FINANCE COMMITTEE
Town of Grafton
30 Providence Road
Grafton, MA 01519
(508) 839-5335 x 1167
www.grafton-ma.gov

2020 MAY 29 PM 3:42

Finance Committee
Virtual Public Meeting/Public Hearing
Remote meeting: Zoom Webinar

Please click the link below to join the webinar:
https://us02web.zoom.us/j/87070631315
Webinar ID: 870 7063 1315
Or iPhone one-tap :
US: +13126266799,,87070631315# or +16465588656,,87070631315#
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Dial(for higher quality, dial a number based on your current location):
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International numbers available: https://us02web.zoom.us/u/kqXQSug1O

30 Providence Road, Grafton, MA 01519
Wednesday, June 03, 2020
7:00 PM
AGENDA

Public Meeting
7:00 P.M. Call the Public Meeting to order
Review of the Remote Public Meeting Participation Policy
Public Hearing
7:00 P.M. Motion to continue the Public Hearing from Tuesday, June 02, 2020
7:00 P.M. Review of Annual Town Meeting Warrant Article 7- FY21 Grafton Cable Television Budget with Grafton Cable Oversight Committee Treasurer, Bob Berger.
7:15 P.M. Review of Annual Town Meeting Article 32. Citizen's Petition, Lydia Bogar- Distribution of Super Park Money
Review of Annual Town Meeting Article 38. Citizen's Petition, Lydia Bogar- Scheduling Town Meeting
7:45 P.M. Review of Annual Town Meeting Article 39. Citizen's Petition, Bruce Spinney-Limitation On Number of Recreational Marijuana Retail Establishments
8:00 P.M. Review of Annual Town Meeting Article 40. Citizen's Petition, Peter Hignorani, Tim Barlow- Road Acceptance
8:15 P.M. Review of Annual Town Meeting Article 41. Citizen's Petition, Edward Prisby- 25 Worcester Street
8:30 P.M. Review of Annual Town Meeting Articles 30 and 31. Citizen's Petitions, Colleen Roy- Reallocation of Funds Originally Voted for the So-Called Super Park
Continued review and discussion of all articles prepared for the Warrants of the Special and Annual Town Meeting scheduled for Saturday, June 20, 2020.

Finance Committee
Virtual Public Meeting/Public
Wednesday, June 03, 2020
7:00 PM
AGENDA Continued

Review of Recommendations prepared for the Special and Annual Town Meeting Warrant Articles scheduled for review on Saturday, June 20, 2020.

State of the Town Budget Message
Schedule for review and voting consideration

Adjournment

TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5335
FAX (508) 839-4602

PUBLIC MEETING
REMOTE PARTICIPATION GUIDELINES

March 24, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the various Boards and Committees representing the Town of Grafton will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

In Advance of Meetings:

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Clerk's Office.
- All members should receive the same documents for the meeting electronically
- Supporting documents should be posted on the Town website and be available for members of the public.
- For meetings with public participation, encourage written public comments.

Essential Components for Remote Meetings:

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.
- Ability to record meeting for playback (this is not required under the order, but is preferred)
- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meetings with public hearings must provide access for third party participation to all members of the committee.

Identifying the Proper Medium to Conduct Meetings:

While we are suspending the use of Municipal Center Conference Rooms and the local broadcasting equipment, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Executive Town of Grafton Zoom Account with Webinar Functions* — this account was purchased by the Town Administrator's Office and has a webinar function for hosting meetings that require public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearings and require third party participation through public comments or from

applicants seeking permits. (includes but is not limited to: Select Board, Planning Board, ZBA, CPC, School Committee, Conservation Commission)

    - At this time, the Town only has one executive host account with a webinar feature. If you wish to use the executive zoom account with webinar feature, you may need to schedule meetings at different times/days than your board typically meets to ensure no conflict with other meetings.

