

TOWN OF GRAFTON
SPECIAL TOWN MEETING WARRANT



SATURDAY, JUNE 5, 2021
GRAFTON HIGH SCHOOL
OUTSIDE AT THE GRAFTON FOOTBALL FIELD

COMMONWEALTH OF MASSACHUSETTS

TOWN OF GRAFTON

SPECIAL TOWN MEETING – June 5, 2021
WARRANT

Worcester, ss:

To Any of the Constables of the Town of Grafton, in the County of Worcester

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Grafton, qualified to vote in elections and Town affairs, to meet on/in the Grafton High School Football Field/Gymnasium at the Grafton High School on Saturday, the 5th Day of June, 2021 (rain date Sunday, the 6th Day of June, 2021) at Eleven AM (11:00 AM) and act on the following articles, to wit:

ARTICLE 1:

To see if the Town will vote to transfer and appropriate a sum of money from available sources for the purpose of adjusting certain line items within the operational budget, or take any other action relative thereto

Submitted by: Finance Director

Required Vote: **MAJORITY**

Explanation: *This article will cover any adjustments in the FY2021 budget.*

Finance Committee Recommends Passage of Article 1:

This article does not require additional funds to be added to the FY21 budget. This article is a list of ongoing Interdepartmental Transfers to close out Fiscal Year 2021. The unspent funds from Departments that have not needed their full amount of budgeted funds are being used to offset other Departments that have experienced increased needs this fiscal year. Please see the attached Appendix A outlining the transfers.

ARTICLE 2:

To see if the Town will vote to authorize payment of any prior fiscal year bills, as listed below, from available sources, or take any other action relative thereto.

- Grafton Police Department - \$103. 36 to Charter Communications

Submitted by: Town Administrator

Required Vote: **NINE-TENTHS**

Explanation: *This article represents a bill for the Grafton Police Department from a prior fiscal year. Payment of this bill must now be approved by a vote at Town Meeting.*

Finance Committee Recommends Passage of Article 2:

This article uses funds from the Town Accountant Expense Account to fund payment of a bill from a prior fiscal year in the amount of \$103.36. Grafton Police Department to Charter Communications in the amount of \$103.36.

ARTICLE 3:

To see if the Town will vote to appropriate and transfer a sum of money from the Permanent Personnel Wages Account to the Expense Account, or take any other action relative thereto.

Submitted by: Recreation Commission

Required Vote: **MAJORITY**

Finance Committee Recommends Passage of Article 3 in the Amount of \$22,600.00:

This article does not require additional funds to be added to the FY21 budget. This article reflects a transfer of funds from permanent personnel wages account to the expense account to continue work on the list of improvements needed within the Parks under the direction of the Recreation Department. A decreased need for payroll resulted from the Covid-19 Pandemic.

ARTICLE 4:

To see if the Town will vote to transfer Sixty Thousand Seven Hundred and One Dollars (\$60,701.00) from the CPA Affordable Housing Reserve account to the Grafton Affordable Housing Trust, with such funds to be used in accordance with the CPA guidelines for community housing, or take any other action relative thereto.

Submitted by: Community Preservation Committee

Required Vote **MAJORITY**

Finance Committee Recommends Passage of Article 4 in the Amount of \$60,701.00 as Written:

This article transfers the funds to the Affordable Housing Trust. This article satisfies the Community Preservation Act requirement to reserve 10% of Community Preservations Act funds for the Affordable House Trust purposes.

ARTICLE 5:

To see if the Town will vote to extend the provisions of Article 20, Section 4-20, and allow for the carryover of more than ten (10) days of vacation time for employees if approved by the Town Administrator, who shall have sole discretion to approve or not approve such requests based on the best interests of the Town, for the Fiscal Year beginning July 1, 2020, to expire June 30, 2021, or take any other action relative thereto.

Submitted by: Town Administrator

Required Vote: **MAJORITY**

Explanation: *This article, if passed, will permit the Town Administrator to allow Municipal Employees to carry a certain amount of accrued vacation time over to the new fiscal year.*

Finance Committee Recommends Passage of Article 5 as Written:

This article gives the Town Administrator temporary authority to allow for a 10 day plus vacation carry over to Town Employees to be used between July 1, 2021 through June 30, 2022.

ARTICLE 6:

To see if the Town will vote to transfer and appropriate from available sources a sum of money for the purpose of paying outstanding Animal Control Invoices, or take any other action relative thereto.

Submitted by: Town Administrator

Required Vote: **NINE-TENTHS**

Explanation: *This article represents a bill for the Animal Control Officer from a prior fiscal year. Payment of this bill must now be approved by a vote at Town Meeting.*

Finance Committee Recommends Passage of Article 6 in the Amount of \$600.00:

This article uses funds from the Town Accountant Expense Account to fund payment of invoices from prior fiscal year in the amount of \$600.00.

