9:30-10 am every day for a couple of months. IT solution was to reboot the server which seems to help but is not fixing the issue of it is reoccurring daily. I have been informing IT (Bob) and several other dept have been relaying their issues/frustrations with MUNIS. I opened up a case with MUNIS on Tuesday March 3 recommended by Bob. A tech got back to me with the response below. I haven't heard anything since.

“Hi John,

Unfortunately, there is not really anything that my team can do to assist in this regard. I have reached out to TSM support to see if this is something they might be able to assist with. I will let you know as soon as I hear back.

Thanks,

Joe “

### Auditor Monthly Department Update

- Overall department updates (achievements since meeting):
  - FY26 Budget-Going through the reviewing process to make cuts and decreases to end out with a balanced budget. Meeting with Mayor to discuss.
  - FY24 audit- CBIZ our outside auditors have released the final audited financials and SAR report. No findings. Had a few process recommendations which I will review and implement if seen fit.
- Changes within the dept as far as processes (staff changes or reassigning duties):
  - Nothing to report at this time.
- A Month End Financials update:
  - Posted all Mthly J.E.
  - Reconciled cash up to Feb.
  - Reconciled Receivable up to Feb.
  - Snow & Ice account currently has a \$537,555.33 deficit.
  - Health Trust balance \$1,465,906.49 as of 03/31/2025.
- Funding source issues within the city (projects/grants/salaries):
  - Always 😊
  - School Street Demo \$130K (City Portion),
- Ways to streamline processes so manual entries wouldn't have to be performed:
  - Nothing to report at this time.
- Any funding issues within the department:
  - Ran YTD budget report and send out email to dept heads that had line items either in deficit or potentially can go into deficit.
- Miscellaneous:
  - MUNIS has improved compared to prior reporting. Still slight sluggish during certain hours of the day. Bob is working on moving MUNIS server to updated one.
  - FY25 ARPA certification has been submitted. All funds are obligated with \$0.00 available. Funds needed to be obligated to a project by 12/31/2024 which we did. Total expenditures \$6,055,080.60 as of 03/30/2025. Remaining obligated amount of \$127,209.39 needs to be spent by 12/31/2026.

### Auditor Monthly Department Update

- Overall department updates (achievements since meeting):
  - FY26 Budget- Generated a balanced budget. Will be sending budget reports to Mayor today.
  - FY24 audit-Completed.
- Changes within the dept as far as processes (staff changes or reassigning duties):
  - Nothing to report at this time.
- A Month End Financials update:
  - Working on posting all April Mthly J.E.
  - Reconciled cash up to March.
  - Reconciled Receivable up to March.
  - Snow & Ice account currently has a \$547,950.49 deficit.
  - Health Trust balance \$1,438,042.81 as of 04/30/2025. Pending Stoploss Reimb \$462,704.87
- Funding source issues within the city (projects/grants/salaries):
  - Airport Electronic Gate Repair. Have about \$900 in Budget \$\$ for R&M Exp.
  - Rec'd Attorney invoice from Mirick (School) \$5,424. Who is responsible for covering costs?
- Ways to streamline processes so manual entries wouldn't have to be performed:
  - Nothing to report at this time.
- Any funding issues within the department:
  - Ran YTD budget report and send out emails to dept heads that had line items either in deficit or potentially can go into deficit. Processed about 20 Approp transfers and reclasses to clean up deficits. Identified line items that will need funding coverage (FC possible).
- Miscellaneous:
  - MUNIS speed and processing has improved compared to prior reporting.

### Auditor Monthly Department Update

- Overall department updates (achievements since meeting):
  - FY26 Budget- Generated a balanced budget. Budget has been submitted.
  - FY25 Sent out End of Year Procedure to all dept heads and clerks. Will be closing out FY25 books on the weekend of July 25th
- Changes within the dept as far as processes (staff changes or reassigning duties):
  - Jackie is currently training Veronika in BOA on using MUNIS. Usually I do this but have been passing that task to Jackie.
- A Month End Financials update:
  - Working on posting all May Mthly J.E.
  - Reconciled cash up to April.
  - Reconciled Receivable up to April.
  - Snow & Ice account currently has a \$572,950.49 deficit.
  - Health Trust balance \$1,638,042.81 as of 05/31/2025. Pending Stoploss Reimb \$0
- Funding source issues within the city (projects/grants/salaries):
  - DPW work at WSB.
- Ways to streamline processes so manual entries wouldn't have to be performed:
  - Nothing to report at this time.
- Any funding issues within the department:
  - Ran YTD budget report and send out emails to dept heads that had line items either in deficit or potentially can go into deficit. Processed about 20 Approp transfers and reclasses to clean up deficits. Identified line items that will need funding coverage (FC possible).
- Miscellaneous:
  - Release School Loan Re-appropriation account numbers to project owners.

### **Auditor Monthly Department Update**

- Overall department updates (achievements since meeting):
  - FY26 Budget- Posted in MUNIS.
  - FY25 Sent out End of Year Procedure to all dept heads and clerks. Will be closing out FY25 books on the weekend of July 25th
- Changes within the dept as far as processes (staff changes or reassigning duties):
  - Jackie will be taking over the mthly billing of the radio air licenses previously done by auditor.
- A Month End Financials update:
  - Working on posting all June Mthly J.E.
  - Reconciled cash up to May.
  - Reconciled Receivable up to May.
  - Health Trust balance \$1,638,042.81 as of 05/31/2025. As of 6/30/2025 tba
- Funding source issues within the city (projects/grants/salaries):
  - Nothing to report at this time.
- Ways to streamline processes so manual entries wouldn't have to be performed:
  - Nothing to report at this time.
- Any funding issues within the department:
  - Continue to ran YTD budget report and send out emails to dept heads that had line items either in deficit or potentially can go into deficit. Will be closing FY25 books the weekend of 7/25
- Miscellaneous:
  - Nothing to report at this time.

### Auditor Monthly Department Update

- Overall department updates (achievements since meeting):
  - FY25 closing was performed on Wed night 7/23 a little earlier than planned. Went smoothly with minimal issues. Have been posting year end closing entries to clear up balances and get ready for combined BS submission to DOR.
- Changes within the dept as far as processes (staff changes or reassigning duties):
  - Jackie assisted in posting year end entries which is a very big help.
- A Month End Financials update:
  - Working on posting all July Mthly J.E.
  - Reconciled cash up to June.
  - Reconciled Receivable up to June.
  - Health Trust balance \$1,817,816.83 as of 06/30/2025.
- Funding source issues within the city (projects/grants/salaries):
  - DPW Director, Treasurer and I are gathering information for a government capital asset loan to purchase needed vehicles and equipment. Will include all other depts once all data in rec'd. Looking to finance 5-6 year loan at 3.0 to 3.5% interest rate. Any commercial loan or lease charges 6.0-7.0% interest rate currently.
- Ways to streamline processes so manual entries wouldn't have to be performed:
  - Nothing to report at this time.
- Any funding issues within the department:
  - Waiting for EPA to release about \$1M in reimbursement funds. Chris C. is keeping me updated.
- Miscellaneous:
  - Outside Auditors CBIZ was in-house on July 16<sup>th</sup> to do a prelim of FY25 Financial Audit and also Retirement Dept audit. They will be back in the office the week of Oct 20<sup>th</sup> thru 24<sup>th</sup>.
  - Rec'd a request from Stone Consulting to gather information for the July 1, 2024 Valuation and FY2025 GASB 74/75 report.
  - Gathered and sent worker comp requested information to RLD Associates to perform the annual WC audit.
  - Submitted Annual PCORI/ACA fee form 720 which we must file to the IRS.
  - Submitted ESAC FY25 form on Asset Forfeiture Website and completed annual Audit & Compliance review training.

### Auditor Monthly Department Update

- Overall department updates (achievements since meeting):
  - Waiting for grant reimbursement to come. Started filling out the Consolidated BS to submit to DOR for Free Cash Cert. Entered and submitted in Gateway (DOR website) Snow and Ice expense, Cash Recon Reporting and Outstanding Receivable.
- Changes within the dept as far as processes (staff changes or reassigning duties):
  - Nothing to report at this time.
- A Month End Financials update:
  - Working on posting all Aug Mthly J.E.
  - Reconciled cash up to July.
  - Reconciled Receivable up to July.
  - Health Trust balance \$1,822,490.96 as of 08/31/2025.
- Funding source issues within the city (projects/grants/salaries):
  - FSA charges need to be funded. Before these were covered by the vendor and now there is a charge Between \$14-16K.
- Ways to streamline processes so manual entries wouldn't have to be performed:
  - Nothing to report at this time.
- Any funding issues within the department:
  - Waiting for various reimbursement to come in so it does not decrease free cash. Sending out emails daily to project owners.
- Miscellaneous:
  - Outside Auditors CBIZ will be back in the office the week of Oct 20<sup>th</sup> thru 24<sup>th</sup>.
  - Submit data to Stone Consulting for the July 1, 2024 Valuation and FY2025 GASB 74/75 report.
  - Gathered and sent worker comp requested information to RLD Associates to perform the annual WC audit.
  - Signed off on 29 new hire forms...includes Golf & Pool intermediate employees in FY26
  - Signed off on 25 Rate Change Forms in FY26
  - Signed off on 7 Termination Leave Forms in FY26
  - Processed 47 reclass of expenditure in FY26 so far. Posted 36 beginning year journal entries.