- *Standard/Free Zoom Accounts* — Anyone can access a free zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow for Boards and Committees to record their meetings for future playback and the ability to share screens. Please note that there are several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Free Conference Call Line*- For Boards and Committees that typically do not have recorded meetings and require little third-party interaction, the free conference call line is an option. This option does not have a record feature so accurate minute taking is critical.
- *Local Cable Access*- Currently, the town is not allowing for local cable access broadcast through the conference rooms in the Municipal Center. However, to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

Use of Zoom for Remote Access to Public Meetings

Zoom Video Communications, Inc. ("Zoom") can be used for remote conferencing services to allow for remote access to public meetings. Access numbers and web addresses will be provided as part of each meeting's agenda posted to the town calendar on the homepage of Grafton's website, www.grafton-ma.gov.

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcasted by Grafton Access Television through Zoom's "Record" feature.

Protocols for Remote Public Meetings Using the Webinar Feature

- All participants entering the meeting via a personal computer ("computer participants") are required to rename themselves with their official first and last name.
- Computer participants are encouraged to click on the "Participants" feature in Zoom to view all participants and to view/use the "Q&A" function to pose questions on the bottom of the screen.
- Computer participants may "Pin" to a particular video screen.
    - It is recommended to "Pin" to the staff member associated with the committee, or in the case where there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/Chair's video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairman will identify him or herself.
- The Chairman will conduct a roll call of the Board.

- The Chairman will call the meeting to order.
- All participants (excluding Board members) will be muted throughout the meeting and must use the Q&A function.
- All participants are required to include their name and address when using the chat feature to pose a question through the Chairperson.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
    - o Only computer participants will be able to view documents.
- If and when the Chairman allows for public comments/questions, it will be conducted in the following sequence:
    3. The Chairman will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant responses.
    4. The Chairman will read real-time comments/questions typed by computer participants in the "Q&A" feature followed by real-time Board and/or applicant responses.
        - Computer participants must click on "Q&A" to enter their comment/question.
        - The staff or Chair will address the question live to the Board. It will be discussed and then marked "answered" by the staff or Chair.

    3. The Chairman will ask if any other participants accessing the meeting have comments/questions.
- Board members needing to be recused at any point during the course of a meeting will be placed in a virtual "Waiting Room" by the staff person or Chairperson.

Directions to access meetings will be posted on agendas for the public when available.

FINANCE COMMITTEE
Town of Grafton
30 Providence Road
Grafton, MA 01519
(508) 839-5335 x 1167
www.grafton-ma.gov

Legal Notice
Town of Grafton, Massachusetts
Finance Committee

According to Article 2, Section 2-3 of the Grafton Town Charter and Article 3 of the Town By-Laws, the Finance Committee will hold Public Hearings to permit public discussion on the subject matter of all articles contained in the warrants prepared for the Special Town Meeting and Annual Town Meeting scheduled for Saturday, June 20, 2020 at 10:00 A.M.
The Public Hearings of the Finance Committee will begin at 7:00 P.M. and will be held:

Monday, June 01, 2020 via Virtual Webinar Meeting on Zoom
Please click the link below to join the webinar:
https://us02web.zoom.us/j/83737980534
Webinar ID: 837 3798 0534
Or iPhone one-tap :
US: +13017158592,,83737980534# or +13126266799,,83737980534#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128
International numbers available: https://us02web.zoom.us/u/ketmKANFjB

Tuesday, June 02, 2020 via Virtual Webinar Meeting on Zoom
Please click the link below to join the webinar:
https://us02web.zoom.us/j/84536851625
Webinar ID: 845 3685 1625
Or iPhone one-tap :
US: +13126266799,,84536851625# or +16465588656,,84536851625#
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International numbers available: https://us02web.zoom.us/u/kexshz3fab

Wednesday, June 03, 2020 via Virtual Webinar Meeting on Zoom
Please click the link below to join the webinar:
https://us02web.zoom.us/j/87070631315
Webinar ID: 870 7063 1315
Or iPhone one-tap :
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Interested citizens are invited to attend any of these Public Hearing dates and to offer any comments via Q&A. Please contact Finance Committee with any questions via email at fincom@grafton-ma.gov or leave your message for Finance Committee at 508 839-5335 x 1167.

