



Town of Grafton, MA  
By-Law Study Committee  
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**BY-LAW STUDY COMMITTEE**  
**Meeting Minutes**  
**Thursday, January 12, 2023**  
**Via Zoom**

**Call to Order:** A regular meeting was called to order at 7:00 p.m. by Chair David Robbins. Members present were as follows:

- David Robbins, Chair – Present
- Gregory Marr, Vice Chair – Present
- Brian Langevin, Clerk – Present
- J. Roger Currier, Jr. – Present
- Andrew Jefferson – Joined meeting at approximately 7:07 p.m. and present for all votes taken

**1. Public Comment – None**

**2. Action Item List**

Mr. Robbins noted that the committee had either received feedback or confirmation that responses were in process from all relevant stakeholders other than the Economic Development Commission. Specifically, the Town Administrator was in the midst of preparing proposed revisions to Article 20, Personnel By-Law, as well as reviewing the Administrative Code that is appended to the general by-laws as Appendix A. Additionally, the Town Administrator will be reviewing all articles for which feedback had been sought from Town Counsel as Town Counsel did not feel comfortable providing recommendations to the committee.

**3. Proposed By-Law Updates**

Members of the committee reviewed previously unassigned by-law articles and assigned each to an individual member of the committee with the exceptions of Article 1, General Provisions, and Article 12, Safety and Order, which may need to be subdivided amongst various members in the future.

The committee discussed materials Mr. Robbins circulated prior to the meeting with respect to the publication of notices and various penalties specified throughout the by-laws with both to be considered by the committee in more detail at a future meeting.

#### **4. Annual Report**

The committee discussed the draft annual report circulated by Mr. Robbins prior to the meeting (attached – Exhibit 1) with the following proposed changes requested:

- Include reference to the fact that ours is the first by-law study committee to be formed since 2002 despite the town charter calling for such committees to be formed every five years;
- Include the number of meetings held in 2022 (11);
- Add reference to Mr. Marr's position as Vice-Chair to his role as the Finance Committee representative within the list of committee members at the bottom of the report; and
- Include reference to the Mr. Mead's participation as the Select Board representative prior to his resignation and Mr. Jefferson's appointment.

A motion was made by Mr. Marr to approve the annual report of the committee with the proposed changes referenced above. Motion seconded by Mr. Langevin. The motion carried unanimously by roll call vote.

#### **5. Review Previous Meeting Minutes**

A motion was made by Mr. Marr to approve the minutes for the meeting held on December 15, 2022, as presented. Motion seconded by Mr. Currier. The motion carried unanimously by roll call vote.

**Adjournment:** At 8:13 p.m., a motion was made by Mr. Marr to adjourn. Motion seconded by Mr. Langevin. The motion carried unanimously by roll call vote.

Respectfully submitted,

Brian Langevin, Clerk  
By-Law Study Committee

Approved: January 26, 2023

## **REPORT OF THE BYLAW STUDY COMMITTEE 2022**

The Bylaw Study Committee was formed in 2022 to fulfill the requirements of Section 7-7(b) of the Town of Grafton Home Rule Charter, which mandates that every five years a committee be appointed for the purpose of reviewing and proposing revisions to the General Bylaws of the Town of Grafton. Per the Charter, this Committee is responsible for presenting to the October 2023 Town Meeting recommendations for bylaw revisions that it deems necessary or advisable.

The Committee held its initial, organizational meeting on June 9, 2022, electing David Robbins as Chair, Greg Marr as Vice-Chair, and Brian Langevin as Clerk. From July through December 2022, the Committee held regular meetings, usually twice a month.

The Committee's work through December 2022 has included:

- Every Committee member has reviewed every one of the 41 bylaw articles and noted where revisions may be appropriate.
- Every agency (board, committee, commission, department, or officer) responsible for administering the bylaws has been invited to provide suggestions for changes to be considered. Of the 29 agencies asked, 21 had responded by the end of December 2022.
- The Committee has solicited suggestions from the general public. Every Committee meeting has been and will be open to public participation, and the Committee welcomes all comments and suggestions.
- Committee members have prepared working drafts of proposed revisions for several bylaw articles, currently under internal Committee review.

The Committee plans to complete an initial set of proposed revisions in early 2023, and to substantially finalize the proposed revisions by the end of June 2023. The Committee will hold public forums or hearings to give the public an opportunity to review and comment on the proposed revisions. The proposed revisions will be reviewed by every agency responsible for administration of the bylaws and by Town Counsel before being offered to Town Meeting for approval.

Respectfully Submitted,

The Bylaw Study Committee

David Robbins, Chair & Town Administrator Designee  
Brian Langevin, Clerk & Member At large  
J. Roger Currier, Town Clerk Designee  
Andrew Jefferson, Select Board Representative  
Greg Marr, Finance Committee Representative