



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext. 1201 • FAX (508) 839-4602
www.grafton-ma.gov

RECEIVED TOWN CLERK
GRAFTON, MA

2023 FEB 15 1 PM 2:16

**SELECT BOARD
MEETING MINUTES
January 17, 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, Assistant Town Administrator William Blake, and Town Planner Fiona Coughlan.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Ms. Roy read the following announcements:

1. The Finance Committee is holding a public hearing tomorrow to allow public discussion of the Proposed Operating and Capital Budgets for Fiscal Year 2024 as presented by the Town Administrator. The meeting will begin at 7:00pm, here in Conference Room A of the Municipal Center. Remote participation via Zoom will also be available using the link on the January 18, 2023 Finance Committee agenda.
2. The Select Board will hold a public outreach meeting with representatives from Grafton & Upton Railroad this Thursday, January 19. The meeting will begin at 7:00pm in the Community Room of the Grafton Public Library and will provide an opportunity for public comment and discussion.
3. Applications will be accepted until 4:30pm this Thursday, January 19 to fill vacancies on the Board of Assessors and the Community Preservation Committee. Visit our webpage at grafton-ma.gov to learn more. If you are interested in serving on a Board or Committee, you may apply via email to taoffice@grafton-ma.gov, by using our online portal, or by sending a letter of interest to the Select Board, Grafton Municipal Center, 30 Providence Road, Grafton, MA 01519.
4. The Select Board will hold an outreach meeting on Tuesday, January 24 to discuss Regional Emergency Communications and consider signing an Inter-Municipal Agreement. The meeting will begin at 7:00pm in Community Room A of the Grafton Public Library.

1. PUBLIC HEARINGS – None

2. APPOINTMENTS/SELECT BOARD – None

3. APPOINTMENTS/TOWN ADMINISTRATOR

- a) Board of Assessors Assistant – George Rowlinson

Mr. Jefferson made a motion seconded by Mr. Mead to affirm the appointment of George Rowlinson to the position of Data Collector – Assessor's Office. Motion passed 5 – 0.

4. NEW BUSINESS/CONTINUED BUSINESS

- a) One Day Beer and Wine Licenses – Apple Tree Arts

Business Director Brandon Lewis of Apple Tree Arts spoke via Zoom on the Claflin Hill Concert and Comedy is Good for the Heart events.

Mr. Jefferson made a motion seconded by Mr. Mead to approve One Day Beer and Wine Licenses for Apple Tree Arts for January 28 and February 9, 2023. Motion passed 5 – 0.

- b) MBTA Communities Action Plan – Town Planner

Ms. Coughlan presented the Action Plan for MBTA Communities and stated that the Planning Board voted to approve it on January 9, 2023.

Mr. Jefferson made a motion seconded by Mr. Ofen to approve the Action Plan for MBTA Communities. Motion passed 5 – 0.

- c) 2022 Hazard Mitigation Plan – Town Planner

Ms. Coughlan stated that the Board needs to approve the plan before it can be submitted to FEMA and offered to answer any questions from the Board about the document.

Mr. Jefferson suggested the following amendments to the document:

- *page 5, Government:* The elected Town Administrator, appointed by the Select Board is responsible for a range of administrative and fiscal responsibilities associated with the daily operation of the municipal corporation.
- *page 5, Land Use Patterns:* The Town Center developed where ~~Indian Trails~~ Trails of Indigenous Peoples, and later the colonial stage coach routes, crossed.
- *page 75, Select Board:* The Board consists of five members ~~who serve without compensation~~.

Mr. Jefferson made a motion seconded by Mr. Mead to approve and sign the resolution of the Select Board of the Town of Grafton authorizing the adoption of the 2022 Grafton Hazard Mitigation Plan as amended:

NOW, THEREFORE, BE IT RESOLVED that the Town of Grafton

- 1) Adopts in its entirety, the 2022 Grafton Hazard Mitigation Plan Update (the "Plan") as the jurisdiction's Natural Hazard Mitigation Plan and resolves to execute the actions identified in the Plan that pertain to this jurisdiction.
- 2) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.