**Attachment D:**  
**Purchasing Dept**  
**Reports**

## Purchasing Dept. Department Update

- Summary of outstanding Purchase Orders, Contracts, and Bids:
  - 191 Purchase Orders for a total of \$1,512,266.52 converted since March 6<sup>th</sup>, 2025
  - Contracts in DocuSign
    - 7 Contracts processed
    - Notable: NRT (School Bus Transportation) and Change Orders related to 205-213 Main St Demo (Costello & F&O)
    - 3 In Process – CO extending Main Street Demo dates; CO for Transmission Main Project; & Renewal for Line Painting and Pavement Marking
    - April 1 is the renewal anniversary – more than 100 contracts
  - Contract Issues
    - Landfill Erosion Controls – contract information was collected and provided to the Health Director on 2/7/25. I informed him that all the information was collected and that I was awaiting his direction to issue the contract. The Notice of Award Letter was issued on 11/20/24. The bid opened on 11/6/24.
- Key bid deadlines and awards:
  - Surplus Disposition of 73 Stuart Street is due on 3/25/25 at 12 PM
    - No Submissions
  - Abatement & Demo of Greenwood Pool
    - Due 4/24 @ 3 PM (PreBid – 4/17 @ 10 AM)
    - Language that PreBid is via Preregistration Only
    - Concern about timeframe – 2 weeks is short
  - On-Call Engineering
    - 5-Year Approval Request sent to the Mayor and Council President on 4/2/25
    - Posting today for a 4/9 availability. Due 5/9.
- Interdepartmental challenges:
  - Since early February, we have been attempting to obtain leases for the Airport Hangars. Isabelle has recently dropped off five leases and they are with the City Solicitor for review. There is some concern that an exemption may not exist, but the Solicitor has not finalized his opinion yet.
  - The initial request for documents was made February 10<sup>th</sup>, 2025. The first of the leases were delivered at the end of last week.
  - FOLLOW UP: All Change Orders associated with the below issue were corrected and provided to me.
    - On 2/24/25, I contacted the School Department to inform them I could not approve a requisition for Stutman Contracting because it exceeded the existing contract.
    - I was provided with four change orders that were not executed properly per local procedure as well as MGL.
    - The change orders were 2-5 and the first one was missing.

- There was no City Auditor signature per MGL and did not have the full signature block per local policy.
  - The documents were dated in 2024 as well as 2025, never communicated to this department, and to this point show no extension to the contract that they are changing the amount of.
  - Finally, I still don't have the first change order even though it is confirmed in 2-5.
  - The School Department attempted to delete the requisition and submit a second one that removed CO1. That is on hold pending proper documentation.
- Any funding issues within the department:
  - The only issue is our Communications line has essentially been exhausted. As noted in my past budget requests, the Department only funds projects that are general and have no departmental focus.
- Grants (applied/necessary matching funds/ awarded or rejected):
  - n/a
- Miscellaneous:
  - The Council President has requested that I provide periodic updates on the projects related to the Unexpended Bond Proceeds. All but one DH responded with the last report. The next one is due May 11<sup>th</sup>.
  - Since the last DH meeting, the Financial Administrator, Aimee Levasseur, has continued to go above and beyond what is required of her. She has been balancing her duties within the Purchasing Department with the new requests of Golf and doing so efficiently and productively. Again, she was named the Employee of the Month in the Department for all that she does.
  - On January 27, 2025, I formally requested the removal of the position from the associated union.

## CIVIL ENFORCEMENT

- Parking Update
  - Parking Meters
    - DPW (Gilbert & Matt) have done a tremendous job replacing all meters that required something.
    - Met with Doug concerning a notice on the meter that refers to three-hour parking and \$.25/half hour. He is printing a sticker that needs to be placed on the meter. Doug confirmed that this has been done following the 9 AM meeting.
    - Spoke with POM about meter programming. Sent out a programming unit that I found in the office, and they are setting it up to fit our

detailed needs. When they are finished, they will send to us, and I will need to go out and reprogram every meter.

- We also needed to order 50 batteries to be placed in several meters (some extras).
  - I have placed ParkMobile stickers on every meter that is available currently except for those on Main Street, due to the demo, and some on City Hall Avenue.
  - I have also spoken with the City Clerk because the online Code has not been updated to the updated cost and time allowed at the meters.
- Parking Ordinance Review
    - As part of the process, I have reviewed the ordinances related to parking meters and parking.
    - As noted above, the changes voted on by the Council in December are not reflected in the online code. There is a section that says New Laws that includes the updates.
    - In addition, there are several changes that are required based on existing parking locations:
      - City Hall Avenue is listed as metered, but a decision has not been finalized about placing meters on the street.
      - Connors Street is not listed but there has been discussion about adding them.
      - The City Hall Municipal Parking Lot is defined by the Code but has been altered without update as well.

## Purchasing Dept. Department Update

- Summary of outstanding Purchase Orders, Contracts, and Bids:
  - 168 Purchase Orders for a total of \$1,309,371.55 converted in June
  - As part of EOY needs, we liquidated more than 100 FY25 PO's for various departments
  - Contracts in DocuSign
    - On-Call Engineering: McCarty (Done); T&B (Law); F&O (Law)
    - On-Call Tradesperson: Melanson (Law – 7/3) – contacted Wayne
    - School IT – SHI (Vendor)
    - WWTF Aeration (Law – Just now)
    - Phase I Agreement (Law – Just now)
    - 31 “envelopes” sent in June
    - One paper contract – ABW Pool Demo due to size of document
    - Processed more than 50 renewals
    - Issued three contracts so far in July
  - Contract Issues
    - The ones with vendors are concerning but the SHI one is probably the most concerning. This is the third year in a row this was not signed prior to the deadline. It was initiated on 6/10. They have been sent reminders on 6/16; 6/18; 6/24; 6/27; 6/30; 7/1 & 7/2
- Key bid deadlines and awards:
  - Abatement and Demo of Pool: We opened the Greenwood Pool Demo on 4/24/25
  - On-Call Engineering
    - BSC contract completed
    - Others noted above
  - Road Resurfacing, Cold Planing, etc. – Paving
    - Contract has been executed.
- Interdepartmental challenges:
  - None
- Any funding issues within the department:
  - We didn't exhaust our line items.
  - Paperless – 2,537 po's/80+ new contracts
  - Did encumber funds related to Kelley & Ryan due to rising violations
- Grants (applied/necessary matching funds/ awarded or rejected):
  - n/a
- Miscellaneous:
  - The Council President has requested that I provide periodic updates on the projects related to the Unexpended Bond Proceeds.
    - T&B has been working on the Waterford and City Hall Scopes

- Royal Steam will meet with T&B to determine where the leaks are originating from and how that can be fixed. This work cannot be isolated in one location.

### CIVIL ENFORCEMENT

- Parking Update
  - Parking Meters
    - POM was delivering the most recent order to DPW
      - Extra meters (City Hall Ave/Central St)
      - Parts like domes and locks that Tommy needs
      - Matt Moore was the direct contact at DPW
    - In June, there were 126 (227) violations issues with 117 (220) of them being for meter violations.
    - We abated 13 (31) violations for a total of \$195 (\$880).
- Dog License Violations
  - Processing the \$50 fee at this time.
  - Aimee is handling the bulk of this process and we have done quite a few of them

### Miscellaneous

- Bolio
  - Filming to take place from July 10 to early August
  - Using a number of locations within the City
  - Big days are 7/16 and 7/23
  - Looking for extras

**Attachment E:**  
**Engineering Dept**  
**Reports**

## Engineering Monthly Department Update - April 1, 2025

- ❖ Overview and status updates on current projects:
  - Uptown Rotary – final revision to Elm/Pearl island design forthcoming. Construction timeline not known yet
  - Helen Mae Sauter – Final draft of ANR plan sent to Mayor / City Solicitor for approval on 4/29/25
  - West Lynde Parking – draft of Parcel and easement layout sent to City Solicitor for review on 5/1/25
  - Sludge Landfill DEIR comments due 5/9/25, decision 5/16/25
    - Route 140 Pedestrian Bridge – 75% design ongoing
- ❖ Equipment needs/updates:
  - none
- ❖ Project schedules:
  - West Lynde Parking –upon review/approval by City Solicitor will send to surveyor for final plan draft
    - Route 140 Pedestrian Bridge – 75% design by end of May, still on track
- ❖ Capital Planning:
  - CIP Committee report to Mayor/Council next week
  - Dam repairs
  - TIP list roadway design
  - MS4 municipal property BMP retrofits
  - Rt. 140 pedestrian bridge grant match
- ❖ Any funding issues within the department:
  - NPDES funding needed for MS4 permit requirements
- ❖ Grants (applied/necessary matching funds/ awarded or rejected):
  - SR4A grant has City match of \$57,500 not yet in place. Mayor provide state funding source info
  - SR4A grant agreement has moved to final review for final approval at FHWA, waiting to get back for execution by City.
  - 2025 MassTrails grant applied for on 2/3/25 to complete Rt. 140 Ped. Bridge design \$220,000 total with \$44,000 City match. June award date
- ❖ Miscellaneous:
  - New or updated item
  - No update this report

## Engineering Monthly Department Update - July 2, 2025

- ❖ Overview and status updates on current projects:
  - West Lynde Parking – ANR Plan completed and waiting for recording. Alerted City Solicitor
  - Sludge Landfill, working through DEIR comments
  - Route 140 Pedestrian Bridge – Trying to finalize contract invoicing with GPI, they ran over budget and trying to sort that out with them. Submitting for reimbursement from MassTrails by July 11
  - 28 Green Street waiting for update from surveyor
  - Uptown Rotary – final revision to Elm/Pearl island design forthcoming. Construction timeline not known yet
- ❖ Equipment needs/updates:
  - none
- ❖ Project schedules:
  - No updates
- ❖ Capital Planning:
  - CIP Committee report submitted to Mayor/Council
- ❖ Any funding issues within the department:
  - NPDES funding needed for MS4 permit requirements
- ❖ Grants (applied/necessary matching funds/ awarded or rejected):
  - SR4A grant has City match of \$32,670 not yet in place. Mayor provide state funding source info
  - 2025 MassTrails grant applied for on 2/3/25 to complete Rt. 140 Ped. Bridge design \$220,000 total with \$44,000 City match. June award date. Anticipate receiving will need to secure match prior to grant agreement.
  - SR4A grant agreement has moved to final review for final approval at FHWA, waiting to get back for execution by City.
- ❖ Miscellaneous:
  - New or updated item
  - No update this report

# Report On The Investigation Of The Maki Park Project

Councillor George Tyros

Gardner City Council

*Pursuant to Section 25 of the City Charter*

Gardner Massachusetts

December 2024

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**INTRODUCTION**

This report is submitted to the City Council of Gardner, pursuant to Section 25 of the City Charter, which states that, “The council, or any committee thereof duly authorized by the council so to do, may investigate the financial transactions of any office or department of the city government, and the official acts and conduct of any official, and, by similar investigations, may secure information upon any matter.”

