



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602
www.grafton-ma.gov

BOARD OF SELECTMEN
MEETING AGENDA
March 15, 2016
Municipal Center, Conference Room A
7:00 p.m.

CALL TO ORDER

ANNOUNCEMENTS

1. SCHEDULE

2. APPOINTMENTS

Board of Selectmen-None

Town Administrator

[Town Accountant – Anita Patel](#)

3. RESIGNATIONS-None

4. NEW BUSINESS

- a) [Vote to approve Common Victualler License – New Owner \(Stephanie Miller\)-Stir Crazy](#)
- b) [Vote to Rescind the Vote Taken at the 1/19/16 Board of Selectmen Meeting to Place a Ballot on the May Election to Remove Grafton Police from Civil Service](#)
- c) [Vote to Update Administrative Policy #101-Filling Vacancies on Town Committee](#)
- d) [Vote to Sign Arbor Day Proclamation](#)
- e) [Vote to Sign Cable Oversight Committee- Memorandum of Understanding](#)
- f) [Town Administrator – Evaluation](#)

5. SELECTMEN REPORTS / TA REPORTS

6. CORRESPONDENCE

7. DISCUSSION

a) [DPW Building Committee – John Bechard](#)

8. MEETING MINUTES

EXECUTIVE SESSION

MGL Chapter 30A, Sec. 21(3)

Litigation Update

Litigation Strategy

Union Negotiations

Land Negotiation

Non Union Negotiations

Strategy for Negotiations

Minutes

ADJOURN

If the Board is in agreement the Board will vote to affirm the appointment of Ms. Anita Patel to the position of Town Accountant. Effective April 4, 2016.

Town Accountant Position Background:

We are pleased to put forth a recommendation to appoint Anita Patel to the Town Accountant position.

Patricia Fay was the Town Accountant for 12 years and recently left for another position in Hudson.

This open position was advertised locally and statewide in newspapers and various professional association newsletters and websites.

We received 15 applications for the position. The Town Administrator established a screening committee made up of the Assistant Town Administrator, The Assessor and the Treasurer collector. The screening committee interviewed 7 candidates and forwarded their top three recommendations to the Town Administrator.

The Town Administrator interviewed the three candidates and found Anita Patel to be the most qualified professional and the person best suited for the for the position. Ms. Patel's resume is available in the Town Administrator's office. Ms. Patel will be attending the Board of Selectmen meeting.

February 12, 2016

Town of Grafton
Attn: Timothy McInerney, Administrator
30 Providence Road
Grafton, MA 01519

RE: Town Accountant

Dear Mr. McInerney:

I have recently come across the advertised position for Town Accountant within the Town of Grafton and I would like to put forward my resume for your consideration.

For the past thirteen years, I have worked within the Commonwealth of Massachusetts, holding numerous important posts, including the positions of Chief Financial Officer and Assistant Treasurer of Administration and Finance. As CFO, I hold overall responsibility for all budgetary and procurement activities totaling approximately \$90M per annum. My department is also responsible for all spending plans for the agency, revenue collected on behalf of many departments within the agency, accounts payable, all agency related contracts, federal grant programs and purchasing. With this in mind, I feel the extensive experience and knowledge that I possess would be directly applicable to the advertised above role within the Town of Grafton.

I would greatly appreciate the opportunity to meet and discuss this role in greater depth and I thank you in advance for considering my application.

Yours Sincerely,
Anita Patel

If the Board is in agreement, the Board will vote to approve a Common Victualler License for the new owner of Stir Crazy, Stephanie Miller.

Stir Crazy
Company Name:

DATE: 3/2/16

Application for and/or renewal of Town Licenses. Please complete both sides and return to the Board of Selectmen with your payment.

**** The Board of Selectmen meet on the first and third Tuesday of every month. If your application and/or renewal is not received and processed by Noon on Wednesday prior to the Selectmen's meeting on said Tuesday, your request will be delayed until the next scheduled meeting.**

SPECIAL NOTICE. If you use scales or measures, you must have these devices tested annually by the Sealer of Weights and Measures in accordance with Chapter 9B of the Massachusetts General Laws.

Date(s) of Function

Location of Function

To the Honorable Board of Selectmen
Town of Grafton, Massachusetts

I hereby respectfully make application for a Renewal () / Original () license as indicated by (X), for which the fee is enclosed.