Finance Committee

Mathew Often, Chairman	Heather McCue
Irene Houle, Vice Chairman	Sue A. Robbins
Eric W. Swenson, Clerk	Colleen Roy
Daniel S. Cusher	Barry Smith

5/21/2020

FINANCE COMMITTEE
Town of Grafton
30 Providence Road
Grafton, MA 01519
(508) 839-5335 x 1167
www.grafton-ma.gov

Date: May 21, 2020

To: All Departments, Committees and Commissions
All interested parties and Lead Petitioners

From: Finance Committee

RE: Public Hearing date schedules for review of the articles prepared for the Special and Annual Town Meeting Warrants of June 20, 2020 or any other date deemed by the Select Board

A Public Hearing is required to allow public discussion of all articles of the Special and Annual Warrants prepared for Town Meeting scheduled for Saturday, June 20, 2020.
All interested parties are encouraged to attend to offer any written comments.
The Public Hearing dates are scheduled as follows:
Monday, June 01, 2020 at 7:00 P.M.
Tuesday, June 02, 2020 at 7:00 P.M.
Wednesday, June 03, 2020 at 7:00 P.M.
and will be held each evening as a Virtual Public Hearing via Zoom.

Information to join the Virtual Public Hearings via Zoom Webinar:
Topic: Finance Committee Public Hearing Monday, June 01, 2020 at 7 PM
Please click the link below to join the webinar:
https://us02web.zoom.us/j/83737980534
Webinar ID: 837 3798 0534
Or iPhone one-tap :
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International numbers available: https://us02web.zoom.us/u/ketmKANFjB

Topic: Finance Committee Public Hearing Tuesday, June 02, 2020 at 7PM.
Please click the link below to join the webinar:
https://us02web.zoom.us/j/84536851625
Webinar ID: 845 3685 1625
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Topic: Finance Committee Public Hearing Wednesday, June 03, 2020 at 7 PM.
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International numbers available: https://us02web.zoom.us/u/kqXQSug1O

If you have any questions, please contact Finance Committee Assistant,
Susan Fiacco via email at fiaccos@grafton-ma.gov.

smf

COMMONWEALTH OF MASSACHUSETTS

TOWN OF GRAFTON

SPECIAL TOWN MEETING – June 20, 2020

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 20th Day of June, 2020 (rain date Sunday, the 21st Day of June, 2020) at Nine O'clock AM (9:00 AM) and act on the following articles, to wit:

ARTICLE 1. ADJUST FY20 BUDGET

To see if the Town will vote to transfer from available sources a sum of money for the purpose of adjusting certain line items within the operating budget for FY20, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 2. BALANCE FY20 SNOW & ICE ACCOUNT

To see if the Town will vote to transfer a sum of money from available sources for the purposes of balancing the Snow & Ice Account, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 3. AUTHORIZE PAYMENT OF PRIOR FISCAL YEAR BILLS

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

Submitted by: Town Administrator

ARTICLE 4. SICK AND VACATION BUYBACK

To see if the Town will vote to raise and appropriate and/or transfer a sum of money from available sources, to fund the accumulated sick and vacation leave buyback for retiring employees pursuant to the Town By-Laws and/or collective bargaining agreements, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 5. CPC – AFFORDABLE HOUSING TRUST

To see if the Town will vote to transfer Fifty-Three Thousand Nine Hundred Fifty-Seven Dollars ($53,957) 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

ARTICLE 6. EASEMENT TO NATIONAL GRID/MASS. ELECTRIC & OTHER UTILITIES FOR UNDERGROUND & ABOVE GROUND SYSTEM FOR TOWN BEACH AT 245 UPTON STREET

To see if the Town will vote to: (a) authorize the Select Board, for and on behalf of the Town and upon such terms and conditions as the Board deems in the best interests of the Town, to convey to the Massachusetts Electric Company and/or Verizon New England, Inc., and to such other utilities, if any, as may be necessary or advisable, to maintain and operate, for the transmission of electric current and intelligence, a perpetual easement to install, construct, reconstruct, repair, replace, add to, maintain and operate an underground and above ground system and all necessary equipment, facilities and appurtenances, in, under, and at 245 Upton Street, where the existing Town Beach is located; and (b) authorize the Board to take any and all action necessary for the purpose of effectuating the foregoing vote, or take any other action relative thereto or thereon.

