



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
www.grafton-ma.gov

Oct 7 10 48 AM '10

Grafton Town House Oversight Committee

**MINUTES
REGULAR MEETING
Grafton Municipal Center – Conf. Room D
June 7, 2010
7:00 p.m.**

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

1. Call to Order

- ◆ Meeting was called to order a 7:15 by the Chairman, Mr. Padgett

2. Committee Business

- ◆ Acceptance of Minutes From The Following Meeting:
 - May 3, 2010 – Motion was made by Mr. Bresnahan to accept the minutes as submitted. Motion was seconded by Mr. Padgett and was passed unanimously.

3. Old Business

- ◆ Update on Roof Project – Certificate of Substantial Completion
 - Mr. Scarlett advised that the Board of Selectmen have now signed the Certificate of Substantial Completion. Accordingly, the one-year warranty period for the work that was done commenced as of the date the certificate indicates it was deemed to be substantially complete (April 2nd).
- ◆ Accessibility Project
 - CPC Funding of \$393,267 was secured via a unanimous vote at Town Meeting on May 10th. Mr. Scarlett advised he had sent a letter to the Massachusetts Historical Commission on 5/11/10 advising them of this along with a notarized copy of the voting results. This verification was required for purposes of verifying that this funding was in place (this is a stipulation for consideration for the Massachusetts Preservation Projects Fund grant request that was submitted in April.
 - MAAB Variance Application – Was submitted on May 21st. Copies were also sent to the Massachusetts Historical Commission (MHC), The Center for

Living and Working, the Grafton Commission on Disability and the Grafton Building Inspector as is required under the variance request process. It will likely be the end of June before we hear back on their decision based on the requisite two-week waiting period provided for commentary and the MAAB Board's bi-weekly meeting schedule.

- MHC Preservation Restriction – Mr. Scarlett advised that in the cover letter included with the MHC's copy of the MAAB application was a request for their approval of the project from the perspective of the preservation restriction on the building, and for them to send a letter in support of our efforts with the MAAB (we are leveraging, in part, the building's historic aspects in support of our variance requests).
- Status of Other Funding Sources (Revolving Fund, MPPF, Fuller)
 - i. Revolving Fund - As was stated at last month's meeting, the Town Administrator, Mr. McInerney, has agreed to provide an additional \$20,000 from the Town House Project to be used toward the Accessibility Project. This brings the total committed from this fund toward this project to \$26,107 (the additional monies were previously agreed to be provided for use in creating the design schematics that were needed for the MAAB application).
 - ii. MPPF – The award announcements are expected this week. Mr. Scarlett indicates he is optimistic based on the level of support we have demonstrated, input provided by the MHC and the way we have kept the project in front of them over the last few weeks.
 - iii. Fuller Foundation – Will need to determine best approach to leveraging their interest. Might have better success if we were to focus on making the Great Hall useable. Needs more discussion and strategizing.
- Next Steps
 - RFP for Architectural Services – Mr. Scarlett advised that due to the size of the Accessibility Project, we have had to go out to bid for the remaining architectural services associated with it. Proposals are due back by 6/18/10.
 - Planning Board Approval – As there will be an impact to the roadway from the Accessibility Project due to the need to extend out from the front of the building by ~13 feet, will need to determine next steps to get this approved with the appropriate Town entities. It was determined that due to the potential impacts to traffic, the committee will need to send a letter the Town Administrator advising him of our concerns and requesting his assistance. Mr. Scarlett agreed to draft and send a letter on the committee's behalf (see attached).
- ◆ Fire Escape Restoration Status
 - Contract has been signed by the BOS and work is now set to commence on 6/14/10. A kickoff construction meeting was held in the Apple Tree Arts office on 5/22/10. Work had been slated to begin on 5/27/10, but due to an

unexpected delay at another project Meadows Construction is currently working to finish up, that date needed to be moved further out.

- ◆ Design Schematics/Construction Ready Specs for Remaining Exterior Renovations Status
 - Continues to remain on hold while we work through the process of getting the Accessibility Project moving. Mr. Scarlett advised that the funds allocated by the CPC are not set to sunset until October of 2011, so there is still plenty of time.

- ◆ Apple Tree Arts Lease Update

- Mr. Scarlett advised that a short-term lease for Suites 23 and 23A on the second floor of the Town House was signed by ATA and the BOS on June 2nd. The lease is for three years and is based on the same basic tenets as is being proposed for the long term agreement for the 2nd and 3rd floors (\$1 per year plus commensurate share of common maintenance based on square footage being leased). Mr. Scarlett also indicated that the Town Administrator is continuing to work on the long-term lease and that he is optimistic that it will be done in time to be included among the warrants for this coming October's Town Meeting.

- ◆ Update on Maintenance Firm and Timed Locks

- The committee reviewed information provided by the Town Administrator relative to potential maintenance firms to be utilized at the Town House. Bids were received from two firms: Coverall and Nu-England Services Co. Coverall can provide daily cleaning 5 days per week for \$699/mo. Nu-England Services rate for the same essential services was quoted at \$1,500/mo. Three other companies were sent inquiries: Brand-Nu Janitorial Services, which indicated they would not travel to Grafton; Merry Maids, which advised they only provide residential services; and Eagle Cleaning, which did not provide a quote although services were noted to be commensurate with those provided by Coverall.
 - After some discussion, the committee decided a quote from Eagle Cleaning needed to be secured before making any decisions. Also, a breakdown of what the \$1,200/month aggregate maintenance fee being charged to the tenants includes. This needs to include clarification as to the amount paid for Mr. Gauthier's services and an understanding of what his services entail. It was noted that he only appears to be doing occasional cleaning and stocking of supplies in the bathrooms, as well as unlocking and locking of the building in the morning and late afternoon. Finally an update is needed as to the status of our request that the Town Administrator look into the cost of putting in timed locks at the building. Mr. Scarlett indicated he would draft and send a letter on the committee's behalf (see attached).

4. New Business

- ◆ Parking

- Mr. Browne advised that he had done some research and determined the land behind Jordan's Garage at the rear of the Town House is actually owned by the Grafton/Upton Railroad. He then advised that

he had contacted the owner, John Deli-Priscoli and discussed with him the ongoing efforts to restore the building, our issues with limited parking and whether he might be willing to allow use of this land for a parking lot. Mr. Deli-Priscoli indicated he was aware of the efforts at the Town House and was in support of them. He further advised he was open to giving this proposition consideration.

- The committee discussed this matter and it was determined that we need to reach out to the Town Administrator and BOS to broker this deal. It was felt with some positive PR provided for the railroad, this arrangement might very well move forward. Mr. Scarlett agreed to draft a letter on behalf of the committee and send it to Mr. McInerney.
- Mr. Browne also suggested that old fire station that sits across the street (Rt. 140) from the Town House could be utilized for Town House/Municipal parking. Parking along the side and rear of the building would not impede with the ambulance service that is currently operating there. Currently there is a No Parking sign mounted to the fence, which could be removed and replaced with a Town House or Municipal parking sign. Some clearing should also be done and the lot should be re-stripped. Mr. Scarlett agreed to draft a letter on the committee's behalf and send it to Mr. McInerney.

5. Adjournment

- ♦ A motion to adjourn was made by Mr. Bresnahan at 8:50 pm. Mr. Browne seconded and the vote passed unanimously.

Respectfully submitted by Paul A. Scarlett, Clerk

