



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
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**SELECT BOARD  
MEETING MINUTES  
March 7, 2023  
6:45PM  
Conference Room A  
AND  
via Zoom**

RECEIVED TOWN CLERK  
GRAFTON, MA  
2023 MAR 20 1 AM 10:37

### **CALL TO ORDER**

The meeting was called to order at 6:45pm 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.

### **EXECUTIVE SESSION**

Mr. Jefferson made a motion seconded by Mr. Often to enter executive session under:

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.

Executive session was adjourned at 7:02pm.

### **OPEN SESSION**

Ms. Roy asked for a moment of silence for Jim Gallagher, who passed away February 27, 2023.

### **ANNOUNCEMENTS**

Ms. Roy made the following announcements:

1. The Recreation Department has some registration dates approaching: March 7 for Metafit, March 13 for Zumba, March 24 for Adult Pick Up Games, April 1 to be guaranteed an event t-shirt at the Grafton Gazebo Road Race, and Spring Women's Softball has just 3 spots left. Seasonal positions are also now posted! Visit [GraftonRec.com](http://GraftonRec.com) for job descriptions and to apply.
2. Please join the Select Board for lunch at the Grafton Senior Center on Wednesday, March 29 at 11:45am. Those who are interested may reach out to the Town Administrator's Office or Senior Center with any questions. The event flyer is included in tonight's meeting packet.

## **1. PUBLIC HEARINGS – None**

## **2. APPOINTMENTS/SELECT BOARD**

### **a) Council on Aging – Lori Houlden Girard**

Lori Girard spoke via Zoom on her experience volunteering with the Senior Center and her interest in serving on the Council on Aging.

Mr. Jefferson made a motion seconded by Mr. Often to appoint Lori Houlden Girard to the Council on Aging. Motion passed 5 – 0.

### **b) Election Worker – Darcy Polsinelli**

Mr. Jefferson made a motion seconded by Mr. Mead to appoint Darcy Polsinelli as an election worker for the Town of Grafton. Motion passed 5 – 0.

## **3. APPOINTMENTS/TOWN ADMINISTRATOR**

### **a) Assistant Finance Director – Krestina Alward**

Mr. Jefferson made a motion seconded by Mr. Often to affirm the appointment of Krestina Alward to the position of Assistant Finance Director. Motion passed 5 – 0.

## **4. NEW BUSINESS/CONTINUED BUSINESS**

### **a) Road Closure Request – Grafton Recreation Road Race**

Recreation Director Jen Andersen spoke via Zoom on the event.

Mr. Jefferson made a motion seconded by Mr. Often to approve the 30-minute road closure beginning at 9:45am on Saturday, May 13, 2023 of Grafton Common from Millbury St to Church St as requested by Grafton Recreation. Motion passed 5 – 0.

### **b) Annual Music/Entertainment License – MJ's Market**

Mr. Jefferson made a motion seconded by Mr. Often to approve an Annual Music/Entertainment license for MJ's Market. Motion passed 5 – 0.

### **c) One Day Beer & Wine License – Apple Tree Arts**

Brandon Lewis, Business Director at Apple Tree Arts, spoke on the upcoming concert.

Mr. Jefferson made a motion seconded by Mr. Often to approve a One Day Beer & Wine License for Apple Tree Arts on March 11, 2023. Motion passed 5 – 0.

### **d) Election Update with Town Clerk**

Town Clerk Kandy Lavalley presented the Board their options to offer mail-in voting and early voting for the upcoming election.

Marilyn Cusher of 3 Lincoln Lane spoke via Zoom on her support for early voting.

Ms. Lavalley suggested having two police officers at each polling location instead of assigning one officer for each precinct. The Board agreed.

### **e) Vote on Updating List of Open Seats for Local Election**

Mr. Jefferson made a motion seconded by Mr. Often to direct the Town Clerk to add the vacant seat on the Grafton Housing Authority to the list of open seats for the Annual Local Election on May 16, 2023. The term of this vacancy expires May 19, 2026. Motion passed 5 – 0.

f) CMRPC Regional Housing Coordinator Program

Town Planner Fiona Coughlan spoke on the new program, which would give Grafton four hours per week of technical assistance from a Regional Housing Coordinator, who would also serve Auburn, Berlin, Shrewsbury, and Mendon at no cost in FY24.

Mr. Brassard described how Grafton could benefit from the program.

Ed Dinaro of 20 Christopher Drive asked why the Town would need to participate.

Mr. Often stated that the Planning Department would be able to direct the resource of the program to areas where they need support.

Mr. Brassard and Mr. Often explained the role of CMRPC.

Mr. Dinaro spoke on his concern about a lack of creative planning from an organization that would advise all towns with the same direction. He also expressed concern about the cost of this program in the future.

Ms. Foley offered to serve as the alternate to Ms. Coughlan's position as a member of the program's advisory board.

Mr. Jefferson made a motion seconded by Mr. Mead to enter the CMRPC Regional Housing Coordinator Program and authorize the Town Administrator to sign. Motion passed 5 – 0.

g) Change Order No. 30 – Grafton Public Library, CTA Construction Managers

Mr. Blake stated that this \$5,203.69 change order is for the barn doors in the proposed makerspace and noted the credit received for the relocation of a humidifier unit.

Mr. Mead highlighted the \$2.5 million in change orders that have come from this project.

Mr. Jefferson made a motion seconded by Mr. Often to approve Change Order No. 30 to CTA Construction Managers for the Grafton Public Library. Motion passed 5 – 0.

h) Opioid Settlements Opt-in

Mr. Brassard stated that these settlements are similar to those that the Board has opted into in the past but with new defendants. He described how the funds could be used.