Submitted by: Town Administrator

ARTICLE 7. EXTEND LEAVE PROVISIONS UNDER ARTICLE 20 OF THE PERSONNEL BYLAW

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, at the sole discretion of the Town Administrator, for the Fiscal Year beginning July 1, 2020, to expire June 30, 2021, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 8. DISPOSAL OF PROPERTY AT 8 PINE STREET

To see if the Town will vote to allow the Select Board to dispose of the property at 8 Pine Street, pursuant to MGL Ch. 30B, under such terms and conditions as it deems to be in the best interests of the Town, or take any other action relative thereto.

Submitted by: Town Administrator

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 27th day of May in the year of our Lord Two Thousand Twenty.

SELECT BOARD

TOWN OF GRAFTON

Jennifer Thomas, Chair

Doreen DeFazio, Vice Chair

Peter Carlson, Clerk

Donna Stock

Edward Prisby

A TRUE COPY,
ATTEST: May 27, 2020

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

COMMONWEALTH OF MASSACHUSETTS

TOWN OF GRAFTON

ANNUAL TOWN MEETING – June 20, 2020

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 20th Day of June, 2020 (rain date on Sunday, the 21st Day of June, 2020) at Nine Thirty AM (9:30 AM) and act on the following articles, to wit:

ARTICLE 1. HEAR REPORTS OF OFFICES, BOARDS AND COMMITTEES

To hear the reports of the several Town Officers, Boards and Committees, or to take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 2. APPOINT TRUSTEE OF NELSON PARK AND MEMORIAL

To see if the Town will vote to appoint a Trustee of the Nelson Park and Memorial Library and Building Fund for a term of three years, or to take any other action relative thereto.

Submitted by: Nelson Park and Memorial Trustees

ARTICLE 3. TOWN'S SHARE OF NET OPERATING COSTS – BLACKSTONE VALLEY VOCATIONAL REGIONAL SCHOOL DISTRICT

To see if the Town will vote to raise and appropriate a sum of money, for the purpose of paying the Town's share of the net operating costs of the Blackstone Valley Vocational Regional School District (the "District") for the Fiscal Year commencing July 1, 2020, or take any other action relative thereto.

Submitted by: Blackstone Valley Vocational Regional School District Committee

ARTICLE 4. BLACKSTONE VALLEY VOCATIONAL SCHOOL – PRINCIPAL AND INTEREST

To see if the Town will vote to raise and appropriate a sum of money to fund the principal and interest costs for FY21 to be incurred by the Blackstone Valley Vocational Regional School District for its capital expansion project, or take any other action relative thereto.

Submitted by: Blackstone Valley Vocational Regional School District Committee

ARTICLE 5. FY21 BUDGETS

To see if the Town will vote to raise and appropriate, and/or transfer from available funds in the Treasury, a sum of money to fund the recommended budget by the Town Administrator as shown in the Finance Committee's printed report for the several Town Departments for the Fiscal Year beginning July 1, 2020, or take any other action relative thereto.

Submitted by: Town Administrator

ARITLCE 6. FY21 CONTIGENT BUDGETS

To see if the Town will vote to raise and appropriate from available funds in the Treasury a sum of money to fund the Town Annual Operating Budget contingent upon the successful passage of a Proposition 2 ½ Override for the Fiscal Year beginning July 1, 2020, or to take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 7. FY21 GRAFTON CABLE TELEVISION BUDGET

To see if the Town will vote appropriate a sum of money to fund the recommended Grafton Community Television budget as recommended by the Cable Oversight Committee for the Fiscal Year beginning July 1, 2020, or take any other action relative thereto.

Submitted by: Grafton Cable Oversight Committee

ARTICLE 8. FUND FY21 CAPITAL EXPENDITURE BUDGET

To see if the Town will vote to appropriate a sum of money from free cash, and transfer a sum of money from available sources, for the purposes of funding the FY21 Capital Expenditure Budget, said sum to be spent under the direction of the Select Board and Town Administrator, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 9. TRANSPORTATION BOND BILL

To see if the Town will vote to appropriate a sum of money for State-Aid Highway purposes, as requested by the Select Board, to be reimbursed by the Commonwealth under the provisions of the Transportation Bond Bill, so-called, and amendments thereto, for roadway construction, reconstruction and improvements, including surface treatments and other work incidental to the above, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 10. AUTHORIZE BOARD TO ACCEPT & ENTER INTO CONTRACTS

