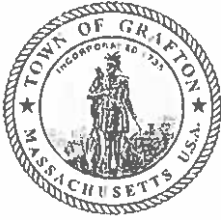


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TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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GRAFTON, MASSACHUSETTS 01519
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**SELECT BOARD
MEETING MINUTES
February 7, 2023
7:00PM
Conference Room A
AND
via Zoom**

CALL TO ORDER

The meeting was called to order at 7:00pm by Vice Chair Mat Often. In attendance by roll call were Chair Colleen Roy via Zoom, Vice Chair Mat Often, Clerk Andy Jefferson, Ann Marie Foley, and Ray Mead. Staff in attendance were Town Administrator Evan Brassard (arrived at 8:15pm) and Assistant Town Administrator William Blake.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mr. Often made the following announcements:

1. The Grafton Senior Center is hosting a pancake breakfast this Friday, February 10th at 9:30AM. The cost is \$5. Please call 508-839-9242 if you have any questions.
2. Ann Marie Foley and Mat Often will be holding an Ask-Me-Anything, which is an open event for any discussions, questions, or concerns that community members may have. It will take place in Community Room A of the Grafton Public Library on Thursday, February 16 at 7:00PM.
3. The Recreation Department is excited to announce that registration is now open for their spring and summer programming, which includes new programs, new events, and new fun! View a brochure and register at GraftonRec.com.

1. PUBLIC HEARINGS

- a) Pole Petition by National Grid – Old Westboro Road

Mr. Jefferson read the legal notice.

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

Jay Lucier of National Grid spoke via Zoom about the project.

Mark Ryan of 25 Old Westboro Rd spoke on his concerns about tree removal, frequency of accidents on this section of road, and the line of sight that one of these poles would obstruct. He also asked how his electricity would be maintained during the project.

Mr. Lucier agreed to meet with Mr. Ryan at the location to review the plan for the project. Mr. Mead made a motion seconded by Ms. Foley to continue the public hearing after National Grid submits a new plan. Motion passed 5 – 0 by roll call vote.

2. APPOINTMENTS/SELECT BOARD

a) Community Preservation Committee (One Seat)

i. Sue Robbins

Ms. Robbins spoke on her 37 years of active involvement in the Town, her service on the Finance Committee, and her knowledge of CPA funds. She highlighted her passion for historical preservation, open space, and affordable housing.

Ms. Roy asked if Ms. Robbins had served on CPC previously. Ms. Robbins stated that she had not.

ii. Ken Holberger

Mr. Holberger spoke on his 18 years of service on CPC and his focus on projects that bring long-term benefits to the community. He highlighted his 15 years of experience as CPC's Treasurer and his ability to coordinate with the Grafton Land Trust as a member of its Board of Directors.

Mr. Mead made a motion seconded by Ms. Foley to appoint Ken Holberger to the Community Preservation Committee.

Mr. Jefferson noted that Ms. Robbins would be more neutral toward both affordable housing and conservation.

Ms. Roy expressed that Mr. Holberger may be a perfect candidate for CPC's Administrative Assistant position, which would allow both him and Ms. Robbins to contribute their knowledge and experience.

Mr. Mead stated that he made a mistake in not reappointing Mr. Holberger to CPC last year and would like to fix it.

Ms. Foley read an email from Stuart Saginor of the Community Preservation Coalition commending the quality of Mr. Holberger's work on CPC.

Mr. Often spoke on his great respect for each candidate but highlighted the importance of getting Mr. Holberger's institutional knowledge back on CPC.

Motion passed 3 – 2 by roll call vote: Roy, Nay; Mead, Aye; Often, Aye; Jefferson, Nay; Foley, Aye.

3. APPOINTMENTS/TOWN ADMINISTRATOR/FIRE CHIEF

a) Auxiliary Firefighter of Station Two – Andrea Sivakova

Mr. Mead recognized that retired Fire Chief Philip Gauthier had passed away today.

Mr. Jefferson made a motion seconded by Mr. Mead to affirm the appointment of Andrea Sivakova to the position of Auxiliary Firefighter of Station Two. Motion passed 5 – 0 by roll call vote.

4. NEW BUSINESS/CONTINUED BUSINESS

d) Common Victualler License – First Bite Café

Peter Rivera stated that he is taking over the existing business at 156 Main Street.

Mr. Jefferson made a motion seconded by Mr. Mead to approve a Common Victualler License for Peter Rivera of First Bite Café. Motion passed 5 – 0 by roll call vote.

a) Affordable Housing Trust Update

Bruce Spinney called the meeting of the Affordable Housing Trust to order at 7:32pm. In attendance were Chair Bruce Spinney, Select Board Representative Mat Often, Clerk Dan Cusher, Brittany Morgan via Zoom, and Ed Prisby via Zoom. Also in attendance via Zoom were Kathleen O'Donnell, Trust Counsel and Fiona Coughlan, Town Planner.

