



Town of Grafton, MA
Bylaw Study Committee
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2023 AUG 31 AM 8:41
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30 STATE ST. MA

BYLAW STUDY COMMITTEE
Meeting Minutes
Thursday, August 10, 2023
Grafton Memorial Municipal Center, Conference Room A 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
- Gregory Marr, Vice Chair – Present
- Brian Langevin, Clerk – Present via Zoom
- J. Roger Currier, Jr. – Present
- Andrew Jefferson – Present

1. Public Comment

Mr. Daniel FitzGerald joined the meeting via Zoom to discuss feedback and questions related to bylaw article 16 (Dogs Running at Large; currently proposed to be renamed “Animal Control”). The committee appreciated the concerns raised and will follow up as necessary with Town Counsel and the Animal Control Officer to discuss whether the process sounding the submission of complaints as outlined in section 3 of the bylaw should be revised to align with current and/or best practices.

2. Resolve Open Action Items

The committee discussed all open action items, with resolution of many and putting in place plans of action to resolve the remainder.

3. Discussion of Bylaw Article Revisions Remaining to be Completed

Mr. Robbins led a discussion of bylaw articles for which draft revisions have not yet been published, noting the following status of each:

- Article 2 – Town Meetings: Posting requirements related to the posting of various town meeting-related notices to be considered at a future meeting.
- Article 3 – Finance Committee: The Finance Committee is expected to address potential revisions to article 3 at their meeting on August 22, 2023.
- Article 4 – Town Officers, Property and Records: To be updated based on discussion related to various action items and considered at a future meeting.
- Article 5 – Select Board: The Select Board is expected to address potential revisions to article 5 at their meeting on August 15, 2023.

- Article 12 – Safety and Order: Feedback and suggested revisions outstanding from the Accessibility Advisory Commission related to Section 21 (Regulating Parking Areas for the Vehicles of Disabled Veterans or Handicapped Persons)
- Article 19 – Betterment Procedures: Feedback and suggested revisions outstanding from the Town Administrator.
- Article 20 – Personnel Bylaw: Feedback and suggested revisions outstanding from the Town Administrator.

4. Possible Charter Amendments

Mr. Robbins presented a draft of possible Charter revisions to articles 3 (Elected Officials) and 4 (Town Administrator) circulated to the committee prior to the meeting. The committee also discussed the merits of potentially removing article 8 (Transitional Provisions) as these provisions are largely, if not entirely, no longer applicable or relevant.

5. Begin Planning of Committee’s Final Report

Mr. Robbins proposed that the committee’s report begin with a summary of the the committee’s proposed bylaw revisions and then expand into more detail with respect to the history of the committee, suggested bylaw revisions and comments that the committee elected to not address at this time, and any other recommendations for further action. The full committee report would then include a complete set of bylaw articles with all proposed revisions as they will be proposed at town meeting.

With respect to the format of the committee’s proposed bylaw revisions, the committee discussed various formatting options and feedback received from the Accessibility Advisory Commission. The committee concurred with Mr. Robbins’ recommended formatting options as follows:

- Proposed text deletions will be shaded in light red with strikethroughs;
- Proposed text additions will be shaded in light green with underlining;
- 12-point Calibri font will be utilized throughout;
- All text to use left-aligned justification throughout; and
- Single-letter changes to be made more visible by applying relevant formatting to surrounding the text/phrase, as applicable.

6. Continue Planning for Town Meeting

Discussions are ongoing with the Town Administrator to determine the best way in which to include proposed bylaw revisions within the town meeting warrant. Despite concerns with respect to the resulting length of the town meeting warrant, the committee’s preference is currently for including all proposed bylaw revisions within the warrant itself rather than simply including an external reference to the committee’s report.

7. Review Previous Meeting Minutes

A motion was made by Mr. Currier to approve the minutes for the July 27, 2023 meeting, as presented. Motion seconded by Mr. Marr. The motion carried unanimously by roll call vote.

Adjournment: At 9:41 p.m., a motion was made by Mr. Currier to adjourn. Motion seconded by Mr. Marr. The motion carried unanimously by roll call vote.

Respectfully submitted,

Brian Langevin, Clerk
Bylaw Study Committee

Approved August 24, 2023