- 4) Will continue its support of the Hazard Mitigation Committee as described within the Plan.
- 5) Will help to promote and support the mitigation successes of all participants in this Plan.
- 6) Will incorporate mitigation planning as an integral component of government and partner operations.
- 7) Will provide an update of the Plan every five years.

Passed and adopted January 17, 2023.

Motion passed 5 – 0.

d) Silver Lake Land Acquisition

Mr. Brassard stated that in reviewing the title and deed for 173 & 183 Upton Street, Town Counsel was notified that Gould Title cannot ensure the Town's title without something in the record clarifying the identity of all heirs of John Dunn who owned the property over 140 years ago. He noted that both the title attorney and Town Counsel feel that this risk is very low. The Board agreed that they were comfortable proceeding with the purchase.

e) Snow Road Local Initiative Program (LIP)

Ms. Roy stated that this item would be addressed later in the meeting in the hope that the developers would be able to join.

f) Home Heating Assistance Program Update

Mr. Brassard shared the language he had drafted for the program's criteria with the help of Senior Center Outreach Coordinator Lisa Kelley and COA Director Shannon Smith. He stated that the program should be in operation the following Monday.

g) Feedback for the By-Law Study Committee

Mr. Mead stated that he did not have any feedback. Mr. Often stated that he sent his feedback to Mr. Jefferson. Ms. Foley agreed to send her feedback to Mr. Jefferson as well.

h) Land Acknowledgment Update

Mr. Jefferson stated that he had received materials from the Nipmuc Nation Tribal Council and agreed to forward the links to the Board.

Ms. Roy spoke on the Proclamation by the Nipmuc Nation from 2004 that she discovered outside of the Town Administrator's Office. The Board reviewed the document and agreed to send their own additional language to Mr. Blake.

e) Snow Road Local Initiative Program (LIP), continued

Mr. Mead agreed to let the developers know that this item would be brought back at the next meeting.

5. SELECT BOARD REPORTS

Mr. Jefferson stated that the Bylaw Study Committee divvied up the remaining articles to their members, and the Library Building and Planning Committee discussed the final

change order from CTA. He noted that they received an estimate for the updates to the Green Roof, and they are still roughly \$90K under budget.

Mr. Often spoke on the Affordable Housing Trust's agreement with GSX and their RFP to develop 25 Worcester Street.

Ms. Roy stated that CIPC met to review the final Capital Plan with Mr. Brassard.

Ms. Foley announced that the Board's next Ask-Me-Anything would be February 16 at the Grafton Public Library with herself and Mr. Often.

6. TOWN ADMINISTRATOR REPORT

Mr. Brassard spoke on his upcoming budget presentation to the Finance Committee.

7. CORRESPONDENCE

The Board did not have any questions or comments.

8. RESIGNATIONS

- a) Joann Duncan – Community Preservation Committee Admin

Mr. Jefferson made a motion seconded by Mr. Often to acknowledge and accept the resignation of Joann Duncan as the Assistant to the Community Preservation Committee. Motion passed 5 – 0.

9. PUBLIC COMMENTS

Nancie P. asked via Zoom what the topic of this meeting's executive session would be. Mr. Brassard stated that the purpose was to review contract negotiations with GMEA.

10. MEETING MINUTES

- a) January 3, 2023

Mr. Jefferson made a motion seconded by Mr. Often to approve the meeting minutes for January 3, 2023 as written. Motion passed 5 – 0.

11. EXECUTIVE SESSION

Mr. Mead made a motion seconded by Mr. Often to enter 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 by roll call vote.

ADJOURN

The Board's meeting packets are available at: <https://www.grafton-ma.gov/AgendaCenter/Select-Board-4>

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