ARTICLE 7:

To see if the Town will transfer and appropriate a sum of money from available sources for the purpose of defraying the costs associated with Grafton's Annual Town Meeting, or take any other action relative thereto.

Submitted by: Finance Director

Required Vote: **MAJORITY**

Explanation: *This article would provide for the transfer of funds to cover any unanticipated costs that come with the Annual Town Meeting.*

Finance Committee Recommends Passage of Article 7 as Written in the Amount of \$13,362.00:

This article uses funds from the Veterans Service Expense Account to defray the costs associated with holding the Special and Annual Town Meetings on Saturday, June 05, 2021.

ARTICLE 8:

To see if the Town will vote to transfer and appropriate a sum of money from available sources to fund the Police Expenses Account, or take any other action relative thereto.

Submitted by: Grafton Police Department

Required Vote: **MAJORITY**

Finance Committee Recommends Passage of Article 8 in the Amount of \$25,000.00:

This article does not require additional funds to be added to the FY21 budget. This article transfers fund from the Police Services Account to the Police Expenses Account to offset unforeseen expenses incurred in FY21.

ARTICLE 9:

To see if the Town will vote to transfer and appropriate a sum of money from the Cemetery Perpetual Care - Sale of Lots Fund for the purpose of replacing Truck 28, or take any other action relative thereto.

Submitted by: Finance Director

Required Vote: **MAJORITY**

Explanation: This item was on the Capital Budget in FY2021. When the Town initially voted to approve this, no funding source was specified in the motion. This article fulfills the procedural obligation of identifying the funding source, omitted from the original article.

Finance Committee Recommends Passage of Article 9 in the Amount of \$75,000.00:
This article does not require additional funds to be added to the FY21 budget. This article transfers funds from the Cemetery Perpetual Care- Sale of Lots funds for the purpose of replacing Truck 28.

ARTICLE 10:

To see if the Town will transfer and appropriate a sum of money from the Sewer Retained Earnings Account for the purpose of replacing an F-250 Truck with a plow in the Sewer Department, or take any other action relative thereto.

Submitted by: Finance Director

Required Vote: **MAJORITY**

Explanation: This item was on the FY21 Capital Budget, When the Town initially voted to approve this, no funding source was specified in the motion. This article fulfills the procedural obligation of identifying the funding source, omitted from the original article.

Finance Committee Recommends Passage of Article 10 as Written in the Amount of \$45,000.00:
This article does not require additional funds to be added to the FY21 budget. This article transfers funds from the Sewer Retained Earning Account for the purpose of replacing an F-250 truck with plow in the Sewer Department.

And you are directed to serve this Warrant by posting up an attested copy thereof in some conspicuous place in each of the precincts of the Town at least fourteen days before said meeting.

Hereof fail not and make due return of this Warrant, with your doings thereon to the Town Clerk, at the time and place of meeting as aforesaid.

Given under our hands this _____ day of May in the year of our Lord Two Thousand Twenty-One.

SELECT BOARD

TOWN OF GRAFTON

Peter Carlson, Chairman

Doreen DeFazio, Vice Chairman

Colleen Roy, Clerk

Mathew Often

Edward Prisby

A TRUE COPY,
ATTEST:

May ____, 2021

I have complied with the requirements of the above Warrant and with the Town of Grafton By-Laws by posting an attest copy of the Warrant in some conspicuous place in each of the precincts of the town on the above date.

Constable of Grafton

Appendix A:

Amount	From	To
\$2,000.00	Clerk Expense Account	Election Salary Account
\$2,263.00	Town Accountant Salary Account	Hydrant Rental - Grafton Unclassified Dept. Account
\$3,000.00	Town Administrator Salary Account	Human Resource Salary Account
\$4,000.00	Town Administrator Salary Account	Health Department Salary Account
\$5,000.00	Town Accountant Salary Account	Building Salary Account
\$6,000.00	Town Accountant Salary Account	Cemetery Department Expense Account
\$9,500.00	Town Administrator Salary Account	Auditing Service Account
\$11,000.00	Sanitation Salary Account	Highway Salary Account
\$15,000.00	Fire Salary Account	Fire Department Retirement Account
\$15,000.00	Town Administrator Salary Account	Long-Range Tree Removal Capital Account
\$15,000.00	Town Insurance Account	Sanitation Expense Account
\$18,200.00	Town Administrator Salary Account	Planning Board Salary Account
\$21,000.00	Town Accountant Salary Account	Town Accountant Expense Account
\$50,000.00	Town Insurance Account	Snow and Ice Account
\$50,000.00	Free Cash	OPEB Trust Account
\$85,000.00	Fire Salary Account	Vacation & Sick Buy Back Account
\$110,000.00	Fire Salary Account	Snow and Ice Account