



Town of Grafton, MA
Bylaw Study Committee
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2023 MAY 22 1 PM 12: 09

BYLAW STUDY COMMITTEE
Meeting Minutes
Thursday, April 6, 2023
Grafton Memorial Municipal Center, Conference Room G and 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 in person
- Gregory Marr, Vice Chair – Present in person
- Brian Langevin, Clerk – Not present
- J. Roger Currier, Jr. – Present via Zoom
- Andrew Jefferson – Present in person

1. Public Comment – None

2. Action Item List Updates (If Any)

Mr. Robbins noted that the latest version of the action item list had been circulated prior to the meeting with no significant updates noted.

3. Review of Draft Bylaw Article Revisions That May Be Ready for Publication

The committee discussed draft proposed by-law revisions and took the following action with respect to each:

- Article 1 – General Provisions: To be published as currently drafted
 - The committee discussed several revisions, including some which will require related revisions to the town charter.
- Article 13 – Earth Removal: To be published as currently drafted
 - The committee discussed looking into whether the bylaw reflects current practices for instances when prescribed permits are required. Additional feedback will be requested from the Select Board and/or Town Administrator to determine whether additional revisions are necessary to reflect current practices.
- Article 18 – House Numbering: To be published with minor modification to the draft reviewed
- Article 40 – Revolving Funds: To be published as currently drafted
 - During discussion, Mr. Marr noted that a new table of authorized revolving accounts will be considered at the May 2023 town meeting with related updates to be reflected in a future draft of this article, if approved.

4. Discussion of Bylaw Article Revisions Remaining to be Completed

Following up on prior discussions with respect to the custody of certain contracts and similar documentation, Mr. Robbins shared that according to the Town Administrator, current best practices call for bonds to be maintained by the office of the Treasurer/Collector, other contracts involving money to be maintained by the Town Accountant, and any other contracts to be maintained by the Town Clerk.

The committee discussed a draft of a proposed lock box bylaw shared by the Fire Chief and options for the best place to incorporate these provisions within existing bylaws. The committee will consider soliciting feedback from the Police Chief to see if the police department might ever need to access lock boxes like those proposed or if their use would more likely be limited to the fire department.

Mr. Robbins mentioned that he had discussed Article 19 – Betterment Procedures with the Town Administrator who indicated that he believed the authorization to assess abutters for repairs on private ways as provided by this bylaw could be beneficial to retain so that the town could have the option to exercise it in the future for more significant repairs while not necessarily treating minor repairs in the same way.

Mr. Robbins shared the results received to date of his inquiries of those currently authorized to enforce non-criminal disposition.

5. Review Previous Meeting Minutes

A motion was made by Mr. Marr to approve the minutes for the March 9, 2023 and March 23, 2023 meetings, as presented. Motion seconded by Mr. Jefferson. The motion carried unanimously.

Adjournment: At 8:06 p.m., a motion was made by Mr. Marr to adjourn. Motion seconded by Mr. Jefferson. The motion carried unanimously.

Respectfully submitted,

Brian Langevin, Clerk
Bylaw Study Committee

Approved: May 11, 2023