- | | |
|--|---|
| () Garage Class _____ (\$100) | () Music (\$10) |
| () Peddler (\$25.00) | <input checked="" type="checkbox"/> Common Victuallers (\$25) |
| () Pool Room, _____ tables at (\$25) each | () Innholders (\$25) |
| () Bowling, _____ alleys at (\$25) each | () One Day Beer & Wine (\$25) |
| () Auctioneer (\$25) | () One Day All Alcoholic (\$25) |
| () One Day Auctioneer (\$10) | () Second Hand Articles (\$40) |
| () Pinball (\$30). Include name and manufacturer of machine below. If more space is needed, please use reverse side | |

Name: _____

Manufacturer: _____

Business Name: Stir Crazy

License in name of: Stephanie Miller

Title: Owner

Business Address: 79 Worcester St.
N. Grafton

Phone No.: 978-407-3223

Residence: 33 Bolton Rd
Lancaster MA 01523

Phone No. 978-407-3223

Signature of Applicant: [Handwritten Signature]

PLEASE COMPLETE THE REVERSE SIDE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A. I certify under the penalties of perjury that, to my best knowledge and belief, I have filed all State tax returns and paid all State taxes required under law.

Stephanie Miller

(Print) Name (of individual or Corporation as applicable)

33 Bolton Rd.

Street Address

Lancaster

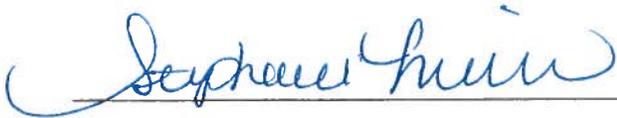
MA

01523

City/Town

State

Zip Code



* Signature of Individual or
Corporate Name (mandatory)

Re: Corporate Officer
(mandatory, if applicable)

403-906-992

** Social Security No. (voluntary) or
Federal Identification Number

* This license will not be issued unless this certification clause is signed by the applicant.

** Your Social Security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c 62s. 49A.

Date:

3/7/16

If the Board is in agreement, the Board will vote to rescind the vote taken at the 1/19/16 Board of Selectmen meeting to place a ballot for the May election to remove the Grafton Police Department from Civil Service.

Background:

On January 19, 2016 voted to add a question to the ballot for May's election.

After further research the only way a ballot question can be initiated to remove a community from civil-service is to have it petitioned directly by the voters which would require obtaining 5% of registered voters.

There is a second way to remove the community from civil-service and that is through a special act of the legislature. This will require authorization of town meeting to petition the legislature for this action. Therefore we want you to rescind the vote of January 19, 2016.

We will put forth the necessary warrant article from May's town meeting to move forward with special legislation.

If the Board is in agreement the Board will vote to update Administrative Policy # 101 – Filling Vacancies on Town Committees.

ADMINISTRATIVE POLICY #101

FILLING VACANCIES ON TOWN COMMITTEES

PURPOSE:

To ensure consistency with posting of vacancies or committee appointments this policy will detail the process and time line for posting appointments.

POLICY:

1. Vacancies on committees will be open until filled.
2. ~~New e~~Committees vacancies will be open for 20-14 days from the date the Board ~~announces a vacancy posts a vacancy on the Town webpage.~~
3. For new committees, ~~O~~nce a quorum can be established for a committee with a specified number of individuals, names will be set forth to the Board of Selectmen for appointment. (For example if three apply for a five person committee, those three will be forwarded to the Board of Selectmen for review and appointment provided they meet requirements.)
4. On a quarterly basis, the Town will run all vacancy announcements in The Grafton News. Vacancies will be updated on the Town web site, Town bulletin board and ~~the Town access cable channel~~ GCTV until full membership is established.

Approved by: **BOARD OF SELECTMEN**

Date: _____

ADMINISTRATIVE POLICY #101

FILLING VACANCIES ON TOWN COMMITTEES

PURPOSE:

To ensure consistency with posting of vacancies or committee appointments this policy will detail the process and time line for posting appointments.

POLICY:

1. Vacancies on committees will be open until filled.
2. Committee vacancies will be open for 14 days from the date the Board posts a vacancy on the Town webpage.
3. For new committees, once a quorum can be established for a committee with a specified number of individuals, names will be set forth to the Board of Selectmen for appointment. (For example if three apply for a five person committee, those three will be forwarded to the Board of Selectmen for review and appointment provided they meet requirements.)
4. On a quarterly basis, the Town will run all vacancy announcements in The Grafton News. Vacancies will be updated on the Town web site, Town bulletin board and GCTV until full membership is established.

Approved by: BOARD OF SELECTMEN

Date: _____

If the Board is agreement, the Board will vote for the Chairman to sign the Arbor Day Proclamation.