The purpose of this report is to determine the circumstances which lead to the newly constructed Maki Park differing from what was originally presented to the City Council when it appropriated funds for the project over two years before its eventual completion and to provide recommendations of ways to prevent a similar situation from occurring in the future.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "George Tyros". The signature is stylized with a large initial "G" and a long horizontal stroke at the end.

Councillor George Tyros

## REPORT ON THE INVESTIGATION OF THE MAKI PARK PROJECT

On September 19<sup>th</sup> 2024, the Gardner City Council voted unanimously to initiate a Section 25 City Charter investigation regarding the newly constructed Maki Park and to authorize the Council President to assign one Councillor to conduct the investigation and then report their findings to the City Council. The following information summarizes the purpose, process and findings of that investigation.

### EXECUTIVE SUMMARY

The Maki Park project in Gardner, Massachusetts, was initiated to transform the lot at the former Maki Block building into a new park, addressing significant slope issues and ensuring Americans with Disabilities Act compliance. The Gardner City Council, at the request of the Mayor, appropriated funds for the project in June of 2022. Upon its completion in September of 2024, concerns were raised by the public regarding the park's lack of ADA compliance, prompting an investigation by the City Council. The key issues and events that were examined include the following:

**The design of the park changed from initial concept to bid award.** The conceptual layout, created by Tighe & Bond and presented to the City Council in June of 2022, showed three terraces with individual ramp entrances to each level. The Mayor's letter supporting the project cited the terraces would, "correct the grading issues, bring the slopes to a level that is compliant with ADA standards, and allow us to utilize the area in a productive manner" (Exhibit A). However, in May of 2023 the Bid Set Drawings utilized during the public bidding process for the project clearly show entrances only to the bottom and top terraces, with stairs from each connecting them to the middle terrace (Exhibit O).

**The Department of Community Planning & Development did not apply for or obtain a building permit for the construction of Maki Park.** The notice of violation by the Building Commissioner states, "Maki park does not meet the accessibility requirements as outlined in section 19.00 of 521 CMR; Massachusetts Accessibility Code as the middle tier of the park is not accessible to persons with disabilities" (Exhibit B). This issue was confirmed by both the Building Commissioner and Director of Community Development and Planning during their investigation interviews.

## DATA COLLECTION AND INVESTIGATION METHODOLOGY

Through email communication on September 25<sup>th</sup> 2024, Council President Elizabeth Kazinskas notified Mayor Michael Nicholson, Director of Community Development & Planning Trevor Beauregard, Auditor John Richard, Director of Purchasing Joshua Cormier and Building Commissioner Thomas Zuppa that she had assigned Councillor George Tyros to the investigation of the Maki Park Project. The following day, Councillor Tyros sent requests for documentation to Director Beauregard, Auditor Richard, Director Cormier and Commissioner Zuppa for initial review. The requests were as follows:

**Director Beauregard:** All documentation pertinent to the design and engineering of the park as approved in August of 2021 as part of the City's FY21 CDBG Mini-Entitlement Plan and as presented in June of 2022 to the City Council. All documents pertinent to the project scope and requirements of construction of the park as contracted with the engineering firm and contractor. Any written communication concerning this project.

**Auditor Richard:** All invoices and warrants of funds used for the design, engineering and construction of Maki Park.

**Director Cormier:** All documentation pertinent to the bidding process for Maki Park.

**Commissioner Zuppa:** All documentation pertaining to the permits for construction of the park.

Responses with relative documentation were received on September 27<sup>th</sup> from Auditor Richard and Commissioner Zuppa, September 30<sup>th</sup> from Director Cormier, October 9<sup>th</sup> from Director Beauregard (with complete submission on October 21<sup>st</sup>).

The data from the responses included a folder of 157 files from the Director Beauregard. Those files included design illustrative plans, technical drawings, proposals, grant application narratives, cost estimates for labor and material, invoices, various construction photos, and various documents from the engineering and construction firms the City contracted with for Maki Park. Director Beauregard requested Director of Technology Bob O'Keefe to perform an email search for related communications for the Maki Park Project on October 2<sup>nd</sup>, which was completed October 21<sup>st</sup>, returning 1,772 emails. From those emails, Councillor Tyros observed 10 additional files and 29 emails that contained data relative to the

## INVESTIGATION OF THE MAKI PARK PROJECT

investigation. Auditor Richard provided general ledger account details showing all invoices paid up to September 27<sup>th</sup> and copies of all warrants and invoices for Maki Park. Director Cormier provided bidding documents and the four change orders for the project. Commissioner Zuppa provided the issued electrical permit and violation letter for Maki Park.

After performing the initial review of the submitted data, Councillor Tyros scheduled in-person interviews with Director Beauregard, Director Cormier, Commissioner Zuppa, Human Resource Director Amanda Morse and Mayor Nicholson on November 21<sup>st</sup>, to take place on December 6<sup>th</sup> in City Hall. The purpose of these interviews was to confirm information and findings from the document review and to seek opinions of process improvements moving forward.

## **OBSERVATIONS AND FINDINGS**

### **OBSERVATIONS OF THE DESIGN AND CONSTRUCTION OF MAKI PARK**

In June of 2020, Director Beauregard created an initial concept of what would be known as Maki Park (Exhibit C). In that same month, the engineering firm Tighe & Bond was contacted by Director Beauregard to provide a scope of service for developing construction documents for the project for the purposes of submitting a grant proposal. Their design reflected the initial concept of a three-terrace park with individual ramps accessing each terrace (Exhibit A). This design was used in September of 2020, when Director Beauregard informed the Mayor via email that the City did not receive the requested funds from the MassDOT Shared Streets and Spaces Grant for the Maki Park Project as it did not meet the State's timeline for being completed that year (Exhibit D). On January 19<sup>th</sup> 2021, the Community Development Block Grant Program Steering Committee, administered by the Department of Community Development and Planning, met to discuss FY21 block grant proposed projects, of which included "Maki Park Design" was accepted unanimously by the committee (Exhibit E). In April of 2021, Director Beauregard and Director of Public Works Dane Arnold communicated regarding a new round of the Shared Streets and Spaces Grant Program being announced. Director Arnold expressed concerns relative to the slope of the proposed project lot towards the West and Parker Street side being problematic.

## INVESTIGATION OF THE MAKI PARK PROJECT

Director Beauregard replied that occupying parking spaces in downtown for the program would not be a good idea and proposed the tiered gravel pad approach (Exhibit F). In May of 2021, Economic Development Coordinator Jessica DeRoy reached out to Tighe & Bond to request a revised probable cost estimate for the project for a new grant application to the Shared Streets and Spaces Grant Program. In the application, the response to how the project will be implemented, including staffing roles, was answered as “The City of Gardner Department of Community Development and Planning (DCDP) will manage the project. The Director of DCDP, Trevor Beauregard, will act as Project Manager for the project. The City’s Economic Development Coordinator, Jessica DeRoy, will assist the Director with day-to-day oversight” (Exhibit G). That December, Assistant Director of Community Development and Planning Lyndsy Butler also requested an opinion of probable cost for Maki Park from Tighe & Bond, for the purpose of putting together the FY22 CDBG grant budget. She stated that the process was behind and was looking at FY21 design projects to see about applying for construction funding in FY22 (Exhibit H). In the March 4<sup>th</sup> 2022 CDBG Steering Committee meeting, Maki Park design and construction was unanimously approved as a proposed project for Block Grant FY22 (Exhibit I). In June of 2022, Director Beauregard reached out to Tighe & Bond to ask if they could create a rendering for Maki Park at no cost due to not having any funds available to pay for one (Exhibit J). Later that month, Mayor Nicholson went to the City Council for an appropriation to construct Maki Park, which passed an 8-3 vote of the Council (Exhibit A). In September of 2022, Assistant Director Butler, through discussions with Tighe & Bond regarding bidding timeline and strategy, stated that the City had the funds available for construction of Maki Park (Exhibit K). In November of 2022, Director Beauregard informed Tighe & Bond that Coordinator DeRoy would be overseeing construction of the project. In that email contained a 75% Design Development document dated November 2022, which showed entrance to the park only by ramp access from the lower-tier, with concrete steps connecting the middle and upper-tiers (Exhibit L). When interviewed and asked why the change in design was made in November of 2022, Director Beauregard was not able to offer an explanation. That same month, concerns arose around the condition of the existing retaining wall at the North side of the lot. In an email communication from Tighe & Bond,

## INVESTIGATION OF THE MAKI PARK PROJECT

regarding the same preliminary drawing, concerns were raised about the proposal likely being overbudget as options were being discussed on how to mitigate the retaining wall problem (Exhibit M). The next and final observed design change to the design of Maki Park was found in an April 2023 illustrative plan ordered by the Mayor and Department of Community Development and Planning, showing a three-terrace park with ramp access to the lower and upper-tiers and stairs connecting them to the middle-tier (Exhibit N). When interviewed and asked why the change in design was made in April of 2023, Director Beauregard was unable to offer an explanation. This illustrative plan matches the Bid Set Drawings that were submitted to Purchasing Director Cormier in May of 2023 (Exhibit O). This final plan reflects what was constructed as Maki Park at the time of this report.

On September 3<sup>rd</sup> 2024, a work without a permit violation for Maki Park was sent to the Department of Community Development and Planning by the Building Commissioner. The violation letter states that the Building Commissioner's office received plans for Maki Park on August 28<sup>th</sup> 2024 and that the Commissioner conducted a site visit on August 29<sup>th</sup> 2024 and determined that Maki Park "does not meet the accessibility requirements as outlined in section 19.00 of 521 CMR; Massachusetts Accessibility Code as the middle tier of the park is not accessible to persons with disabilities" (Exhibit B). In interviews conducted by Councillor Tyros, both Director Beauregard and Commissioner Zuppa confirmed that no building permits were applied for or obtained for the Maki Park project.

**FINDINGS OF THE DESIGN AND CONSTRUCTION OF MAKI PARK**

The investigation into the Maki Park project revealed several key findings across various aspects, including design changes, project management, communication, and compliance with accessibility requirements.

**Initial Concept and Design Changes**

- a. The original design for Maki Park, created by Director Beauregard and Tighe & Bond in June 2020, included three terraces with individual ramps for each level. This concept was what was presented to the City Council in June of 2022 for an appropriation.

