



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
September 14, 2015
7:00 pm

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

Non-Member Attendees: Andy Deschenes

1. Call to Order

- ◆ Mr. Morgan called the meeting to order at 7:00

2. Committee Business

- ◆ Acceptance of the minutes from the following meeting:
 - August 10, 2015 – Mr. Marro motioned to accept the minutes as submitted with the one caveat that they be updated to include a listing of attendees. Mr. Yeomans seconded and the vote passed unanimously.

3. Old Business

- ◆ Town House Preservation Project
 - Comprehensive Accessibility and Assembly Phase - Construction Update – Mr. Deschenes walked through a presentation/update he will be providing to the BOS at their September 15th meeting. He advised that work is proceeding slightly behind schedule but he expected catching up would take place over the next few weeks. There has been very minimal need for change orders with the total amount allocated to date being less than \$10K all of which was due to unexpected conditions. Mr. Marro asked whether cleaning of the ductwork was on the radar screen since the new HVAC system is slated to be turned on shortly. Mr. Deschenes indicated this is being coordinated with the Town Administrator. Mr. Scarlett questioned what the status was on making Boulevard Street one way. Mr. Padgett advised that MA General Law requires it be advertised for two weeks before such a change can take place, He also indicated the no left turn issue would be revisited at the BOS meeting on 9/15.

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

- Completion Phase Status Update- Mr. Scarlett advised that ATA has hired an interior designer and a team of consultants focused on the AV and theatrical lighting/stage drops/curtain needs associated with the Great Hall. A variance will be sought from the MAAB in order to be able to utilize a portable lift for access to the stage. Work continues to progress on the design plans and construction ready specifications that are needed for inclusion with the MA Cultural Facilities Fund grant that ATA will be applying for on December 4th.
- ◆ Tenant Meeting (Common Maintenance Expenses) – Discussion on what is an appropriate common maintenance expense versus what is considered to be a capital expense. No clear decision was made on this but the Town Administrator agreed to review it further. Mr. Marro questioned whether the contractor had a dedicated meter for their electrical use, which Mr. Deschenes indicated was not the case. Mr. Marro is concerned that the tenants are being billed for the contractor’s electrical expense.

4. New Business

- ◆ Mr. Scarlett advised that Apple Tree Arts will be holding a fundraising event on Wednesday October 7th from 5-7 at the Congregational Church. Tours of the Town House will be provided and the Executive Director of the Hanover Theater will speak.

5. Adjournment

- ◆ Mr. Padgett motioned to adjourn at 8:10, Mr. Morgan seconded and the motion was passed unanimously.