



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

## Grafton Town House Oversight Committee

**MINUTES**  
**REGULAR MEETING**  
Conference Room B, Municipal Center  
April 13, 2015  
7:00 pm

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**Member Attendees: John Marro, John Morgan, Brook Padgett, Paul Scarlett and Bill Yeomans**

**Non-member Attendees: Andy Deschenes, Tim McInerney**

1. **Call to Order** – Mr. Padgett called the meeting to order at 7:00 pm
2. **Committee Business**
  - ◆ Acceptance of the minutes from the following meeting:
    - January 12, 2014, February 11, 2015 and February 25, 2015 –Mr. Marro motioned to accept all three sets of minutes as submitted, Mr. Padgett seconded, there was no discussion and the motion passed unanimously.
3. **Old Business**
  - ◆ Town House Preservation Project
    - Construction Update – Initial meeting was held with the contractor last week. They are set to mobilize next week (April 19<sup>th</sup>). Weekly construction meetings will be held onsite.
      - Mr. Morgan requested that the GTHOC members be provided with a copy of weekly construction meeting minutes and also be copied on any change orders. Mr. Scarlett will contact Mr. Dixon to request this be done.
      - Mr. Padgett raised the question of whether this would be an opportunity to either block Boulevard St. from through traffic or make it one way from North Street to Worcester Street with a no left turn at the intersection with Worcester Street. Mr. Scarlett advised that while this was conceptually proposed to the Traffic Safety Committee last year, when the

project budget was value engineered, the work needed to create the sidewalks and parking spaces associated with this were eliminated. If project comes in with contingency funds leftover, this could be reconsidered as a change order. Otherwise there would need to be another funding source.

- Dumpster Agreement – Mr. Scarlett advised that the dumpster agreement with the Unitarian Church has been finalized and signed. Installation of the dumpster pad will be one of the first items to be done by the contractor. Mr. Scarlett will contact the Unitarian Church to fill them in on this status.

#### 4. New Business

- ◆ Completion Phase Discussion – Mr. Scarlett advised that contracts have been signed with Dixon Salo Architects (DSA) for the initial architectural design work associated with the Completion Phase of the Town House Preservation Project. This work is broken out into two separate contracts, one between DSA and Apple Tree Arts for the interior work associated with their leased space the funding for which was provided by the Apple Tree Arts Capital Campaign. The second contract is between DSA and the Town for the exterior portions of the project. This is being paid for by CPA funds that had already been set aside for this purpose. Work being done is focused on creating design schematics, construction cost estimates and an artist's rendering of the Great Hall. These will be leveraged for securing additional funding through Apple tree Arts' Capital Campaign.
- ◆ Center Railings (Exterior) – Mr. Yeoman's advised that the railings for the center stairwell at the entrance of the building are loose. The cement at their base has deteriorated from the ice melt applied during the winter. Mr. McInerney indicated he would arrange to have this taken care of immediately.
- ◆ Committee Opening – Mr. Scarlett advised that Ms. Cotton is moving out of Grafton and will thus be resigning her seat. Mr. Scarlett advised that Ms. Cotton's seat was one of two Apple Tree Art Art's delegates on the committee. A replacement will need to be sought out.

#### 5. Adjournment

- ◆ Mr. Marro motioned to adjourn at 8:20, Mr. Morgan seconded and the vote passed unanimously.