- b. Design changes were made in November 2022 and April 2023 without documented reasons.
- c. The final design, as shown in the May 2023 Bid Set Drawings, included ramp access only to the lower and upper terraces, with stairs connecting the middle terrace. This was the design that was constructed in the late summer and fall of 2024.

### **Project Management**

- d. The project began with Director Beauregard as project manager, and Economic Development Coordinator DeRoy initially assigned to the project. Other members of the Department of Community Development and Planning were involved in the project in various capacities.
- e. There was no record of routine or scheduled project updates nor review meetings held by the Department of Community Development and Planning.

### **Communication**

- f. There were multiple instances of messages, both internally amongst members of the Department of Community Development and Planning, and externally with other City departments and contractors, looking for project files and documents (such as drawings, budget sheets, account numbers, vendor contact information, etc.).

### **Compliance and Accessibility**

- g. The final design submitted for bidding in May 2023 did not include ramp access to the middle terrace.
- h. A notice of violation from the Building Commissioner stated that Maki Park did not meet accessibility requirements of the Massachusetts State Building Code.

**EXHIBITS**

EXHIBIT A

10709

City of Gardner, *Executive Department*

Michael J. Nicholson, Mayor

RECEIVED

2022 JUN -2 PM 1:25  
CITY CLERK'S OFFICE  
GARDNER, MA



June 1, 2022

Hon. Elizabeth J. Kazinskas, Council President  
And City Councilors  
Gardner City Hall, Rm 121  
95 Pleasant Street  
Gardner, MA 01440

RE: Free Cash Appropriation Request – Maki Park Construction

Dear Madam President and Councilors,

Attached please find an appropriation request for the renovation of the existing pocket park, located at the site of the former Maki Block Building on the corner of Graham and Parker Streets.

The City has had ownership of this site since February 13, 2017.

The area has been planted with grass, but is currently unusable due to the steep slope and grade of the area.

This project would terrace the location in order to correct the grading issues, bring the slopes to a level that is compliant with ADA standards, and allow us to utilize the area in a productive manner, rather than just a location for planting and mowing grass.

With all of the development currently underway in the Downtown area, this project will truly compliment the private sector investments and partnerships the City has made to breathe new life into our historic downtown.

Respectfully Submitted,

Michael J. Nicholson  
Mayor, City of Gardner

EXHIBIT A  
(CONT'D)

Exhibit 2 - Maki Park Outdoor Seating Concept



EXHIBIT B



**City of Gardner**  
Department of Inspectional Services  
115 Pleasant Street, Room 101  
Gardner, MA 01440  
Tel. (978) 630-4007 Fax: (978) 632-3313



---

**NOTICE OF VIOLATION**

September 3, 2024

Economic Development/  
City of Gardner  
115 Pleasant St. Rm. 202  
Gardner, MA 01440

**Re: Work without a permit violation 57-67 Parker St. Gardner, MA 01440 M.B.L. M22-5-7**

To whom it may concern,

It has recently been brought to the attention of the Building Department that the new park located at the above referenced address is not accessible to persons with disabilities. After a review of building department records, it is determined that the required building permit was not applied for and obtained for the work performed.

This is a violation of section 105 Permits and 114.1 Unlawful Acts of 780 CMR; Massachusetts State Building Code.

**105.1 Required**

*It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a building or structure; or to change the use or occupancy of a building or structure; or to install or alter any equipment for which provision is made or the installation of which is regulated by 780 CMR without first filing an application with the building official and obtaining the required permit.*

**114.1 Unlawful Acts**

*It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish, occupy or change the use of occupancy of any building, structure or equipment regulated by 780 CMR, or cause same to be done, in conflict with or in violation of any of the provisions of 780 CMR.*

**Mission Statement**

To promote the safe and compatible development of the community through fair and consistent enforcement of building codes and zoning ordinances

EXHIBIT B  
(CONT'D)

After a review of the plans given to my office by on August 28, 2024 and a site visit conducted by myself on August 29, 2024, my determinations are below.

Maki park does not meet the accessibility requirements as outlined in section 19.00 of 521 CMR; Massachusetts Accessibility Code as the middle tier of the park is not accessible to persons with disabilities.

**19.1 General**

*Recreational facilities shall comply with 521 CMR, except as specified or modified in 521 CMR 19.00.*

*Recreational facilities shall include but not be limited to courts, rinks, swimming pools, gymnasiums, stadiums, health and sports clubs, radio control facilities, whirlpools, jacuzzis, gyms, weightlifting areas, playgrounds, zoos, fairgrounds, beaches, piers, docks, bandstands, gazebos, parks, bowling alleys, picnic areas, video arcades and campsites. All areas open to and used by the public, including but not limited to locker rooms, shower facilities, saunas, steam rooms, suntanning rooms, weight rooms, aerobics and dance rooms, tennis, racquet and squash courts and spectator areas in recreation facilities shall be accessible.*

Additionally, the ground surface made up of stone dust is not in compliance with section 29.00 of 521 CMR; Massachusetts Accessibility Code and section 302 Floor or Ground Surfaces of the 2010 ADA Standards including the ADA advisory 302.1 General. See below...

**29.1 General 521 CMR**

*Ground and floor surfaces including floors, walks, ramps, and curb cuts shall be stable, firm, slip resistant, and maintained with materials that ensure continued slip resistance.*

**302.1 General 2010 ADA Standards**

Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

**EXCEPTIONS:**

Within animal containment areas, floor and ground surfaces shall not be required to be stable, firm, and slip resistant.

Areas of *sport activity* shall not be required to comply with 302.

**Advisory 302.1 General.** *A stable surface is one that remains unchanged by contaminants or applied force, so that when the contaminant or force is removed, the surface returns to its original condition. A firm surface resists deformation by either indentations or particles moving on its surface. A slip-resistant surface provides sufficient frictional counterforce to the forces exerted in walking to permit safe ambulation.*

Please kindly forward this letter to your contractor and inform them of the building permit requirements. The required building permit can be applied for using the link below.

<https://www.gardner-ma.gov/149/Building-Department>

Respectfully,



Thomas Zuppa  
Building Commissioner  
Zoning Enforcement Officer  
City of Gardner Building Department  
Phone: 978-630-4060  
Email: [tzuppa@gardner-ma.gov](mailto:tzuppa@gardner-ma.gov)  
115 Pleasant St. Rm. 101 Gardner, MA 01440

EXHIBIT C

Combination of Rectangular, Square + Round picnic tables - 12 = #24,000  
(2 accessible)  
sun shades for tables/area

ArcGIS WebMap



6/24/2020, 3:45:33 PM

Parcels (2020)

Landscaped Rain Garden 100' x 10'

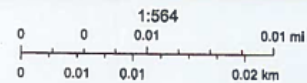
~~100' x 10'~~ = ~~1000~~ sy

60 cubic yards of gravel x \$38.00/ly = \$2,280

24.5 tons of stone dust x \$25/tn = \$6,125

metal Edging \$18.00/lf x 210 lf = \$3,780

--- 120 lf granite curbing,  
--- 275 lf metal/wrought iron fencing (3 entrances)



Online Web Mapping Application  
MAP FOR REFERENCE ONLY

EXHIBIT D

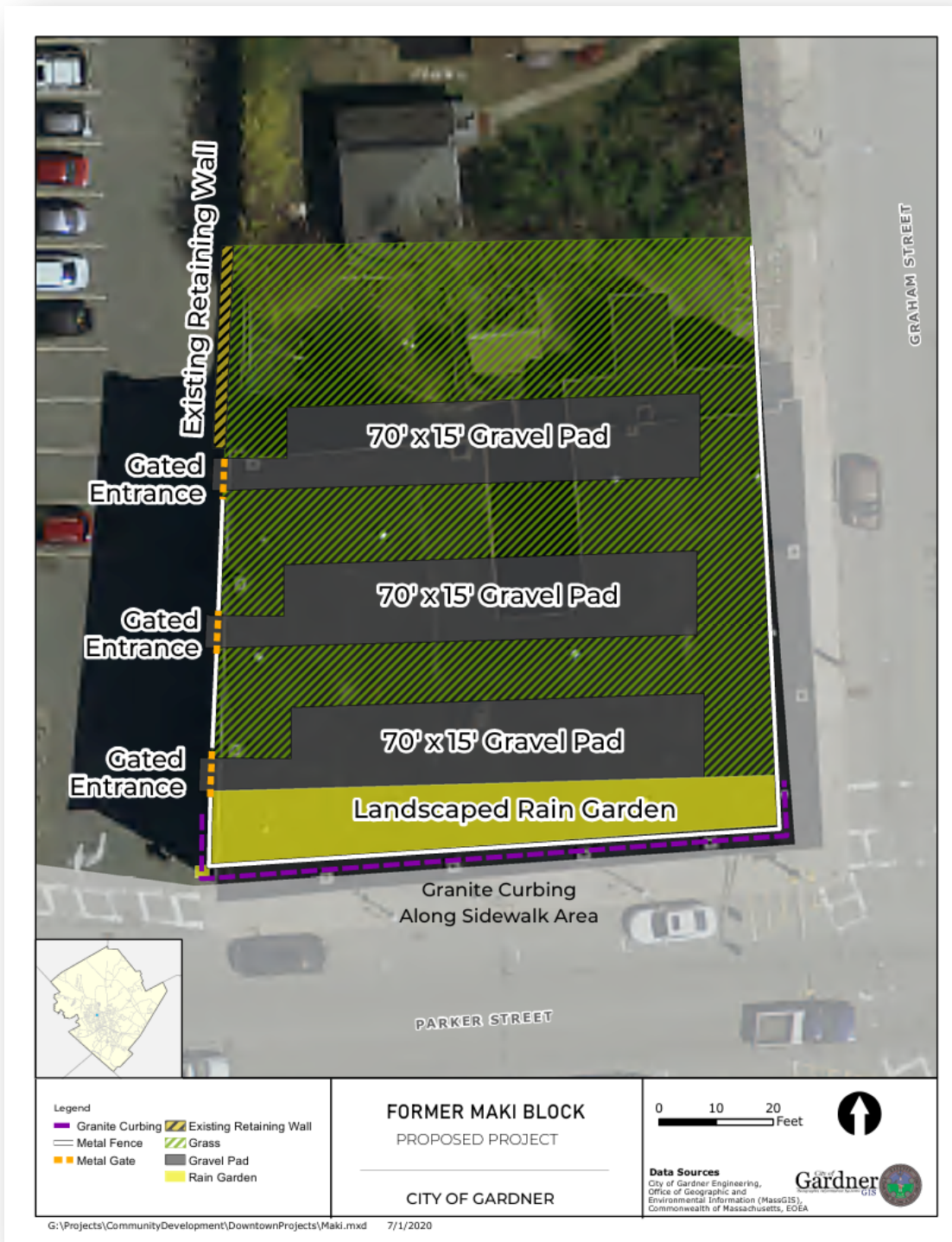


EXHIBIT E

**CDBG STEERING COMMITTEE MEETING**

**MINUTES**

**Tuesday, January 19, 2021 at 9:00 am**  
**Tele-Conference/Web-Meeting, Zoom Meeting**  
**Meeting ID: 95154120331**

**Committee Members present:** Jeffrey Legros, Rick Rossi, Tracy Hutchinson and Trevor Beauregard, Roland Jean  
**Committee Members absent:** Rick Rossi, Rick Germano, Scott Graves and Sandy Mullins  
**Others Present:** Katie Medina, DCDP, Bethany Greene, GEHM, Donata Martin: Boys/Girls Club, Marc Dohan: NewVue and Bernice Richard, VOT