Mr. Spinney updated the Board on the RFP for 25 Worcester Street, the Housing Production Plan, and the Grant Agreement with GSX for 17 & 27 Upton Street.

Ms. O'Donnell spoke on the GSX Grant Agreement and the missing formal extension of the Purchase and Sale Agreement which should have closed in October 2022.

Mr. Spinney stated that another extension beyond October of 2024 would be necessary because of the project's timeline.

Mr. Often noted that they have the option to let the P&S expire and post another RFP.

Ms. Coughlan stated that she connected with GSX today, and they seemed very eager to get the extension letter, so they can start the permitting process and move forward.

Ms. Roy asked when the Trust would like to come back to meet with the Board.

Mr. Often suggested that the Board ask the Town Administrator for an update on 17 & 27 Upton Street in a couple of weeks, then have another update from the Trust in four to six weeks.

Mr. Prisby recommended that the P&S be reviewed with counsel.

The Trust adjourned at 8:12pm.

b) Snow Road Local Initiative Program (LIP)

James Venincasa and John Grenier discussed the project with the Board, presented the updated site plans, and spoke on the affordability component. They also discussed the use of walking trails by the community, the amount of parking, and the car charging stations.

c) Regional Dispatch Inter-Municipal Agreement (IMA)

Mr. Brassard stated that he is looking for feedback from the Board on the draft of the IMA that was included in the meeting materials. He stated that he would be meeting with the other towns on Monday of the following week to finalize the document, which all the towns will vote on the week of Tuesday, February 14th. Mr. Brassard and the Board discussed the governance model, the Executive Director's role, the need for a failover, and the assessment. They also discussed installing a call button to help ease concerns about the dark station and scheduling a visit to an existing dark station.

d) Town Administrator Annual Evaluation

Ms. Roy reminded the Board that this was the time of year for the Town Administrator's annual evaluation. The Board agreed to revise the scoring for each question to be out of five points instead of three points. Ms. Roy stated that she would assign the Department Heads to each Board member and the evaluations would be anonymous.

e) Select Board Warrant Article Submissions

Ms. Roy stated that she would like to bring back the Town Clerk warrant article requiring a majority vote. She spoke on the advantages of having the Town Clerk be an appointed position.

f) Display of Flags on Municipal Property Policy

Ms. Roy discussed her reason for requesting this policy be drafted, which Mr. Blake then presented. Mr. Blake noted the need to change "House Document No. 96-144" to "Senate Document 109-18" in the Policy section.

Mr. Jefferson made a motion seconded by Mr. Mead to approve and sign the Display of Flags on Municipal Property Policy as amended. Motion passed 5 – 0 by roll call vote.

g) Discuss Veterans Advisory Committee / Trustees of Soldiers & Sailors Memorials

Mr. Brassard spoke on the potential to make the Trustees of Soldiers & Sailors Memorials be a group of five appointed members that also serve on the Veterans Advisory Committee. He stated that if the Board was interested, they could vote on a new charge for the Trustees of Soldiers and Sailors Memorials.

5. SELECT BOARD REPORTS

Mr. Jefferson spoke on the previous night's Library Building & Planning Committee meeting. He highlighted the library's closing on February 4 due to HVAC issues, the correction of counter heights, and adjustments to the roof. Nancie Picconi via Zoom and Mr. Brassard discussed the amount of the green roof that should be removed.

Mr. Jefferson shared his thoughts on the outreach meeting with Grafton & Upton Railroad and the information he has learned regarding the derailment since the meeting. Ms. Foley spoke on her interest in clarifying the procedure that was followed the night of the derailment.

6. TOWN ADMINISTRATOR REPORT

Mr. Brassard gave updates on the budget, including the availability of data on ClearGov and his meeting with the School Committee.

Mr. Blake announced that Jeff Farrell had started his position as the new Veterans Service Officer on Monday, February 6.

7. CORRESPONDENCE

Mr. Brassard spoke on the inclusion of the Open Meeting Law Complaint Form from the Grafton Public Library Board of Trustees in the Correspondence section of the packet.

8. RESIGNATIONS

- a) Nina Whiting – Council on Aging

Mr. Jefferson made a motion seconded by Ms. Foley to acknowledge and accept the resignation of Nina Whiting from the Council on Aging. Motion passed 5 – 0 by roll call vote.

9. PUBLIC COMMENTS – None

10. MEETING MINUTES

- a) January 17, 2023
- b) January 18, 2023
- c) January 19, 2023

Mr. Jefferson made a motion seconded by Mr. Mead to approve the meeting minutes for January 17, January 18, and January 19 of 2023 as written. Motion passed 5 – 0 by roll call vote.

11. EXECUTIVE SESSION – None

ADJOURN

Mr. Mead made a motion seconded by Ms. Foley to adjourn. Motion passed 5 – 0 by roll call vote at 9:37pm.

Select Board meeting materials are available at: <https://www.grafton-ma.gov/AgendaCenter/Select-Board-4>

A full recording of this meeting is available at <https://youtu.be/XUnc8MjOZmo>