Mr. Jefferson made a motion seconded by Mr. Often to opt into the proposed settlement agreements with defendants CVS, Walgreens, Walmart, Teva, and Allergan. Motion passed 5 – 0.

i) Vote on Development Agreement – Snow Road Local Initiative Program (LIP)

James Venincasa and John Grenier were present to discuss the agreement.

Regarding the affordability component (25%) of the project, Mr. Mead stated that the Board would like 60% AMI on 10% of the units and 80% AMI on 15% of the units.

Mr. Venincasa stepped out to make a phone call. Ms. Roy stated the Board would move on and come back to this agenda item.

j) Purchase & Sale Agreement – 17 & 27 Upton Street

Mr. Brassard stated that he hopes to have a proposal to extend the P&S ready for the Board to vote on the following week, and counsel is working to determine the length of the extension.

k) Schedule Dark Station Visit

The Board agreed to ask to visit the dark station in Monson, MA and the Westcomm regional dispatch center in Chicopee, MA on April 5 with an alternative date of April 13, 2023.

## 5. SELECT BOARD REPORTS

Mr. Jefferson thanked the North Street School PTG for inviting him to Community Reader Day and appreciated Beth Foley's work on the PTG.

Mr. Often spoke on judging a Pinewood Derby competition the previous Friday.

Ms. Roy spoke on attending the League of Women Voters' event the previous Wednesday about how to run for office, where Ms. Foley was a panelist.

## 6. TOWN ADMINISTRATOR REPORT

Mr. Brassard gave the following presentation:

### BUDGET PROCESS

- Finance Committee Hearings: 3/8/2023, 3/11/2023, 3/15/2023
- Cherry Sheet Released
  - Chapter 70 roughly 1%
  - U.G.G.A. roughly 2.7%
- Capacity
  - Currently \$233,000
  - Very conservative revenue figures

### GEORGE HILL ROAD

- Awaiting 10% Plans
- Costs and Funding:
  - Told to anticipate \$5 million to \$7 million
  - Would need to fund as debt exclusion
    - Otherwise, road stabilization would be needed as funding source
    - Road Stabilization Account receives \$1.5 Million per year
    - Level Debt Service is \$629,588
  - Debt Exclusion = \$96.51 per household per year for 15 years
    - Based on rate of 4.0% and home value of \$507,939

- Public Outreach
  - Will announce public meeting soon to review plan and financing

#### EMPLOYEE APPRECIATION

- Katrina Koshivos: Letter from grateful resident
- Debby Jackson: Community Reading Day at North Street Elementary School
- Building Department/Fire Department
  - 109 Creeper Hill Road
  - Feedback Earth

#### OTHER THINGS WE ARE DOING

- Community Reading Day at North Street Elementary School
  - Town Administrator Evan Brassard
  - Police Chief Normand Crepeau
  - Fire Chief Eric Mathieu
  - Firefighter Chris Cuzzupe
  - Andy Jefferson, Select Board
  - Sarah Banister, Grafton Public Library
  - Debby Jackson, Grafton Public Library
- Stowe Road Bridge Replacement
  - Bridge in place
  - Working on approaches
- Westboro Road Water Main Project
  - RFP is live
  - Grafton is fiduciary: Awaiting Tufts share
- 95 North Street: No Update
- DE&I Audit: Questionnaire is live
- ARPA Committee Update
  - Met last week
  - Will submit updated requests to Select Board next meeting

#### 4. NEW BUSINESS/CONTINUED BUSINESS (Continued)

- i) Vote on Development Agreement – Snow Road Local Initiative Program (LIP)

Mr. Venincasa asked to bring the agreement back to the next Select Board meeting, so they could take time to assess the revised affordability component. The Board agreed.

#### 7. CORRESPONDENCE

Mr. Jefferson thanked Bill Yeomans for creating the Snapshot of Grafton Housing Report. Mr. Often, Mr. Brassard, and Ms. Foley discussed the Town's sewer capacity.

## **8. RESIGNATIONS**

### **a) Jodie McInerney – Board of Registrars**

Mr. Jefferson made a motion seconded by Mr. Often to acknowledge and accept the resignation of Jodie McInerney from the Board of Registrars. Motion passed 5 – 0.

### **b) Carmen Dion – Election Worker**

Mr. Jefferson made a motion seconded by Mr. Mead to acknowledge and accept the resignation of Carmen Dion as an election worker for the Town of Grafton. Motion passed 5 – 0.

### **c) Susan Fiacco – Finance Committee Assistant**

Mr. Jefferson made a motion seconded by Mr. Often to acknowledge and accept the resignation of Susan Fiacco from her position as the Finance Committee Assistant. Motion passed 5 – 0.

### **d) Bill Drago – Trustees of Soldiers and Sailors Memorials**

Mr. Jefferson made a motion seconded by Mr. Mead to acknowledge and accept the resignation of Bill Drago from the Trustees of Soldiers and Sailors Memorials. Motion passed 5 – 0.

## **9. PUBLIC COMMENTS**

Kevin Brown Jr. suggested naming an unnamed trail, lake, or island after Jim Gallagher to remember and thank him for his service to the country and the Town. The Board appreciated and discussed the idea.

Regarding the correspondence from Mr. Yeomans, Edward Prisby stated via Zoom that the Town should be listening to contributions from engineers and professional staff. He spoke on the housing needs in the community. Mr. Often and Ms. Foley noted the importance of anticipating infrastructure needs.

## **10. MEETING MINUTES**

Mr. Jefferson made a motion seconded by Mr. Mead to approve the meeting minutes for February 7, 14, 21, and 28 of 2023 as written. Motion passed 5 – 0.

## **ADJOURN**

Mr. Mead made a motion seconded by Mr. Often to adjourn. Motion passed 5 – 0.

The Board's 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/z2fZbqkv2sY>