



TOWN OF GRAFTON
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RECEIVED TOWN CLERK
GRAFTON, MA

**SELECT BOARD
MEETING MINUTES
January 3, 2023
7:00PM
Conference Room A
AND
via Zoom**

CALL TO ORDER

The meeting was called to order at 7:00pm by Chair Colleen Roy. In attendance were: Chair Colleen Roy, Vice Chair Mat Often, Clerk Andy Jefferson, Ann Marie Foley, and Ray Mead. Staff in attendance were: Town Administrator Evan Brassard and Assistant Town Administrator William Blake.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS – None

1. PUBLIC HEARING

- a) Class II Auto License Transfer – 50 North Main St.

Mr. Jefferson read the Legal Notice.

Mr. Jefferson made a motion seconded by Mr. Mead to open the public hearing. Motion passed 5 – 0.

Charles Mayer spoke on his auto repair shop in North Grafton and his application for a Class II Auto License transfer.

Mr. Jefferson made a motion seconded by Mr. Often to close the public hearing. Motion passed 5 – 0.

Mr. Jefferson made a motion seconded by Mr. Often to approve the Class II Auto License transfer to Charles Mayer d/b/a Mayer Auto Repair from John Hall d/b/a Sam's Auto Sales at 50 North Main Street in North Grafton. Motion passed 5 – 0.

2. APPOINTMENTS/SELECT BOARD

- a) Recreation Commission – Adriane Goldberg Mampe
- b) Community Preservation Committee
 - i. Sue Robbins
 - ii. John Kelley

Ms. Roy stated that appointments would be passed over because the vacancies needed to be posted on the Town's Facebook page. She noted that the applicants on tonight's agenda do not need to reapply.

3. APPOINTMENTS/TOWN ADMINISTRATOR

a) Treasurer/Collector's Office

Mr. Jefferson made a motion seconded by Mr. Often to affirm the appointment of Jack Henderson to the position of Department Assistant – Treasurer/Collector's Office. Motion passed 5 – 0.

4. NEW BUSINESS/CONTINUED BUSINESS

a) Meet Newly Appointed Town Planner Fiona Coughlan

Ms. Coughlan thanked the Board via Zoom for having her attend the meeting and stated that she was looking forward to working with them. Mr. Often asked Ms. Coughlan to let the Board know of any ways they can support the Planning Department.

b) 244 Worcester Street Transfer Request

Mr. Brassard described the requested transfer of this permit and his discussion with Town Counsel. He stated that this request will go before the Planning Board on January 9 and come back before the Select Board afterward.

c) 48 Meadowbrook Road – Chapter 61A

Mr. Jefferson made a motion seconded by Mr. Often to not exercise the Right of First Refusal option to purchase a portion of the land known as and numbered 48 Meadowbrook Road, Grafton, MA. Motion passed 5 – 0.

d) Environmental Sustainability Committee Update

Ms. Foley and Ms. Roy agreed to pass over this item.

e) Opt-in to the Massachusetts Commercial Property Assessed Clean Energy (PACE) Program

Mr. Brassard spoke on the benefits of the PACE Program from MassDevelopment.

Mr. Often asked which staff members this would impact. Mr. Brassard responded that the betterment would minimally impact the Collector's and Accounting Offices. Ms. Roy and Mr. Brassard discussed how these funds would be transferred.

Mr. Jefferson made a motion seconded by Mr. Often to adopt the resolution authorizing the Town of Grafton to participate in the Massachusetts Commercial Property Assessed Clean Energy Program:

The Select Board of the Town of Grafton hereby approves the Municipality participating in PACE Massachusetts pursuant to the PACE Act, and authorizes the [Mayor/Town Manager] to enter into a PACE Massachusetts Municipal Assessment and Assignment Agreement (the "Agreement") with MassDevelopment, pursuant to which the Municipality will agree to (i) levy PACE betterment assessments and impose PACE betterment assessment liens on benefitted properties located in the Municipality, in the amounts determined by MassDevelopment to be sufficient to repay the PACE

financing, (ii) assign the PACE betterment assessment liens to MassDevelopment, which MassDevelopment may in turn assign to the providers of the PACE financing (each a “capital provider”), as collateral for such PACE financing, (iii) include on the property tax bills for the benefitted properties the installment payments necessary to repay the PACE betterment assessments, in the amounts and at the times as determined by MassDevelopment, (iv) collect and pay over to MassDevelopment or its designee, the PACE betterment assessment installment payments, as and when collected, and (v) enforce, to the extent required by the Agreement, the PACE betterment assessments and liens; the Agreement to be substantially in the form presented to this meeting, with such changes, modifications and insertions as the [Mayor/Town Manager] may approve as being in the best interest of the Municipality. The Collector Treasurer of the City/Town or such other City/Town agency as may be designated in the Agreement is authorized to levy such PACE betterment assessments and impose the PACE betterment assessment liens on behalf of the City/Town without further authorization by this legislative body.

Notwithstanding any other provision of law to the contrary, officers and officials of the Municipality, including, without limitation, municipal tax assessors and tax collectors, are not personally liable to MassDevelopment or to any other person for claims, of whatever kind or nature, under or related to PACE Massachusetts, including, without limitation, claims for or related to uncollected PACE betterment assessments. Other than fulfillment of the obligations specified in the Agreement, the Municipality has no liability to the owner of the benefitted property or to any capital provider related to the Municipality’s participation in PACE Massachusetts.

