



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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Grafton Town House Oversight Committee

MINUTES
REGULAR MEETING
Grafton Memorial High School Auditorium
October 18, 2010
6:30 p.m.

- **Call to Order**
 - ◆ Meeting was called to order at 6:37 pm by the clerk, Mr. Scarlett
- **Committee Business**
 - ◆ Acceptance of Minutes From the Following Meeting:
 - September 13, 2010 – Mr. Marro motioned to accept the minutes as submitted, this was seconded by Mr. Browne and the vote passed unanimously.
- **Old Business**
 - ◆ Accessibility Project
 - MAAB – Mr. Scarlett advised that the follow up information related to the variances requested relative to accessibility were reviewed by the MAAB at their Board meeting on 9/27/10. He was very pleased to report that all requested variances have now been approved.
 - MHC - Mr. Scarlett advised that he had been in communication with Carol DiNinno (MHC Preservation Planner assigned to Town House due to MPPF grant awarded for Accessibility Project). To apprise her of the variance approvals. Mr. Morgan questioned whether the MHC had yet approved the project in light of the preservation restriction that was placed on the building in light of the MPPF monies that have been awarded. Mr. Scarlett confirmed that the town had indeed received their approval in writing during the month of August.
 - Construction Ready Specs – Mr. Scarlett advised that Dixon Salo Architects is working to complete these now that we have full approval of our plans. He indicated that he hoped to go out to bid during the month of November.
 - Roadway Issues – A proposal from Grave's Engineering has been provided to the Town for completion of a traffic survey of the Common and the creation of plans for improvements of the traffic patterns around the common. The proposal breaks the work out into phases with the necessary survey work to be Phase 1. Phase 2 would involve the creation of three different plan designs that will be done with input from appropriate Town

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

bodies i.e. the Historical District Commission, Historical Commission, Town House Oversight Committee, Planning Board/Dept, Highway Department, Town Engineer, etc, and would also involve hearings to provide an opportunity for public input. Actual construction would be completed in additional phases with the section in front of the Town House given priority in light of the traffic implications of the Accessibility Project to begun there this spring. The Town Administrator, Mr. McInerney, has requested input from this committee before he moves forward. Discussion ensued and the committee determined the following:

- This work is something that is long overdue and has now become a pressing need in light of the impact of the Accessibility Project at the Town House.
- Due to the significant risk for loss of MPPF grant monies awarded for the Accessibility project if construction cannot begin by early spring, we strongly support the Town's prompt hiring of Graves Engineering so that their Phase 1 survey work can be completed before winter intercedes.
- We further recommend Phase 2 also be funded this fiscal year and, if there are sufficient dollars available, utilization of Town House Revolving to partially fund this.

Mr. Scarlett, as clerk, will draft a letter to Mr. McInerney to advise him of the recommendations outlined above. Mr. Padgett will also speak with Mr. McInerney tonight following Town Meeting in order to emphasize the pressing need to move forward with this work now.

- ◆ Fire Escape Restoration Status – Mr. Scarlett indicated there has been some delay in getting the final punch list of items needed to complete the restoration done. Items remaining include touch up painting of the fire escapes (mostly on the side facing the building, touchup/cleanup of some overspray on the building and two vehicles, grading around the new landing put in for the second floor fires escape, and repair of the pulley mechanism for the third floor fire escape. Mr. Scarlett advised that he had been in touch with Dixon Salo and Neil Dixon indicated he would be in contact with Meadows Construction to get these items wrapped up.
- ◆ Design Schematics/Construction Ready Specs for Remaining Exterior Renovations – These remain on hold as Dixon Salo focuses on the Accessibility Project schematics. Awarded funds are not set to sunset until October of 2011.
- ◆ Apple Tree Arts Lease Update - Mr. Scarlett indicated both he and Donna Blanchard (Apple Tree Arts Executive Director) recently met with the Town Administrator to review aspects of the long term lease where they had questions and/or suggestions for adjustment. Mr. Scarlett indicated that agreement was reached on all items discussed and that the next step will be to tweak the contract language to reflect what was agreed to. Once this is done, the lease will need to go to the Board of Selectmen for their review and input in preparation for getting it on the docket for the May 2011 Town Meeting.

- ◆ Tenant Issues - Mr. Marro advised that there continues to be much tenant concern as they have seen no follow through on the items that were raised significant issues to the Town Administrator last month. It was determined that a letter was needed from this committee to the Town Administrator requesting his prompt attention to the following items:
 - Cleanliness/Condition of the buildings bathrooms
 - Dumpster use by the Unitarian Church
 - Parking

Mr. Scarlett will draft the letter, which will outline our recommendations for addressing these concerns and request the Town Administrator's response in writing. Mr. Padgett will additionally speak with Mr. McNerney following tonight's Town Meeting to emphasize the need for follow through on these items. Once we have some positive to report, Mr. Scarlett will work to create a communications piece for the tenants.

- **New Business**

- ◆ Phase 4 of Restoration Effort - Mr. Scarlett briefly spoke about expansion of Phase 4 of the restoration effort to include the interior restoration rather than being limited to the remaining exterior work. He indicated the fundraising for both these elements of the restoration will be done on a dual tract with construction tackled on particular items as funding permits. Mr. Scarlett further advised in light of this, Apple Tree Arts will now be working to secure funding for design schematics and construction ready specs relative to the interior restoration work.

- **Adjournment**

- ◆ Mr. Marro made a motion to adjourn at 7:25 pm, which was seconded by Mr. Bresnahan and passed unanimously.

These minutes were respectfully submitted by Paul A. Scarlett, clerk