J. Legros opened the meeting at 9:00 am and announced it is being recorded.

**1. Acceptance of Minute:**

*Motion to accept minutes of December 15, 2020  
 T. Hutchinson/T. Beauregard*

*All in favor: motion carried, none opposed*

**2. Old Business:**

**2.1 FY21 Public Social Services Proposals** reviewed, discussed and voted on. The four (4) projects are as follows: The Boys & Girls Club seeking ten thousand (10K), Voices of Truth (Domestic Violence Program) seeking ten thousand (10K), GAAMHA (Drug Abuse Recovery/Assistance Supportive Housing Program) seeking five thousand (5K) and Gardner Public Schools Athletic Program seeking ten thousand (10K).

*Motion to accept The Boys & Girls Club (STEAM) request for 10K: T. Beauregard/L. Saunders, All in favor: motion carried, none opposed.*

*Motion to accept Voices of Truth request for 10K: question raised from Trevor asking them if they will be able to utilize program funds allowed where the original request was for 40K. Bernice gave the assurance funds would be utilized. Motion to accept: T. Hutchinson/T. Beauregard. All in favor: motion carried, none opposed.*

1

*Motion to accept GAAMHA request for 5K: \*T. Hutchinson recuses herself from voting\* Program will assist approximately 20 LMI Residents, GAAMHA will match the 5K to fully implement the program. L. Saunders/T. Beauregard. All in favor: motion carried, none opposed.*

*Motion to accept GPS Athletic Program request for 10K: Program will assist approximately 140-150 LMI resident students: R. Jean/L. Saunders. All in favor: motion carried, none opposed.*

**3. New Business:**

**3.1 MicroEnterprise Assistance Program:** Discussed previously in November 2020. DHCD wanted vote on the change from 5K to 10K. Approximately 30 applications have been received.

*Motion made to accept: T. Beauregard/T. Hutchinson. All in favor, motion carried none opposed.*

**3.2 FY21 Block Grant Proposed Projects:**

**3.2a: Phase III Construction:** Monument Park area for 619K

*Motion made to accept: T. Beauregard/T. Hutchinson. All in favor, motion carried none opposed.*

**3.2b: Downtown Phase IV Design:** Sidewalk curbing and crossings improvements in the area of Nichols, Parker, West and Oak Street for an estimated \$31,250.

*Motion made to accept: L. Saunders/R. Jean. All in favor, motion carried none opposed.*

**3.2c: Maki Park Design:** Projected estimated cost \$60K.

*Motion made to accept: R. Jean/T. Hutchinson. All in favor, motion carried none opposed.*

EXHIBIT F

RE: New Round of Shared Streets and Spaces Grant Program



tbeauregard@gardner-ma.gov  
To: darnold@gardner-ma.gov, Mayor@gardner-ma.gov

Reply Reply All Forward ...

Tue 4/27/2021 8:45 AM

Exhibit 4\_Maki Park Outdoor Seating Concept.pdf  
.pdf File

Dane,

We would propose a tiered gravel pad design on the Maki site. I don't think occupying parking spaces in downtown for this program is a good idea. As a matter of fact we are looking at moving the George Sweeney seating to Maki because the Mayor's been receiving a number of complaints about our plans. I am waiting to hear back from the State on this.

Trevor

**Trevor Beauregard**

Director  
DODP  
115 Pleasant Street  
Gardner, MA 01440  
(978) 630-4014, x2  
[www.gardner-ma.gov](http://www.gardner-ma.gov)

From: Dane Arnold <darnold@gardner-ma.gov>  
Sent: Tuesday, April 27, 2021 8:36 AM  
To: Trevor Beauregard <tbeauregard@gardner-ma.gov>; Mayor <Mayor@gardner-ma.gov>  
Subject: RE: New Round of Shared Streets and Spaces Grant Program

Trevor,

I like the location, but the problem I see with the Maki lot is the slope towards West/Parker Street could pose a problem. If we looked at the West Street lot, closer to the Ale House/West Street wall, I think its flatter.

Thank You,

**Dane E. Arnold, Director**  
Department of Public Works  
50 Manca Drive  
Gardner MA 01440  
978-630-8195

EXHIBIT G

**Fw: Emergency Grant Program**

MassDOT Shared Streets <SharedStreets@dot.state.ma.us>  
To: jderoy@gardner-ma.gov

Fri 5/21/2021 12:39 PM

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

93696225\_Exhibit 1 - Maki Park Project Overview Map.pdf 4 MB
  101316103\_Exhibit 5, Maki Lot Project Budget.pdf 422 KB

ing the <a href="https://safety.fhwa.dot.gov/ped\_bike/step/resources/" target="\_blank">Safe Transportation for Every Pedestrian (STEP) resource page</a>, to identify appropriate countermeasures based on the safety issues of concern. (Required):

Is the project intended to provide improvements to infrastructure used by children to get to and from school (within two miles) or other youth destinations? If yes, please list schools or destinations. (Required):	Yes
Detail::	Holy Family Academy Gardner Junior High School Waterford Street School Just Dance Performance Arts Center Jackson Playground and Skate Park
Is the proposed project intended to provide improvements to infrastructure used by seniors to reach senior destinations (within one mile)? If yes, please list destinations. (Required):	Yes
Detail::	Gardner Senior Center Gardner Highrise Binnall House Colonial Apartments Heywood Wakefield Commons
Is the proposed project intended to support safe walking and biking within one mile of a transit stop? If yes, please list the transit stop(s). (Required):	Yes
Detail::	MART Gardner Bus Stops: City Hall Gardner Highrise Heywood Place Levi Heywood Memorial Library
Does the proposed project support safe routes to open space and/or parks? If yes, please list the name of the facilities. (Required):	Yes
Detail::	North Central Pathway Crystal Lake Park
Will the proposed project be fully implemented by September 7, 2021? (Required):	No
Will the proposed project be fully implemented by December 31, 2021? (Required):	Yes
Is this project intended to be a temporary or permanent improvement? (Required):	Permanent
Description of how the project will be implemented, including staffing roles: (Required):	The City of Gardner Department of Community Development and Planning (DCDP) will manage the project. The Director of DCDP, Trevor Bearegard, will act as Project Manager for the project. The City's Economic Development Coordinator, Jessica DeRoy, will assist the Director with day-to-day oversight.
Description of project implementation and key milestones: (Required):	<p>The design cost of the Maki Park project is estimated at \$23,000 and will take six weeks to complete. The City of Gardner will pay for the design services and will contract the work out to an engineering firm already on-call with the City. The Maki lot construction will follow the procurement procedure established under MGL, Chapter 149, and will be conducted through the City's Purchasing Department. Bidding the construction project will take three weeks and the contractor will be hired the following week. Construction will commence in September of 2021 and be completed in November of 2021.</p> <p>Based on a June 25th Award date:</p> <ul style="list-style-type: none"> <li>July 1 to July 30, 2021 Design Maki Park Outdoor Seating and Function Area Project</li> <li>August 1 to August 22, 2020 Bid Maki Park Outdoor Seating and Function Area Project</li> <li>August 31, 2020 Award contract for construction for Maki</li> <li>September 16, 2021 Begin Construction for Maki</li> <li>November 7, 2021 Construction Complete for Maki</li> </ul>

EXHIBIT H

RE: [EXTERNAL] RE: Downtown Phase 4 and Maki Park



Lyndsy Butler <lbutler@gardner-ma.gov>  
To: 'Matt P. Wzorek'

Reply Reply All Forward ...  
Fri 12/3/2021 1:23 PM

Your right...I had asked about phase 3... and now I am asking about the next phase . The process is so behind as we just submitted FY21 to the state. I am looking at FY21 design projects to see which ones we will be applying for construction funding in 22. If there is any way you could come up with some preliminary figure for phase 4 and Maki that would be helpful. 😊

**From:** Matt P. Wzorek <MPWzorek@tigheBond.com>  
**Sent:** Friday, December 3, 2021 1:11 PM  
**To:** Lyndsy Butler <lbutler@gardner-ma.gov>  
**Subject:** [EXTERNAL] RE: Downtown Phase 4 and Maki Park

**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.

Hi Lyndsy,

Just to confirm do you mean phase 3 and park st park? Or do you need phase 4 and Maki? Sorry I may have been mixed up... currently we are working on the phase 3 and park street park.

Thanks,

**Matthew P. Wzorek, PE**  
Project Manager



o. 413.572.3274 | m. 413.530.7568  
53 Southampton Road, Westfield, MA 01085  
w: [tighebond.com](http://tighebond.com) | [halvorsondesign.com](http://halvorsondesign.com)



**From:** Lyndsy Butler <lbutler@gardner-ma.gov>  
**Sent:** Friday, December 3, 2021 12:45 PM  
**To:** Matt P. Wzorek <MPWzorek@tigheBond.com>  
**Subject:** Downtown Phase 4 and Maki Park

[ Caution - External Sender ]

Hi Matt,

I know I had asked a couple weeks back for OPC for Downtown Phase 4 and Maki Park. I am trying to put together FY22 CDBG grant budget. Would you be able to give me a rough estimate?