Motion passed 5 – 0.

f) Certificate of Good Standing Policy Review

Mr. Blake presented the updated policy.

Mr. Jefferson made a motion seconded by Mr. Often to approve and sign the Certificate of Good Standing Policy/Procedure as presented. Motion passed 5 – 0.

g) CodeRED Emergency Notification System Policy/Procedure Review

Mr. Blake presented the updated policy and agreed to send a copy to the Chief of Police and all other authorized CodeRED users.

Ms. Foley noted a grammatical error in the third line of the Purpose section: effected → affected

Mr. Jefferson made a motion seconded by Mr. Often to approve and sign the CodeRED Emergency Notification System Policy/Procedure as amended. Motion passed 5 – 0.

h) Public Access Broadcast Closed Caption Policy Review

Mr. Blake presented the new policy.

Mr. Jefferson made a motion seconded by Mr. Often to approve and sign the Public Access Broadcast Closed Caption Policy as presented. Motion passed 5 – 0.

i) Road Opening and Patching Procedures Review

Mr. Blake presented the updated policy and recommended that the Board review it every year, as regulations from the state change.

Mr. Jefferson made a motion seconded by Mr. Often to approve and sign the Road Opening and Patching Procedures as presented. Motion passed 5 – 0.

j) Library Building Construction Update

Mr. Blake gave updates on the dehumidifier in the historic documents room, the barn doors in the community room, the gate at the bottom of the stairs, the active leak in the community room, HVAC controls, millwork on counters throughout the building, and the cupola.

Mr. Mead spoke on his concerns about the gate's ADA and fire safety compliance.

Mr. Brassard described the active leak that he observed in the roof during heavy rain on December 23, 2022. He discussed the voided warranty with Mr. Mead.

Ms. Roy and Mr. Brassard discussed the temperature imbalance throughout the building.

Ms. Foley noted the importance of the Capital Campaign planning for the maintenance of things they have chosen to install at the library. She discussed the status of the car charging stations with Mr. Brassard, which are on hold until the baseplates come in.

Ms. Roy spoke on the prioritization of projects at the building by the Capital Campaign.

Mr. Jefferson and Mr. Brassard discussed how the thermostat control issues were resolved by Mr. Blake.

5. SELECT BOARD REPORTS

Mr. Jefferson reminded the Board that the By-Law Study Committee was still seeking feedback from them. He spoke on the recent Waste Reduction & Recycling Committee meeting.

Ms. Foley noted an issue with the meeting calendar on the Town website.

6. TOWN ADMINISTRATOR REPORT

Mr. Brassard gave the following presentation:

Budget

- Budgets closed December 31st
- Will be meeting with Department Heads to review
- FinComm Public Hearing
 - January 18th
 - SB Attendance?

General Updates

- Health Alliance
 - Meeting 1/3
 - Assessment - \$116,400
- Regional Dispatch
 - Working on IMA
 - Site Visits Upcoming
- Public Employee Committee

- Making Progress
- Grafton Heating Assistance
 - Financials Set
 - Working on mechanism for intake and policy

7. CORRESPONDENCE

Mr. Mead stepped out of the meeting.

Ms. Roy noted the correspondence from Penny Adams about George Hill Road. Mr. Brassard agreed to reach out.

8. RESIGNATIONS

a) Edward Piekielek – Veterans Advisory Committee

Mr. Jefferson made a motion seconded by Mr. Often to acknowledge and accept the resignation of Edward Piekielek from the Veterans Advisory Committee. Motion passed 4 – 0.

b) Betsy Freedman Doherty – Conservation Commission

Mr. Jefferson made a motion seconded by Mr. Often to acknowledge and accept the resignation of Betsy Freedman Doherty from the Conservation Commission. Motion passed 4 – 0.

c) Election Workers

- i. Zoe Rasmussen
- ii. Sneha Balaji Prabhu
- iii. Elizabeth Torteson
- iv. Caileen Foley
- v. Michaela Frederico
- vi. Sarah Cacciapouti

Mr. Jefferson made a motion seconded by Mr. Often to acknowledge and accept the resignations of Zoe Rasmussen, Sneha Balaji Prabhu, Elizabeth Torteson, Caileen Foley, Michaela Frederico, and Sarah Cacciapouti. Motion passed 4 – 0.

9. PUBLIC COMMENTS – None

10. MEETING MINUTES

- a) May 5, 2022
- b) May 9, 2022
- c) December 13, 2022

Mr. Jefferson made a motion seconded by Mr. Often to approve the meeting minutes for May 5, May 9, and December 13 of 2022 as written. Motion passed 4 – 0.

11. EXECUTIVE SESSION

Mr. Mead returned to the meeting.

Mr. Jefferson made a motion seconded by Mr. Offen to enter into executive session pursuant to:

G.L. c. 30A, §21,(a)(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;

Motion passed 5 – 0.

ADJOURN

Select Board Meeting Packet is available at: <https://www.grafton-ma.gov/AgendaCenter/Select-Board-4>

A full recording of this meeting is available at: <https://youtu.be/dDhTJ9HSOdg>