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GRAFTON, MA.



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Grafton Town House Oversight Committee

MINUTES FROM REGULAR MEETING

Grafton Municipal Center – Conf. Room B
August 6, 2009
7:00 p.m.

Meeting called to order by John Morgan, Vice Chairman, at 6:20 pm

1. **Review of Minutes** - Minutes were not available for review and will instead be reviewed at next month's meeting. We will have three sets to review (8/6, 6/15 and 6/2)
2. **Old Business**
 - ◆ **Massachusetts Architectural Access Board Proposal**
 - Reviewed architectural renderings from Dixon Salo Associates for accessibility related renovations. Overall we were happy with what was presented, but have the following questions we need resolved:
 - i. Can stairs be incorporated at the top of the ramp opposite the front doors to allow for easier pedestrian access to the building?
 - ii. Can the side stairs be widened to extend to the end of raised platform?
 - iii. We like the simplest railings presented but can we see them utilizing granite posts?
 - iv. Can lift be stored at the top of the stairs rather than the bottom?
 - v. Is budgeted lift one that will accommodate the weight of an electric wheelchair?
 - vi. Is the door to be removed on first floor a smoke door (I.e., can it really be removed)?
 - vii. Is ramp for Peggy's Place just conceptual? Note there are multiple levels in that space.

- viii. Can we see updated drawings that incorporate a working design for the other two interior ramps on the 1st floor?

Paul and John Marro will meet with Neil on Tuesday morning at 9:00 in John's office to discuss further with Neil Dixon. Also of note was that the creation of the two handicap bathrooms on the 2nd floor will require that some of the tenant space currently occupied by Gilmore Builders to be utilized.

- Discuss next steps:
 - i. HDC -- Application for Certificate of Appropriateness - On hold until design finalized
 - ii. BOS -- Get on agenda - On hold until design finalized
 - iii. COD -- Invite to HDC public hearing or meet separately? - On hold until design finalized
 - iv. MHC - Need approval in light of preservation restriction - On hold until design finalized
 - v. MAAB - Application to be completed - On hold until design finalized
 - vi. CPC/Finance - Timeline concerns for Town meeting warrant; strategy needed -- As there is insufficient time to get the accessibility piece of this project through all the various local and state approvals, we are going to proceed to request CPC funding in October for the fire escape repairs only. Will be requesting \$60K for this based on estimates provided by Dixon Salo plus a 20% allowance for contingencies.

◆ **Prospective Long Term Lease**

- Discuss options and arrive at position/plan/strategy - After much discussion, it was unanimously concluded that we were in support of the Town providing the following:
 - i. Town enter into 50-year lease of the 2nd and 3rd floors of the Town House with Apple Tree Arts at \$1 dollar per year, and accept the following general terms subject to their achievement of certain yet to be determined financial benchmarks that would be incorporated into said lease agreement:
 - Apple Tree Arts to continue to drive a collaborative capital campaign with the Town for the remaining restoration of the building including work needed to transition the 2nd and 3rd floors into a performance arts center.
 - Apple Tree Arts to continue to serve as overall project coordinator for the restoration effort in collaboration with the Town.
 - Apple Tree Arts to assume responsibility for their share of common maintenance expenses of the building once they are able to occupy and utilize the space.
 - Common maintenance fees will be applied incrementally as space is able to be occupied and fully utilized (assumes accessibility, fire safety and other potential issues are first resolved).

- Lease to include currently vacant spaces within the 2nd and 3rd floors and is to be expanded to include all space on these floors as existing tenant leases expire or space is vacated.
 - Town retains responsibility for any necessary repairs to major systems irrespective of Apple Tree Arts restoration efforts.
 - Town assists in securing necessary Town and State exemptions to allow for long-term lease of the property.
 - A motion was made by John Marro and seconded by Paul Scarlett to provide a letter of support outlining the points referenced above that is to be delivered to the Town Administrator with copies to the Board of Selectmen. Clerk will draft letter for final review by Committee. Letter will be delivered prior to the 8/11/09 Board of Selectmen meeting as it is understood that Apple Tree Arts needs this to support their efforts to obtain BOS letter in support of their efforts to secure a Mass Cultural Facilities Fund grant.
- ◆ **Update on Roof project** - Paperwork for payout of MHC grant has been submitted to grant MHC (\$74,500). Current timeline has project set to be completed at the end of October. Project delayed by rain and also extended due to extensive rot discovered under the eaves of both roof lines. This has led to the need for much additional wood and additional time needed to mill it to match the original.

3. New Business

- ◆ **MPPF Round 16** - Need to prepare for the application for the next round of this MHC grant in February 2010. Plan is to focus grant request on completion of the remaining exterior work. To best position us, we will need to include design plans and construction ready specs. We have a proposal from Dixon Salo to complete this work for \$9,800. Was determined we would request this funding through CPC at their next meeting. Provided they will support this, it would be on a separate warrant from the funding for the fire escapes. Paul Scarlett and Scott Browne will present to the CPC at their meeting on 8/11/09.
- ◆ **Letter of Support** - A request for a letter of support for Apple Tree Arts was submitted by Paul Scarlett. They are applying for a grant to be put toward strategic planning for their transition to the Town House and to further refine their planning for the associated major capital campaign. Committee unanimously agreed to send the letter that Paul had drafted. Paul will forward to Brook for signature

4. Other Business

- ◆ Was determined that regular monthly meetings will be scheduled for the second Monday of each month beginning in September and will be held at 7:00 within the Municipal Center. Clerk will distribute a schedule.

5. Adjournment

- ◆ Meeting adjourned at 9:05

Respectfully submitted, Paul A. Scarlett, Clerk