Thanks!

Lyndsy Butler  
Assistant Director  
DCDP  
115 Pleasant Street  
Gardner, MA 01440  
O:978-630-4011 #1  
C: 978-350-6928  
[www.gardner-ma.gov](http://www.gardner-ma.gov)

EXHIBIT I

**CDBG STEERING COMMITTEE MEETING**

**MINUTES**

**Friday March 4, 2022**

**Manca Annex Hubbard meeting Room 202  
08:30 A.M.**

**Committee Members present:** Lyndsy Butler, Rick Germano, Rick Rossi, Tracy Hutchinson, George Tyros, Trevor Beauregard and Laura Cassidy

**Committee Members absent:** Lauren Saunders and Roland Jean

**Others Present:** Jessica DeRoy

Lyndsy Butler opened the meeting at 8:33 am.

**1. Acceptance of Minute:**

*Motion to accept minutes of January 21, 2022 with noted changes made by Rick Rossi. Seconded by George Tyros*

*All in favor: motion carried, none opposed*

**2. Old Business:**

None

**3. New Business:**

3.1 Review & Discussion of Public Social Services Proposals for Block Grant FY22

*-The Boys & Girls Club is requesting an amount of \$13,980. This amount is more than previously discussed (\$10K). Additional funding will provide services to 30 LMI students. Motion made by G. Tyros to accept the increased amount Motion 2<sup>nd</sup> by T. Hutchinson*

*All in favor: motion carried, none opposed.*

*-Gardner Athletics Program is requesting \$15,000 to help 150 student athletes with user fees that qualify for services through review within the free & reduced lunch waiver program. Motion made by T. Beauregard/G. Tyros. All in favor: motion carried, none opposed.*

*-Gardner Emergency Housing Mission is requesting \$5,000 to provide temporary units to 6-8 families with children. Funding will be used to aide families with last minute needs along with transitional assistance. Motion made by T. Beauregard/R. Germano All in favor: motion carried, none opposed*

3.2 Discussion of project proposals for Block Grant FY22

1

**Downtown Phase 4:** West/Oak/Parker/Nichols Street Intersection to include design of crosswalk, sidewalk and lighting repair and upgrade at an estimated cost of \$229,500. Motion made to accept by R. Rossi/R. Germano. All in favor: motion carried, none opposed.

**Maki Park:** 57-67 Parker Street. Design/Construction of park and public seating area for public amenities and downtown events at an estimated cost of \$177,754. Motion made to accept by G. Tyros/R. Germano All in favor: motion carried, none opposed.

**Demonition of Slum & Blight:** (Greenwood Memorial Pool) estimated cost of \$200,000. Motion made to accept by G. Tyros/T. Beauregard All in favor: motion carried, none opposed.

**4. Announcements and Recognitions**

4.1 Next meeting: TBD

**5. Adjournment**

*Motion to adjourn*

*R. Germano/G. Tyros*

*All in favor.*

Meeting adjourned at 09:03 a.m.

EXHIBIT J

RE: [EXTERNAL] RE: Maki Park and Park St Park



Trevor Beauregard <tbeauregard@gardner-ma.gov>  
To: Matt P. Wzorek



6/3/2022

Matt,

If you could get something over for Park St beginning of next week it would be great. If you can do a rendering at no cost for Maki then great, but I have no \$\$ to pay for it.

Thanks,

Trevor Beauregard  
Director  
Dept. Community Development and Planning  
115 Pleasant Street  
Gardner, MA 01440  
978-630-4014, x2

Executive Director  
Gardner Redevelopment Authority

From: Matt P. Wzorek <MPWzorek@tigheBond.com>  
Sent: Tuesday, May 31, 2022 2:52 PM  
To: Trevor Beauregard <tbeauregard@gardner-ma.gov>  
Subject: [EXTERNAL] RE: Maki Park and Park St Park

**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.

Hi Trevor,

Sorry, but I don't have much to help you out here. The attached figure you sent is all we have on Maki Park. I can have someone pull together a rendering on this if you want and could have it to you by the of the week. Is this one potentially moving forward?

I will have someone update the Park street Park rendering to remove the bike path extension piece. Is the end of the week ok for this too?

Thanks,

**Matthew P. Wzorek, PE**

Project Manager



o. 413.572.3274 | m. 413.530.7568

53 Southampton Road, Westfield, MA 01085  
w: [tighebond.com](http://tighebond.com) | [halvorsondesign.com](http://halvorsondesign.com)



From: Trevor Beauregard <tbeauregard@gardner-ma.gov>  
Sent: Tuesday, May 31, 2022 9:12 AM  
To: Matt P. Wzorek <MPWzorek@tigheBond.com>  
Subject: Maki Park and Park St Park

[ Caution - External Sender ]

Matt,

Would you happen to have a concept plan for the Maki Park site and the Park St Park site you could send me. The attached concept is the only one I have for Maki (I was hoping we might have something a little farther along) and the only concept I have for the Park St site includes the bike trail extension (I need one without the bike trail extension).

Lyndsy may have something you've sent her in the past, but she is out on vacation this week.


Thanks, Trevor

Trevor Beauregard  
Director  
Dept. Community Development and Planning  
115 Pleasant Street  
Gardner, MA 01440  
978-630-4014, x2

Executive Director  
Gardner Redevelopment Authority

EXHIBIT K

FW: [EXTERNAL] RE: [EXTERNAL] Phase 4 and Maki

 Lyndsy Butler <lbutler@gardner-ma.gov>  
To: Trevor Beauregard

Reply Reply All Forward ...  
Wed 9/28/2022 3:55 PM

Trevor,

Matt has asked if we would like to bid out Maki Park and Phase IV together or separately. We have the funds for construction of Maki Park now but the funds for Phase IV ( if we are using block grant) will not be available until July 23.

Lyndsy




---

**From:** Matt P. Wzorek <MPWzorek@tigheBond.com>  
**Sent:** Wednesday, September 28, 2022 3:50 PM  
**To:** Lyndsy Butler <lbutler@gardner-ma.gov>  
**Subject:** [EXTERNAL] RE: [EXTERNAL] Phase 4 and Maki

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Gotcha. Thanks. Is there a need to get Maki out to bid sooner than later or did you want to try and bid the projects together? At this point they both won't be constructed this year since it is already almost October, but I just didn't know if you want to get Maki bid over the winter for spring construction, or wait until you have the block funds at the end of June and do them together?

They can go separate, but since they are so close in proximity it wouldn't be a bad idea to bid and construct them together. Just a thought, but we can do whatever.

**Matthew P. Wzorek, PE**  
Project Manager  
**Tighe&Bond**  
o. 413.572.3274 | m. 413.530.7568  
53 Southampton Road, Westfield, MA 01085  
w: tighebond.com | h: hortonandsons.com  
  

---

**From:** Lyndsy Butler <lbutler@gardner-ma.gov>  
**Sent:** Wednesday, September 28, 2022 3:43 PM  
**To:** Matt P. Wzorek <MPWzorek@tigheBond.com>  
**Subject:** RE: [EXTERNAL] Phase 4 and Maki

[ Caution - External Sender ]

We have the funds to construct Maki Park. Phase 4 construction will most likely be completed with FY22/23 block grant funds which will not be released until July of 2023.

---

**From:** Matt P. Wzorek <MPWzorek@tigheBond.com>  
**Sent:** Wednesday, September 28, 2022 3:32 PM  
**To:** Lyndsy Butler <lbutler@gardner-ma.gov>  
**Subject:** [EXTERNAL] Phase 4 and Maki

**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 forgot if I sent this to you or not already, but here is the survey for Phase 4 and the Maki Park. Once we have some concepts completed I will reach out to go over them with you. What is your overall schedule on these two projects?

Thanks,

**Matthew P. Wzorek, PE**  
Project Manager  
**Tighe&Bond**  
o. 413.572.3274 | m. 413.530.7568

EXHIBIT L

FW: [EXTERNAL] Maki Park Preliminary Drawings

Trevor Beaugard <tbeaugard@gardner-ma.gov>  
To: Matt P. Wzorek  
Cc: Lyndsy Butler, Jessica DeRoy

Reply Reply All Forward Thu 11/17/2022 3:52 PM



Matt,  
Looping Jessica DeRoy in on this one since she'll be overseeing construction of the project. We'll discuss tomorrow and get back to you.

Trevor

Trevor Beaugard  
Director  
Dept. Community Development and Planning  
115 Pleasant Street  
Gardner, MA 01440  
978-630-4014, x2

Executive Director  
Gardner Redevelopment Authority

From: Matt P. Wzorek <MPWzorek@tigheBond.com>  
Sent: Thursday, November 17, 2022 2:34 PM  
To: Lyndsy Butler <lbutler@gardner-ma.gov>; Trevor Beaugard <tbeaugard@gardner-ma.gov>  
Subject: [EXTERNAL] Maki Park Preliminary Drawings

**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.**

Lyndsy and Trevor – Attached please find the preliminary drawings set for the Maki Park. I wanted to get this to you to provide any initial feedback on the layout. Once we nail down the layout we will work on the grading and such, but I just wanted to get this in front of you to make sure this was headed in the right direction.

Also, what is shown on here is likely overbudget, but I wanted to see what the ultimate buildout would look like. My thought is that we could include the essential work (grading, site layout, retaining walls, stairs, stone dust, concrete, and fencing (basically anything required to establish the site)) as the base bid work. Then we could work with alternates to see what we could include for the site furnishings like the plantings, tables, shades, etc. My concern is that with the site grading we will likely need some decent retaining walls at each level which will add up. Let me know what you think.