Arbor Day Proclamation

- Whereas:** In the year 1646, in the Town of Boston of the Massachusetts Bay Colony, the first recorded public tree planting in the new world took place as a community effort involving men, woman and children; and
- Whereas:** Arbor day which was begun 143 years ago by J. Sterling Morton, is observed traditionally in Massachusetts on the last Friday in April by the planting of trees as a living reminder that all citizens bear the responsibility of stewardship; and
- Whereas:** Trees can moderate the temperature, cut heating and cooling costs, clean the air, produce oxygen, lower the greenhouse effect, and provide habitat for wildlife; and
- Whereas:** Trees increase property values, enhance the economic viability of business areas, and beautify our communities; and
- Whereas:** Trees, wherever they are planted, are a source of joy and spiritual reward,

NOW, THEREFORE, The Board of Selectmen with the Town Administrator, in accordance with the General Laws, does hereby proclaim that April 29, 2016 to be

ARBOR DAY

And urge the citizens of Grafton to support efforts to protect our trees and woodlands and to support community tree care programs; and further, we urge all citizens to plant trees, and otherwise take cognizance of this event and participate fittingly in its observance.

Signed by:

Craig Dauphinais - Chairman

If the Board is in agreement, the Board will vote to sign the Memorandum of Understanding for the Cable Oversight Committee's use of the former police station located at 26 Providence Road.



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Memorandum of Understanding
(Old Grafton Police Station)
26 Providence Rd
Grafton, MA 01519

Background: The Grafton Cable Television Oversight Committee (hereinafter referred to as the “Committee”) is exploring the possibility of using the former police station located at 26 Providence Road, Grafton, MA for Grafton Community Television’s headquarters, studios and offices. Accordingly, the Committee is engaging an architectural firm which will prepare a feasibility study on the old police station for above stated purposes. Upon completion of the feasibility study and upon a review of additional factors including build-out costs and financing, the Committee may (or may not) conclude that the old police station could be used by Grafton Community Television.

Interim Agreement – Feasibility Study Period until June 30, 2017: While the Committee is conducting the feasibility study and evaluating the possible conversion of the old police station to Grafton Community Television’s headquarters, Grafton Community Television agrees to pay monthly rent (through an accounting offset to the Cable Fund Account) in the amount of One Thousand Two Hundred (\$1,200.00) dollars per month, payable on the first of each month. In addition to the monthly rent, the Grafton Community Television will assume responsibility for payment of utilities for the building. The Town will continue to provide snow plowing and sanding as it deems appropriate in order to access the petroleum tanks and pumps at the site.

Long Term Agreement – Relocation of GCTV Headquarters: Should the Committee decide that it would be feasible to relocate Grafton Community Television’s headquarters to the old police station and if the Committee is able to obtain the necessary funding for renovations, the Committee and the Board of Selectmen will enter into a ten (10) year lease on the building at a monthly rental rate of Two Thousand One-Hundred Sixty (\$2,160.00) dollars per month. In addition to the monthly rent, the Grafton Community Television will assume responsibility for payment of utilities for the building. The Town will continue to provide snow plowing and sanding as it deems appropriate in order to access the petroleum tanks and pumps at the site. Grafton Community Television will make such repairs as the Building Inspector reasonably requires prior to occupying the Old Police Station. Grafton Community Television may undertake at its sole cost and expense renovations of the building, provided, however, that such work is performed in accordance with all applicable building codes, no such work is performed without the prior notice to and approval by the Board of Selectmen and Grafton Community Television shall cause to be discharged all mechanic's or material men’s liens placed on the Old Police Station on account of the construction of such buildings and improvements. Unless otherwise agreed to by the Board of Selectmen, all alterations, improvements and new construction shall remain as leasehold improvements and an integral part of the old police station should Grafton Community Television cease occupation.

The Board of Selectmen shall have the right at any time and from time to time, with reasonable advance notice, to enter the old police station for any purpose including the right to inspect and monitor activities hereunder. The Board of Selectmen shall not exercise this right of entry in a manner that interferes with Grafton Community Television's use and occupancy of the old police station.

TOWN OF GRAFTON
By its Board of Selectmen

GRAFTON CABLE OVERSIGHT COMMITTEE

Date: _____

The Board of Selectmen will provide the Town Administrator's Evaluation.

DPW Building Committee: John Bechard will provide the Board with an update.

RECEIVED TOWN CLERK
GRAFTON, MA



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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2016 MAR 11 AM 10:41

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