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

MINUTES
REGULAR MEETING
Grafton Municipal Center, Conference Room B
November 8, 2010
7:00 p.m.

ATTENDEES: Scott Browne, John Marro, Brook Padgett and Paul Scarlett

1. Call to Order

- ◆ Meeting was called to order by Chairman Brook Padgett at 7:10 pm

2. Committee Business

- Susan Spencer – Telegram and Gazette Reporter
 - Ms. Spencer is writing an article focused on the Restoration of the Town House. She interviewed Mr. Scarlett and Mr. Padgett and will likely be including photos and/or design schematics from the Accessibility Project that Mr. Scarlett has shared with her.
- Acceptance of Minutes From the Following Meeting:
 - October 18, 2010 – Mr. Browne motioned to accept, Mr. Marro seconded and the vote was unanimously in favor.

3. Old Business

- Accessibility Project
 - Construction Ready Specs/ Bidding – Mr. Scarlett advised that these should be complete by the end of the month and that we will be going out to bid in early December. Timing is felt to be good since Contractors will be looking to line up projects for the spring.
 - Roadway Issues – Graves Engineering has begun the survey work that is needed to address roadway impacts that will be brought on by the ramp since it will push out the footprint at the front of the building by 13 feet. Survey will encompass entire common area (17 acres) in order to provide overall traffic solutions. Plan designs will subsequently be created and will include input from various Boards, Committees and Commissions within the town and will ultimately encompass a public hearing. Survey work will be completed by yearend. Hope is to move through the planning proposal process over the winter with the goal of having an approved plan by late spring. Construction could then be completed to coincide with the Accessibility Project

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

- Parking
 - i. Grafton/Upton Railroad property - Mr. Browne will be contacting Mr. Deli-Priscoli (owner of the Grafton /Upton Railroad) to determine what is necessary to move forward with leasing the property located behind the Town House for use as a municipal parking lot. Mr. Browne will also discuss the possibility of a sidewalk at the front of the lot in order to create a defined entrance to the lot. This will ultimately require Board of Selectmen involvement and approval.
 - ii. Parking lot at rear of the Town House – Lot is badly in need of paving and will be made more so by the work to be done for construction of the limited use/limited access elevator at that location. The committee has recommended the Town pave this lot together with the G/U railroad property next year assuming we can close the G/U deal. We await feedback from the Town Administrator on this proposal.
 - iii. Former fire station on Worcester Street - The committee has recommended providing public access to the parking lot at the rear of this building, which is adjacent to the Town House. We see this lot as only requiring some minimal clearing, painting of lines to delineate parking spaces and, perhaps, the addition of some appropriate signage. We understand that there may be an underlying issue with property lines, but are unclear as to how this impacts use of this lot. We await Town Administrator input.
- ◆ Fire Escape Restoration Status - Certificate of Substantial Completion has been submitted to the Board of Selectmen with the qualification that the Town will hold back \$10,000 plus retainage due to the significance of one of the final items included on the punch list of remaining work. Item of concern is the pulley mechanism for the third floor fire escape which lowers the bottom section of the escape when in use and raises it when not in use. Mr. Scarlett advised that the contractor has indicated they have had difficulty finding a sub contractor to facilitate this repair but Dixon Salo provided then with the name of a firm with pertinent experience that could complete the job. Mr. Scarlett will be inspecting other minor punch list items on 11/9/10 and is hopeful this project will be fully completed by the end of the month.
- ◆ Tenant Issues
 - Bathrooms – Town Administrator has indicated the traps will now be routinely irrigated so the sewer gas issue will not be an issue moving forward. He has further advised that the condition of the bathrooms is fine and no other improvements are necessary. Committee members are asked to tour the bathrooms prior to next meeting so that we can make a determination as to whether improvements are needed or not
 - Timed Locks – An RFP for installation of timed locks has been sent out. Bids are due by 11/24/10. Cost for these will come out of the Town House Revolving Fund. Current balance of the fund minus those funds already committed but not yet expended for the Accessibility Project is \$45,668.24

- Maintenance Firm – On hold awaiting installation of timed locks.
- Dumpster - Unitarian Church has been advised they can no longer use the dumpster, but tenants are not happy as the dumpster is now being kept locked and trash is being left in the halls for Mr. Gauthier to pick up in the evening. We will recommend to the Town Administrator that keys be provided to all tenants. Mr. Padgett will broach this subject with Mr. McInerney this week
- ◆ Communications – Mr. Scarlett advised he had been holding off on sending out a tenant communication until he had something positive to report. Once some of the remaining outstanding items are addressed by the Town Administrator, he will send out the communication
- ◆ Apple Tree Arts Lease Update – Mr. Scarlett indicated he hopes to have a final draft of the lease completed by yearend and will be looking to present it to the Board of Selectmen for their review and input in January. It is hoped that another grant will be secured by that time (grant will be for design schematics and, perhaps the construction ready specifications for the interior restoration of the building.
- ◆ Design Schematics/Construction Ready Specs for Remaining Exterior Renovations Status – On hold while Dixon Salo works on the Construction Ready Specs for the Accessibility Projects. Funds secured for these will not sunset until the fall of 2011.

4. New Business

- ◆ Mr. Marro inquired as to whether the Board of Selectmen had received a letter from Suburban Staffing regarding the tax assessment they were sent in late summer. Mr. Marro indicated the tenants feel this is unfair since it was not something included in the lease agreements that were signed last year. Mr. Padgett advised that he does not recall seeing the letter and Mr. Scarlett added that there was no discussion of it at the last Board of Selectmen's meeting. Mr. Padgett also pointed out that the Board of Selectmen's decision was that no assessment should be made until tenant leases are re-negotiated, that non-profit 501c3 organizations are exempt and that in the interim until leases are renegotiated, the assessments will be taken out of the Town House Revolving Fund. Mr. Scarlett indicated concern since those funds are used to address long-neglected building issues. Mr. Padgett will look into this and advise.

5. Adjournment

- ◆ Mr. Browne motioned to adjourn at 8:20, Mr. Scarlett seconded and the vote was unanimously in favor.

Minutes respectfully submitted by Paul A. Scarlett, clerk

