



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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GRAFTON, MA.

JAN 26 9 29 AM '10

Grafton Town House Oversight Committee

MINUTES
REGULAR MEETING
Grafton Municipal Center – Conf. Room D
December 14, 2009
7:00 p.m.

Attendees: Dan Bresnahan, Justin Hollander, John Marro, John Morgan, Brook Padgett, Paul Scarlett, Don Clark

1. Call to Order

- ◆ Meeting called to order at 7:05

2. Committee Business

- ◆ Acceptance of minutes from the following meetings:
 - October 26, 2009
 - John Marro motioned to accept the minutes as written; John Morgan seconded and vote was unanimous to accept.
 - November 9, 2009
 - Brook Padgett motioned to accept the minutes as written, John Marro seconded and vote was unanimous to accept.

3. Old Business

- ◆ RFP and General Maintenance
 - Need current status on researching/hiring a maintenance company to handle general building maintenance, and the installation of a timed/card lock. Paul Scarlett to follow up with Tim McInerney.
 - Boiler being added to provide heat to the halls.
- ◆ Window Issue – Suburban Staffing
 - Looking to block window due to heat loss. HDC denied request to cover window with wood and to take out one pane to place a vent for computer mainframe. Issue was brought to our attention via John Stephens. Paul Scarlett spoke to John and advised that we would be happy to discuss the issue directly with Suburban Staffing at our next meeting. If they are

**The Grafton Town House Oversight Committee reserves the right to take agenda items out of order.*

interested, they will just need to advise Paul so that it can be put on the agenda.

- ◆ Update on Roof Project
 - Paul Scarlett advised work is now about 80% complete. With regard to structural issue on back wall of third floor, the Town has hired a second structural engineer (Neal Mitchell) to provide a second opinion. Mr. Mitchell's findings indicate that while the wall moved at some point in the past, the wall was stabilized with the addition of tie rods. He is confident these are doing their job and that the wall has not moved since. Mr. Mitchell gave the go ahead to continue work in the impacted section of the building. Note that later during the demo work, cracking was observed in the interior wood studs and plaster along this back wall. Mr. Mitchell came back out to review and acknowledged wall movement had now occurred, but still feels wall is structurally sound. To confirm this, periodic measurements will be taken over the next six months at several key areas along the back wall.
- ◆ Accessibility Project
 - Update:
 - HDC – Public hearing held and HDC approval given with the stipulation that granite posts be added to the left of the ramp with all posts set at the same height.
 - BOS – Reviewed proposed plans. Vote to sign a letter of support was unanimous.
 - COD – Met with COD on 12/17/09. Plans viewed favorably, but would like to see a ramp going in both directions to avoid those needing to use the ramp who are coming from the other side of Rt. 140 from having to go into the street in order to access the ramp.
 - Letters of support needed -- Drafted for BOS, COD, Building Inspector, Rep. Peterson and Senator Moore.
 - Brook Padgett raised concern with wording of COD and Building Inspector's letters. Suggested eliminating text regarding financial aspects of proposed plans. All agreed this was a good suggestion. Paul will make revisions and forward to both COD and Bob Berger.
 - MHC - Need approval in light of preservation restriction. File in January concurrent with submittal of MAAB variance application
 - MAAB - Application to be completed with the assistance of Neil Dixon for submittal in January 2010.
- ◆ Fire Escape Restoration Status
 - Structural issue has been resolved and project can now move forward. Paul will work with Neil to get bid process moving.
- ◆ Design Schematics/Construction Ready Specs for Remaining Exterior Renovations
 - Neil Dixon is working to have these ready for the middle of February.

- ◆ Blackstone Valley National Historic Corridor Grant
 - Waiting to hear back whether we will be invited to participate in the second round of the application process.

4. New Business

- ◆ Meeting with Senator Moore (January 8th, 2010 at 9:30 am)
 - To provide tour of building, ground him on the intent and scope of project and request his support and assistance.
- ◆ Upcoming Grant Applications
 - Massachusetts Historical Commission (MPPF & Emergency)
 - Funding not yet announced although is expected to be approved, Anticipate announcement in January
 - George F. Sybil H. Fuller Foundation
 - Will be following up with Mark Fuller (Chairman) once design specs are finalized and all town-related approvals are obtained

5. Adjournment

- ◆ Brook Padgett motioned to adjourn; John Morgan seconded and vote to adjourn was unanimous at 8:25 pm.

Respectfully submitted on January 11, 2010 by Paul A. Scarlett, Clerk