Thanks,

Matthew P. Wzorek, PE  
Project Manager



o. 413.572.3274 | m. 413.530.7568

53 Southampton Road, Westfield, MA 01085  
w: tighebond.com | halvorsondesign.com

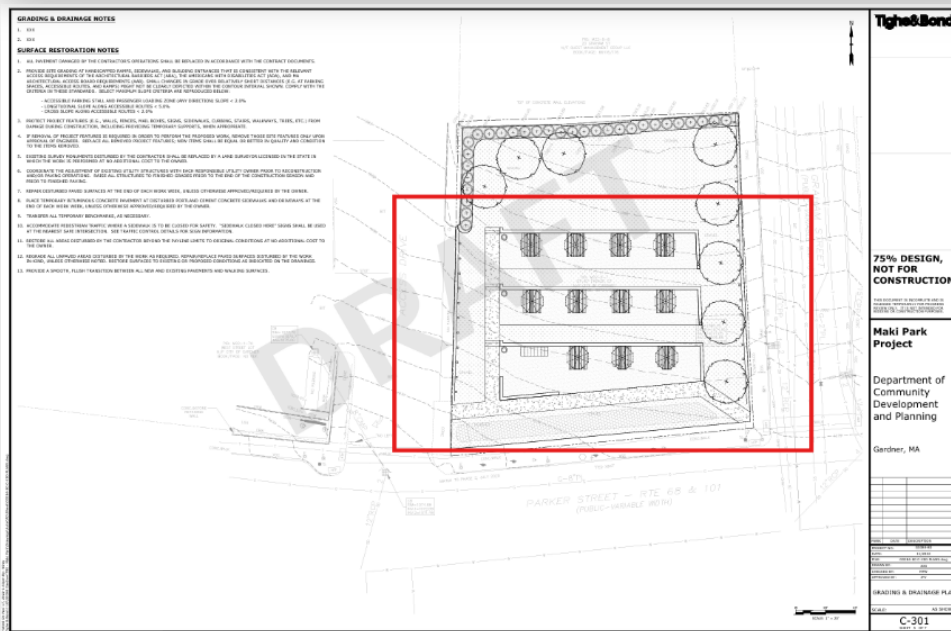


EXHIBIT M

RE: [EXTERNAL] Maki Park Preliminary Drawings



Trevor Beaugard <tbeaugard@gardner-ma.gov>  
To Matt P. Wzorek; Lyndsy Butler  
Cc Jessica DeRoy



11/29/2022

Matt,

I spoke with Lyndsy yesterday about the retaining wall. It doesn't surprise me about the condition. In addition to looking at what it would cost to replace the concrete retaining wall, can we look at an alternative to include a grassy knoll/slope instead? Not sure how much of the site we'd lose with this option or if we can even consider it knowing that the site already slopes toward the roadway. Just thought it might be a less expensive option. If doable maybe we can cut a concrete pad into the middle part of the knoll at its low point.

Either way we should consider having the back property line surveyed, since I was told a portion of the structure on the neighboring property is on our property. It would be good to confirm this.

Thanks, Trevor

Trevor Beaugard  
Director  
Dept. Community Development and Planning  
115 Pleasant Street  
Gardner, MA 01440  
978-630-4014, x2

Executive Director  
Gardner Redevelopment Authority

From: Matt P. Wzorek <MPWzorek@tigheBond.com>  
Sent: Thursday, November 17, 2022 2:34 PM  
To: Lyndsy Butler <butler@gardner-ma.gov>; Trevor Beaugard <tbeaugard@gardner-ma.gov>  
Subject: [EXTERNAL] Maki Park Preliminary Drawings

**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.

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Thanks,

**Matthew P. Wzorek, PE**

Project Manager



o. 413.572.3274 | m. 413.530.7568

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EXHIBIT N

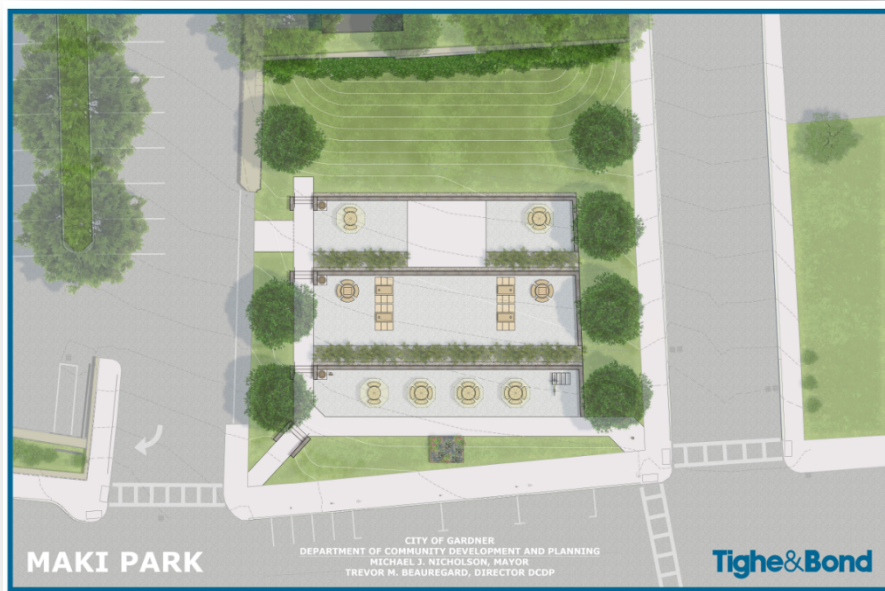
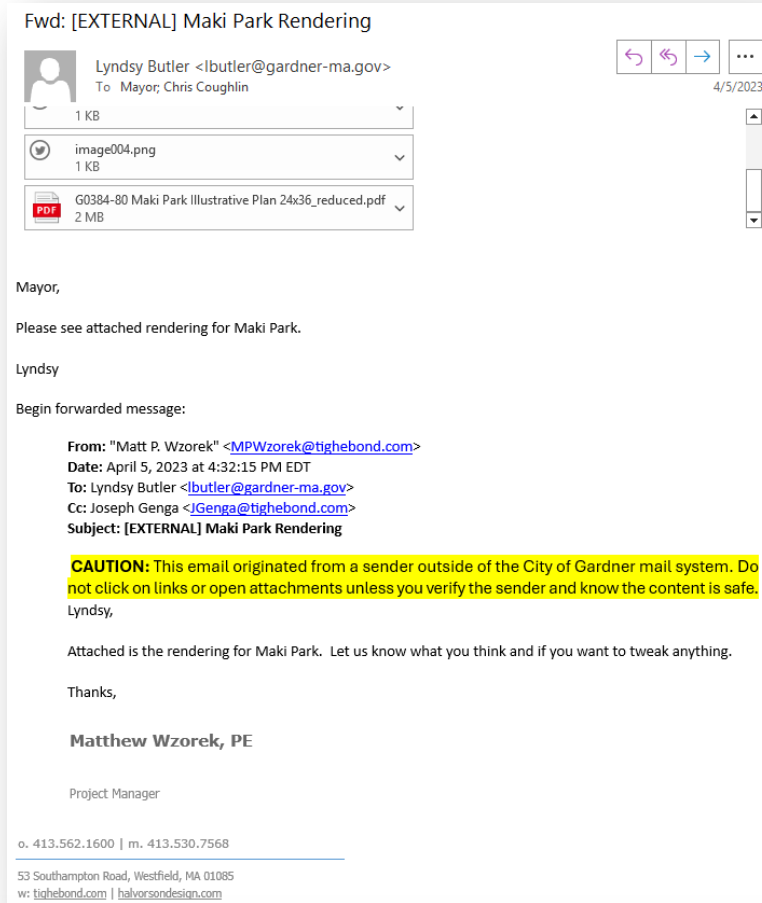


EXHIBIT O

[EXTERNAL] RE: [EXTERNAL] RE: [EXTERNAL] RE: Maki Park Bid Package

Matt P. Wzorek <MPWzorek@tigheBond.com>  
To Joshua Cormier; Jessica DeRoy  
Cc Lyndsy Butler; Aaron B. Sabbs  
5/2/2023

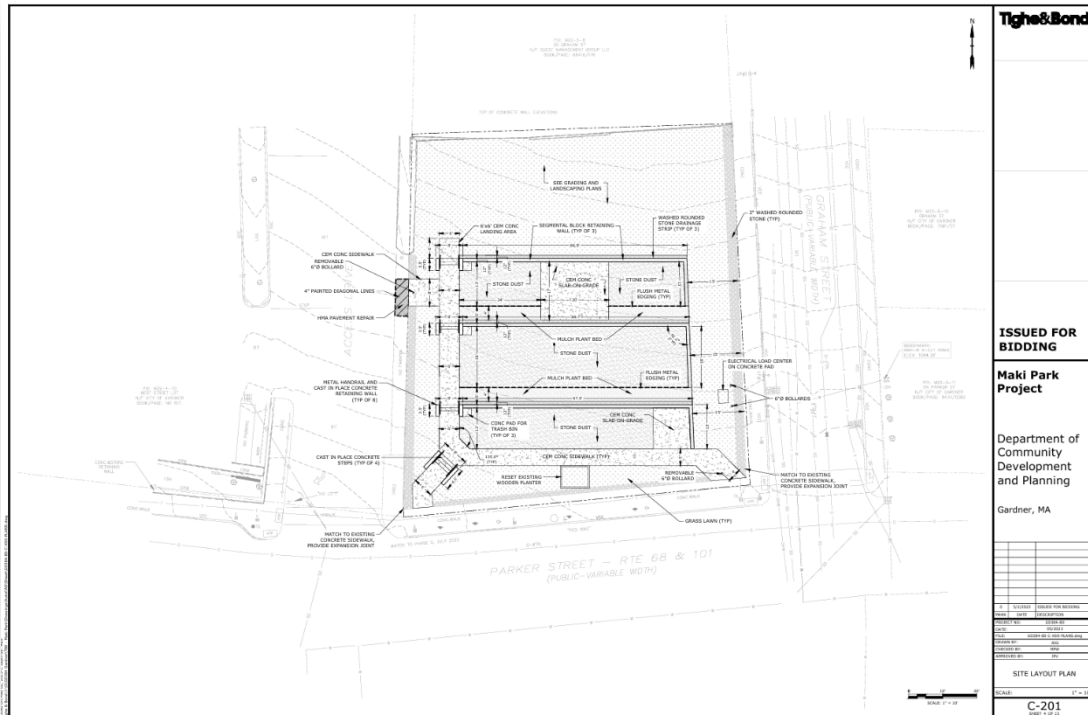
Maki Park Bid Set Drawings 5-2-2023.pdf 6 MB  
Maki Park Bid Set Specifications 5-2-2023.pdf 8 MB

**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.

Josh – Attached are the plans and specs for Maki. Please let me know if you need anything else.

