



Town of Grafton, MA  
Bylaw Study Committee  
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**BYLAW STUDY COMMITTEE**  
**Meeting Minutes**  
**Thursday, September 14, 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. – Present
- Andrew Jefferson – Present

**1. Public Comment – None**

**2. Updated Bylaw Revisions and Committee Report**

Mr. Robbins presented the current draft revision of Article 4 – Town Officers, Property and Records. The committee primarily discussed and finalized preferred language for Section 9 regarding the disposal of surplus supplies, material, and equipment and the added reference to the Purchasing Manual to the list of materials provided to all elected or appointed town officers and committee members in Section 10. The Town Administrator has not yet provided feedback on the reference to the Purchasing Manual, so the committee decided to retain it unless the Town Administrator expresses a preference for it to be removed.

Mr. Robbins reviewed minor proposed revisions to Article 20 – Personnel Bylaw – as the Town Administrator and labor counsel were not able to finalize their more complete revisions in time for inclusion in the committee's recommendations.

Mr. Robbins also shared a minor incremental modification to Article 12 – Safety and Order, Section 19 – Soliciting or Canvassing. This modification was proposed to address a concern resulting from his review of recent Attorney General comments to other towns related to similar bylaw provisions.

A motion was made by Mr. Marr to approve the report of the committee, as revised during the committee's discussion, subject to potential revision on the advice of the Town Administrator to

strike the reference to the Purchasing Manual from Article 4, Section 10. Motion seconded by Mr. Currier. The motion carried unanimously.

Following the vote to approve the committee's report, Mr. Jefferson departed the meeting and was not present for any subsequent votes taken.

### **3. Warrant Articles for Town Meeting**

The committee reviewed comments on a number of proposed warrant articles, making several minor revisions to the drafts circulated by Mr. Robbins prior to the meeting.

A motion was made by Mr. Currier to 1) submit the proposed warrant articles, as revised during the committee's discussion, to the Select Board for inclusion in the October 2023 Town Meeting Warrant, subject to potential revision on the advice of the Town Administrator to strike the reference to the Purchasing Manual from Article 4, Section 10; and 2) amend the committee's previously approved report to reflect minor edits that arose through the discussion of related warrant articles. Motion seconded by Mr. Marr. The motion carried unanimously.

### **4. Planning for Town Meeting**

Mr. Marr suggested that it may be helpful to include the analysis prepared with respect to the original bylaw Article 22 – Use of Silver Lake – and Article 29 – Use of Lake Ripple – and the proposed (combined) Article 22 – Use of Silver Lake and Lake Ripple – as an exhibit to the committee's report and have it available to present at Town Meeting, if necessary.

A motion was made by Mr. Marr to authorize Mr. Robbins to amend the committee's previously approved report to include this analysis, revised to incorporate subsequent revisions. Motion seconded by Mr. Currier. The motion carried unanimously.

Mr. Robbins presented slides prepared with the summaries of proposed bylaw revisions to have available, if necessary, also noting that he would prepare a brief summary presentation to share at Town Meeting.

### **5. Review Previous Meeting Minutes**

A motion was made by Mr. Currier to approve the minutes for the August 31, 2023 meeting, as presented. Motion seconded by Mr. Marr. The motion carried unanimously.

**Adjournment:** At 8:53 p.m., a motion was made by Mr. Langevin to adjourn. Motion seconded by Mr. Marr. The motion carried unanimously.

Respectfully submitted,

Brian Langevin, Clerk  
Bylaw Study Committee

Approved October 16, 2023