



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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REC'D TOWN CLERK
FEB 17 2011

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Grafton Town House Oversight Committee

MINUTES
REGULAR MEETING
Grafton Municipal Center, Conference Room B
December 13, 2010
7:00 p.m.

Attendees: Dan Bresnahan, Brook Padgett, John Morgan, Scott Browne, John Marro and Paul Scarlett

1. Call to Order

- ◆ Meeting was Called to Order by Mr. Padgett at 7:10

2. Committee Business

- ◆ Acceptance of Minutes From the Following Meeting:
 - November 8, 2010 – Mr. Bresnahan motioned to accept the minutes, Mr. Morgan seconded and the vote was unanimously in favor.

3. Old Business

- ◆ Accessibility Project
 - Construction Ready Specs/ Bidding – Mr. Scarlett advised that the construction-ready specs were taking a bit longer than originally anticipated due to some unforeseen design issues. An ad will now be placed in the Central Register on 12/22/10 and will appear in the T&G on 12/23/10. Specs will be available for interested contractors beginning the week of 12/27/10. There will be a walkthrough of the building for interested contractors on 1/5/11. Bid period is set to close on 1/26/11.
 - Roadway Issues – The Historic District Commission will be meeting with representatives from Graves Engineering and the Town Engineering and Highway Departments on 12/16/10. Purpose of the meeting is to discuss current status of the survey work being done and next steps. Members of this committee are encouraged to attend.
 - Parking – Mr. Browne has determined that in exchange for a lease of the Grafton/Upton RR property behind the Town House for use as a parking lot, the owner, Mr. Deli-Priscoli, is looking for the town to block off through traffic on Boulevard Avenue by setting up barricades to prevent vehicles from crossing the tracks. He has plans to install traffic signals in the area of the Common and doing this would eliminate the cost and expense of installing one of the three signals that would be needed to address all the streets bisected by the RR within this area. Mr. Scarlett advised that Graves

Engineering had been made aware of this so that they can take it into consideration as they come up with their initial proposed plans for the Common traffic improvements.

- ◆ Fire Escape Restoration Status – Mr. Scarlett advised that the main issue with the contractor relative to the functionality of the pulley mechanism associated with the third-story fire escape has now been resolved. It has been determined based on the advice of fire engineering experts that it would be best to leave the fire escape in the down position rather than bringing it back to its original functionality (i.e. to have it left up when not in use and come down when needed). Concern is that if it were not properly maintained that it might not operate when needed. With this resolved, we are now in a position to release the \$10,000 that had been held back from Meadows Construction pending resolution of this item. Meadows Construction has further indicated that they will now proceed with paying Ed O’Leary, who was sub-contracted by them for completion of the structural reinforcement work. Mr. O’Leary has been seeking payment from Meadows and has been in contact with the Board of Selectmen, Town Administrator and Architect asking for assistance. He has hired an attorney who has formally advised in writing that he will now be seeking payment via the performance bond that the Town required Meadows Construction to take out for this project. Hopefully this will be resolved without the need for his pursuing with this since Meadows construction has now made assurances that they will now pay him. Mr. Scarlett went on to indicate that there is a small punch list of remaining items for the full completion of the project, which includes some minimal painting and re-grading around the new concrete pad added at the base of the fire escape leading from the Great Hall. These items require warmer weather to complete and, thus, will need to wait until spring. A Certificate of Substantial Completion is set to be signed by the Board of Selectmen on 12/21/10 with stipulation that the ~\$3,300 in funds associated with retainage will be held back until these final few items have been completed.
 - ◆ Tenant Issues
 - Bathrooms – Mr. Marro advised that the condition of the bathrooms remain less than ideal and that a fresh coat of paint and new ceiling tiles would go a long way in addressing tenants concerns. He asked that all committee members tour the bathrooms prior to our next meeting and that discussion of their condition resume at our next meeting.
 - Timed Locks – Mr. Scarlett advised that only one bid was received and it was the one from Purinton, which was the firm initially contacted for an estimate. Their bid was for \$10,645. The Town Administrator has indicated they will be hired for the project and that cost will be allocated to a fund other than the Town House Revolving Fund since it is being tied with similar work that Purinton is being retained for at the Municipal Center. A timeline for this project will need to be arrived at and will require coordination with the Accessibility Project.
 - Maintenance Firm - On hold awaiting installation of timed locks.
 - Dumpster - Keys have now been dispersed to all tenants. There is still a concern, however, with regard to cardboard recycling as there is no separate
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way to dispose of these for recycling. Doreen DeFazio has offered to provide tenants with recycling tubs although this would still require tenants to bring them to the Town's recycling area and presents storage issues in the interim. This will need further discussion next meeting. Mr. Padgett will discuss with the Town Administrator in the interim.

- Communications – Was determined this would wait until sometime early next year.
- Tenant Tax Issue – Mr. Padgett indicated he still needs to discuss this issue with the Town Administrator and will advise further once he has done so.
- ♦ Apple Tree Arts Lease Update – Mr. Scarlett advised that the timing for bringing this to the Board of Selectmen is being coordinated with the obtaining of some additional grant monies for the Town House that are being applied for in February. See information under new business for additional details.
- ♦ Design Schematics/Construction Ready Specs for Remaining Exterior Renovations Status – Still on hold at this time. Funds are set to sunset in October of 2011.

4. New Business

- ♦ George F. and Sybil H. Fuller Foundation - Mr. Scarlett indicated he and the Executive Director from Apple Tree Arts had met with the Chairman of the Fuller Foundation, Mark Fuller, this morning to reopen previous discussions with him relative to securing funding for the Town House restoration effort. Mr. Fuller and at least one other of the Fuller Foundation Board of Directors will be coming out for a walkthrough of the building sometime in late January (exact date TBD). It will be important that some key supporters be present and to this end, members of this committee are asked to participate if at all possible.

5. Adjournment

- ♦ Mr. Browne motioned to adjourn at 8:20, Mr. Bresnahan seconded and the vote unanimously passed.

Minutes respectfully submitted by Paul A. Scarlett, clerk