Thanks,

**Matthew Wzorek, PE**  
Project Manager  
**Tighe&Bond**  
o. 413.562.1600 | m. 413.530.7568  
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# 2026 Upcoming + Ongoing Projects

Department of Community Development & Planning

# Upcoming Projects

- South Gardner Village Center Utility Upgrades
- Rear Main – South Side
- Downtown Phase V – CDBG Project
- Waterford Street Community Center (Fire System) – CDBG Project
- Greenwood Memorial Pavilion Construction – CDBG Project
- Social Service Provider Grants – CDBG Project

# South Gardner Village Center Utility Upgrades

- Project Status: Grant Awarded, Contract Being Completed
- Amount: \$1,480,000 (FY26 MassWorks MWIP Grant)
- Description:

The City plans to utilize these funds to overhaul utility wires underground in the South Gardner Village Center. This initiative is a critical component of a broader community revitalization effort that is aimed at enhancing not only the area's visual appeal, but supporting residential development and fostering sustainable economic growth.

## Current Work:

Discussions over site assessments and mapping of existing utility infrastructure as well as coordination with utility providers.

# Rear Main – South Side

- Project Status: Awarded and Contract Signed
- Amount: \$3,500,000.00 (FY25 HousingWorks Infrastructure Grant Program)

- Description:

The City had split the development of the Rear Main parcels into two separate projects. This half will include the remaining parking for the lot and include bringing underground utilities to the site of what will be a private development.

## Current Work:

Discussions with Realty Income have continued as the owner of a necessary parcel of the project site, additional information has been provided to them as required.

Tighe & Bond have been given engineering oversight of the project and are preparing construction-ready and bid-ready plans to move forward with the project.

# Downtown Phase V – CDBG Project

- Project Status: Awarded and Contract Signed
- Amount: \$340,000.00 (FY25 CDBG)
- Description:

Upgrades to the current pedestrian infrastructure on Willow Street between Main Street and Pleasant Street. Upgrades will include new crosswalks, sidewalks, curbing, street lighting upgrades, and accessibility improvements.

## Current Work:

The City has yet to receive its grant agreement to execute these funds from EOHLIC. The environmental review record for this project is complete and once the City executes a grant agreement with EOHLIC, the City will issue a Notice to Proceed to Tighe & Bond for bidding and construction services

# Waterford Street Community Center (Fire System) – CDBG Project

- Project Status: Awarded and Contract Signed
- Amount: \$122,000.00 (FY25 CDBG)
- Description:

Project to upgrade the fire safety infrastructure at the Community Center to ensure it complies with current safety standards. The project scope includes the installation of fire alarms, electrical wiring enhancements, and emergency lighting systems.

## Current Work:

The City has yet to receive its grant agreement to execute these funds. We have satisfied the environmental review record which was a special condition for this project with the completion of radon testing at the Center which came back at levels between <0.4-0.7 pCi/L, well within acceptable range (2.0-4.0 pCi/L).

# Greenwood Memorial Pavilion Construction – CDBG Project

- Project Status: Funds Awarded, Reclass Approved by EOHLC
- Amount: \$719,342.51 (FY24 CDBG)
- Description:  
FY24 CDBG funds originally designated for the demolition of the School Street School will be used to construct a memorial pavilion on the site of the former Greenwood Pool facility.

## Current Work:

Following this transfer being approved by the CDBG Steering Committee at their November 25, 2025 meeting, the request for an amendment was reviewed by EOHLC and approved on February 12, 2026, allowing the city to use previous census tract data from when the project was originally approved when it was originally combined with the Greenwood Memorial Pool Demolition project.

# Social Service Providers – CDBG Project

- **FY2024 CDBG Social Service Grants**
  - Gardner Athletic Program – User Fee Scholarship – \$15,000.00
  - Voices of Truth – Domestic Violence Prevention – \$12,000.00
  - Gardner Community Action Committee – Food Program – \$16,000.00
- **FY2025 CDBG Social Service Grants**
  - Gardner Athletic Program – User Fee Scholarship – \$15,000.00
  - Voices of Truth – Domestic Violence Prevention – \$12,000.00
  - MVOC Veterans Assistance – \$20,000.00
  - Gardner Community Action Committee – Food Program – \$30,000.00
- **FY22/23 CDBG Social Service Grants**
  - Gardner Community Action Committee – Food Program - \$110,830.00
  - MVOC Veterans Assistance – \$38,215.00

# Ongoing Projects

- Rear Main – North Side
- Master Plan Update
- Hazard Mitigation Plan (HMP)
- Housing Production Plan (HPP)
- Municipal Surplus Property Plan
- Downtown Mobility Plan
- Gardner Municipal Surplus Property Plan

# Rear Main – North Side

- Project Status: Project Ongoing (Substantial Completion by May 31, 2026)
- Amount: \$4,100,000.00 (FY23 MassWorks Infrastructure Program)
- Description:

Improved available parking for the downtown area, water feature, green space, splash pad, and movement of the existing utilities for Main Street businesses currently present on their existing access road underground.

## Current Work:

Despite weather conditions, the contractors have confirmed that the remaining work will be completed on time for a May 31 substantial completion.

# Master Plan Update

- Project Status: Project Ongoing (Substantial Completion by June 30, 2026)
- Amount: \$122,000.00  
\$90,000.00 (FY24 Community Planning Grant), \$32,000.00 (EEA Planning Assistance Grant) \*see HPP Plan

- Description:

The City is undergoing updating its Master Plan for the first time since 1975. This project will include reviewing past planning efforts, existing conditions, and gathering public input. The goal is to provide a vision of the community's future and a roadmap on how to get there. We'll be focusing on six key planning areas in the development of this master plan: housing, economic development, land use, transportation, open space & recreation, and historic & cultural resources.

## Current Work:

The key issues & recommendations, goals, values, vision statement, and inventory & assessment have all been completed. The community engagement plan and implementation tracker is in process, with intent to have the full draft of the Master Plan for Planning Board and City Council by late March/early April.

# Housing Production Plan (HPP)

- Project Status: Project Ongoing (Substantial Completion by June 30, 2026)
- Amount: \$32,000 (EEA Planning Assistance Grant)
- Description:

The City has expanded its Master Plan through this grant to create numerical goals to address affordability of housing, allow a wider variety of homes in the city, identify municipal property to be used for housing, how we can meet the region-wide needs for housing, among other components.

## Current Work:

Relevant municipal properties have been identified for this plan and biweekly meetings continue to occur between myself and the planning group. The HPP team presented to the Planning Board at our December 9 meeting. Ongoing public engagement will occur prior to this being incorporated into the Master Plan and presented to relevant parties.

# Hazard Mitigation Plan (HMP)

- Project Status: Project Ongoing (Substantial Completion by June 30, 2026)
- Amount: \$90,000.00 (FY25 Community Planning Grant Program)
- Description:

The City is undergoing updating its first individual HMP as we've previously relied on the regional Montachusett HMP for how to address hazards and extreme weather events.

## Current Work:

Chapters 1-3, and 5 of this plan have been completed and reviewed, Chapter 4 (Vulnerability and Impacts) has just been reviewed and finalized, leaving Chapters 6, 7, and 8 before its full presentation to the Planning Board and City Council.

# Downtown Mobility Plan

- Project Status: Awaiting Contract from State and FHWA
- Amount: \$1,253,000.00 (RAISE Grant)
- Description:

The project will address active transportation infrastructure, multimodal transit options, a neighborhood-scaled mobility hub, last-mile connectivity, and parking infrastructure. The project will also include the planning, engineering, and preparation for bid-ready documents for a 4-story parking garage on West Street located in the Downtown area.

## Current Work:

The City has been in discussion with MassDOT on the grant agreement and they have had issues with FHWA (Federal Highway Administration) on the language in the agreement since September 2024, most recently confirming that the grant agreement is still being revised as of February 9, 2026.

# Gardner Municipal Surplus Property Plan

- Project Status: Grant Awarded, Plan in Progress
- Amount: \$50,000 (FY26 Massachusetts One Stop for Growth)
- Description:

Gardner seeks technical assistance to create a city-wide Surplus Property Plan that repositions vacant, underused public parcels as catalysts for housing, jobs, and equitable investment. The plan will inventory surplus sites, assess constraints and opportunities, engage stakeholders, and deliver a clear roadmap for strategic reuse aligned with Gardner's planning goals, market conditions, and commitment to sustainable, inclusive growth.
- Current Work:

Inventory and categorization of parcels completed; list sent to MassDevelopment. Regular meetings between the planning group, MassDevelopment, and the city have begun, sharing necessary parcel and property cards, GIS information, etc. to begin the plan.

# Projects in Discussion

- North Central Pathway Phase II
- Keyes Road Culvert Replacement
- Massachusetts One Stop for Growth

# North Central Pathway Phase II

- Project Status: Grant Application Submitted
- Amount: \$250,000.00  
\$200,000.00 (FY26 MassTrails Grant), \$50,000.00 (Required Match, Municipal Capital Funds)
- Description:  
This phase of the project would oversee the planning for the remainder of the nature trail past Park Street through to Route 140.

## Current Work:

We've completed the 25% design for the remainder of the project and submitted it to MassDOT for their review. The engineering team and I have completed our FY26 MassTrails grant application and submitted it. Conversations with National Grid on a use agreement for the path through their right of way. These conversations also involve their ongoing work on replacing the Perley Brook culvert which exists within their right of way and failed last summer.

# Keyes Road Culvert Replacement

- Project Status: Community Culvert Grant Submitted, MVP Grant Application In Process
- Amount: \$2,014,230.00  
\$900,000.00 (Community Culvert Grant), \$1,110,000.00 (MVP Grant)
- Description:  
Construction for the replacement of the Keyes Road culvert into a full bridge that serves Wilder Brook and the 60+ household residential neighborhood that relies on the crossing as its only form of access to the rest of the City. The culvert is in critical condition and is at risk of failing and implementing a bridge in its place will improve the community's reliance on the infrastructure and the ecological health of the Brook and stream area.

## Current Work:

The department has applied for and is looking to apply for various funding sources for this project. We have applied for the Community Culvert Grant Program and are in the process of applying for the Municipal Vulnerability Preparedness Grant Program to fund this project.