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TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519

COMMUNITY PRESERVATION COMMITTEE
Application for Community Preservation Funding
(Application Cover Page)

APPLICANT

DATE: 8/9/09

NAME: Grafton Town House Oversight Committee

ADDRESS: 30 Providence Road (Contact: Paul Scarlett)
Grafton MA 47 Carroll Rd, N. Grafton MA 01536

PHONE: 508-839-2059 EMAIL: PScarlett@Unum.com

PROJECT NAME: Grafton Town House

FULL ADDRESS: One Grafton Common
Grafton MA 01519

ASSESSOR'S MAP LOT#

PROPERTY OWNER'S NAME: Town of Grafton

Deed recorded in the Worcester District Registry of Deeds in Book: n/a Page : n/a

CPA CATEGORY (circle all that apply)

Open Space Historic Preservation Recreation Community Housing
Total Project Cost \$9,800 CPA Funding Request \$9,800

Project Summary (a detailed description will be required with your supporting information) see attached

Project Budget:

Table with 4 columns: Fiscal Year, Total Project Cost, CPA Funds Requested, Other Funding Sources. Rows for 2008, 2009, 2010, 2011, 2012, and Total.

For Community Preservation Committee Use:

Received on: Reviewed on:
Approved: Town Meeting on:
Sunset Date:



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30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
PHONE (508) 839-5335 ext. 195 • FAX (508) 839-4602
www.town.grafton.ma.us

August 9, 2009

Jennifer Thomas
Chairman, Community Preservation Committee
30 Providence Road
Grafton MA 01519

RE: Proposed Exterior Renovations at the Grafton Town House

Dear Ms. Thomas:

The Grafton Town House Oversight Committee (GTHOC) has recently had dialogue with Apple Tree Arts regarding an upcoming grant they will be requesting from the Massachusetts Historical Commission (MHC). You may recall, that Apple Tree Arts successfully obtained \$75,500 of MHC funding in 2008 from Round 14 of the Massachusetts Preservation Projects Fund (MPPF).

Round 16 MPPF funding will be announced this fall with applications to be submitted in February 2010. Apple Tree Arts has indicated that the Town House is well positioned to obtain additional funding to complete the remaining much needed work to the exterior of the building, which includes the following:

- Replacement of the porch roof including the gutters and flashings
- Replacement of the roof over both vaults
- Repointing of the bricks
- Restoration of the windows
- Scraping, painting and replacement as necessary of balance of wood trim and the porch

To have the greatest chance for securing MPPF funding, the grant application needs to include the design plans and construction ready specifications associated with this work. Apple Tree Arts has obtained a proposal for completion of these necessary documents from Dixon Salo Architects, Inc (see attached), who indicates the cost associated with assembling the design plans and specs to be \$9,800.

The GTHOC has met and discussed Apple Tree Arts proposed next step in the ongoing restoration of GTH and we are in support of it. Accordingly, we are respectfully requesting the Community Preservation Committee (CPC) provide access to \$9,800 of CPC funds for completion of these design plans and construction specifications.

We are more than happy to discuss this matter further and address any questions the committee may have. We appreciate your time and consideration of this much needed restoration work.

Sincerely,

The Grafton Town House Oversight Committee

Brook Padgett, Chairman

Paul Scarlett, Clerk

Scott Browne

John Marro

John Morgan, Vice Chairman

Dan Bresnahan

Justin Hollander



DIXON SALO ARCHITECTS, INC

July 1, 2009

Mr. Paul Scarlett
Grafton Town House Committee
47 Carroll Road
North Grafton, MA 01536

RE: Proposed Exterior Renovations
Grafton Town House
One Grafton Common
Grafton, MA 01519

Dear Mr. Scarlett:

Dixon Salo Architects, Inc. is pleased to submit this Proposal to provide Architectural Services for the proposed exterior renovations to the Grafton Town House, One Grafton Common, Grafton, Massachusetts.

This proposal is based upon the following understanding of the scope of work to be accomplished as previously discussed as follows:

- Replacement of existing porch roofing membrane including built-in gutter, downspouts, flashings and defective wood trim.
- Re-pointing of exterior brick.
- Restoration of windows including dormer windows. Does not include (9) arched windows under porch at front of building.
- Replacement of existing roofing membrane and associated gutters and flashings at small vault at right side of building and larger vault at rear of building.
- Scraping, sanding and painting of all exterior wood standing and running wood trim, moldings and wood trim not included in work presently under construction. Work to include wood trim at porch and porch ceiling as well as replacement of all defective wood members.

Our Services will include the following:

Phase 1, Schematic Design Phase

1. Site visit to verify existing conditions previously documented by this office as well as additional information required to define the scope of this project.

Mr. Paul Scarlett
August 6, 2009
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2. Preparation of Schematic Design study drawings indicating scope of work required.
3. Meetings with committee (maximum of 2) to review Schematic Design drawings as required.
4. Revisions to drawings based upon meeting reviews and comments.

Phase 2, Construction Documents Phase

1. Based upon approved Schematic Design drawings, prepare Construction Documents for the work sufficient for Public Bidding, Building Permit Application and Construction.

Phase 3, Bidding & Negotiation Phase

1. Assist the Town of Grafton in soliciting bids and awarding a contract for the construction of the proposed renovations.

Phase 4, Construction Administration Phase

1. Preparation of Construction Control Affidavits and stamped drawings required for Building Permit Application.
2. Construction Administration Services as required by the Construction Control provisions of the Massachusetts State Building Code consisting of shop drawing and submittal review, site visits and reports, review of contractor applications for payment Additional services or visits when requested and authorized will be invoiced hourly per the attached rate schedule.

The estimated fees for services are as follows:

• Phase 1, Schematic Design	3,200.00
• Phase 2, Construction Documents	6,600.00
• Phase 3, Bidding & Negotiation	900.00
• Phase 4, Construction Administration	5,300.00
Total	\$16,000.00

The following services are not included in this proposal:

1. Hazardous materials identification, testing or abatement specifications.

Additional or supplemental services, when requested or authorized, will be invoiced at our standard hourly rates indicated on the enclosed Rate Schedule.

Reimbursable expenses for prints, postage, etc. will be invoiced at our standard rate of 1.2 time actual cost.

Mr. Paul Scarlett
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We are in a position to start work on this project within 1 week from acceptance of this proposal and your authorization to proceed.

If you should have any questions please do not hesitate to call.

Thank you for considering Dixon Salo Architects, Inc. to assist you in this endeavor. We look forward to working with you and the committee.

Very truly yours,
DIXON SALO ARCHITECTS, INC.



Neil R. Dixon,
Principal/Architect
NRD:hs

Enclosure: Rate Schedule



DIXON SALO ARCHITECTS, INC

RATE SCHEDULE

EFFECTIVE THROUGH DECEMBER 2009

Invoices are based on hours worked, including travel time. Where an estimated total has been given, it is not an upset figure but is provided solely to aid in project planning. Our hourly rates are:

PRINCIPAL	\$ 135.00
SENIOR PROJECT ARCHITECT	115.00
SENIOR PROJECT MANAGER	102.00
PROJECT MANAGER/DESIGN	98.00
DESIGNER	90.00
DRAFTER	75.00
SUPPORT/WORD PROCESSING	40.00