



Town of Grafton, MA
Bylaw Study Committee
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2023 SEP 22 AM 11:02
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GRAFTON, MA

BYLAW STUDY COMMITTEE
Meeting Minutes
Thursday, August 31, 2023
Grafton Memorial Municipal Center, Conference Room F 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
- J. Roger Currier, Jr. – Not Present
- Andrew Jefferson – Present

1. Public Comment – None

2. Updated Bylaw Revisions and Open Action Items

The committee discussed bylaw revisions and open action items with respect to the following:

- **Severability:** Mr. Robbins noted that Town Counsel has provided suggested language for a single global severability clause in response to the committee's request. Accordingly, this language will be inserted into Article 1 and all severability clauses within other articles will be deleted.
- **Section Deletions:** The committee discussed a consistent approach to presenting the proposed deletion of an entire section, concluding to simply include "Deleted" as the section content with any section headers retained.
- **Article 2 – Town Meetings:** Minor comment from Town Counsel's final review addressed and incorporated into final draft.
- **Article 3 – Finance Committee:** Minor comments from Town Counsel's final review to be addressed and incorporated into final draft.
- **Article 7 – Town Clerk:** Minor comments from Town Counsel's final review to be addressed and incorporated into final draft.
- **Article 12 – Safety and Order, Section 21 – Regulating Parking Areas for the Vehicles of Disabled Veterans or Handicapped Persons:** Mr. Robbins shared final updates and a summary memo to explain the proposed revisions. This memo was also shared with the Accessibility Advisory Commission and Police Chief with no further revisions requested.

- Article 16 – Dogs Running at Large (currently proposed to be renamed “Animal Control”): Questions raised at a prior meeting remain outstanding with Town Counsel.
- Article 19 – Betterment Procedures: The committee discussed minor further revisions to the draft proposed by the Town Administrator.
- Article 20 – Personnel Bylaw: Labor counsel’s review is ongoing. A number of suggested revisions have been proposed but the primary questions that remain outstanding pertain to whether we should retain sections that are adequately addressed by state and/or federal law as well as whether a detailed personnel bylaw should be retained over granting the Town Administrator the authority to manage personnel through policies, potentially with Select Board approval or other oversight. The Town Administrator and Labor Counsel will continue working on a proposal for the committee to consider at a future meeting.

3. Continue Planning Committee’s Final Report

The committee continued its discussion of the latest draft of the committee’s final report, proposing certain minor modifications to the format and content of the draft report. The committee will continue its detail review of the report, including the final proposed revisions to all bylaws and articles 3, 4, 7, and 8 of the Town Charter at its future meetings.

4. Continue Planning for Town Meeting

Mr. Robbins described the selection of proposed draft warrant articles he circulated prior to the meeting, including the level of detail and surrounding context included in various alternatives presented. The committee discussed its preferences for the format and level of detail to be included in respective warrant articles will continue its detail review of all proposed warrant articles at its future meetings.

The committee also discussed the need for some number of committee members to attend the Finance Committee’s upcoming public hearings for the review of the Town Meeting warrant scheduled for September 20, 2023, September 21, 2023, and September 25, 2023.

5. Review Previous Meeting Minutes

A motion was made by Mr. Marr to approve the minutes for the August 24, 2023 meeting, as presented. Motion seconded by Mr. Jefferson. The motion carried unanimously.

Adjournment: At 8:24 p.m., a motion was made by Mr. Marr to adjourn. Motion seconded by Mr. Langevin. The motion carried unanimously.

Respectfully submitted,

Brian Langevin, Clerk
Bylaw Study Committee

Approved September 14, 2023