To see if the Town will vote to authorize the Select Board to accept and enter into contracts for the expenditure of any funds allotted by the Commonwealth of Massachusetts for construction, reconstruction, or improvements to public roads, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 11. AUTHORIZE SPENDING LIMITS FOR REVOLVING ACCOUNTS

To see if the Town will vote to authorize the total expenditures for the following revolving funds pursuant to G.L. c. 44 Section 53E ½ for the fiscal year beginning July 1, 2020, to be expended in accordance with the bylaws heretofore approved:

Board/Department/Officer authorized to expend:	Revenue Source	Funds may be expended only for:	FISCAL YEARS
Town Administrator	Rent and Utilities $200,000	One Grafton Common maintenance	Fiscal Year 2021 and subsequent years
School Department	State and Federal Grants $10,000	Staff Development Workshops	Fiscal Year 2021 and subsequent years
School Department	Tuition Payments $200,000	Early Childhood Programs	Fiscal Year 2021 and subsequent years
School Department	Out of district fees $200,000	Out of district transportation	Fiscal Year 2021 and subsequent years
School Department	Sale of Surplus $200,000	Education Tablets & Laptops	Fiscal Year 2021 and subsequent years

School Department	Rental Revolving Fund $50,000	Maintenance of school facilities	Fiscal Year 2021 and subsequent years
School Department	Extended Services Revolving Fund $50,000	Programs outside of the school day or year	Fiscal Year 2021 and subsequent years
Council on Aging	Ridership fees $35,000	Elder Bus Transportation	Fiscal Year 2021 and subsequent years
Conservation Commission	Filing Fees $25,000	Expenses related to duties	Fiscal Year 2021 and subsequent years
Fire Department	Inspection Fees $10,000	Fire Sprinkler System Review	Fiscal Year 2021 and subsequent years
Board of Health	Medicare Part 855B $20,000	Vaccine Administration	Fiscal Year 2021 and subsequent years
Board of Health	Community Nursing Gift Account $5,000	CPR and Sharps Containers	Fiscal Year 2021 and subsequent years
Board of Health	Tufts Biomedical Inspections $10,000	Inspections at Tufts University	Fiscal Year 2021 and subsequent years
Board of Health	Septic Plan Review $20,000	Central MA Regional Health Alliance Septic Plan Review	Fiscal Year 2021 and subsequent years
Board of Health	Soil Testing $20,000	Central MA Regional Health Alliance Soil Testing	Fiscal Year 2021 and subsequent years
Board of Health	Well Review $5,000	Central MA Regional Health Alliance Well Review	Fiscal Year 2021 and subsequent years
South Grafton Community House	Rental fees $20,000	Maintenance and upkeep	Fiscal Year 2021 and subsequent years
Library	Lost Book fees $5,000	Replacement of materials	Fiscal Year 2021 and subsequent years
Council on Aging	Program Fees $35,000	Program Funding	Fiscal Year 2021 and subsequent years
Conservation Commission	Storm Water Bylaw $10,000	Expenses for Administration	Fiscal Year 2021 and subsequent years
Library	User fees $10,000	Replenishing materials	Fiscal Year 2021 and subsequent years

or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 12. RECREATION DEPARTMENT REVOLVING ACCOUNT

To see if the Town will vote to amend Article 40 of the General By Laws to include the Recreation Department Revolving Account, with a revenue source of all fees received for Recreation Department programs and activities, to be expended at the direction of the Town Administrator for the purposes of funding Recreation Department operations for the fiscal year commencing July 1, 2020 and subsequent years, or take any other active relative thereto.

Submitted by: Town Administrator

ARTICLE 13. FIRE DEPARTMENT INSURANCE SUPPLEMENT

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money for the purposes of funding the Fire Department Insurance Supplement established under Article 15 of the March 16, 1987, Special Town Meeting, which is used for the purposes of paying not more than 75.00% of a firefighter's gross pay in case of injury while on duty as specified in Article 15 of the March 16, 1987, Special Town Meeting, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 14. AUTHORIZE TREASURER/COLLECTOR TO BORROW MONEY

To see if the Town will vote to authorize the Treasurer/Collector, with the approval of the Select Board, to borrow money from time to time in anticipation of revenue of the fiscal year beginning July 1, 2020, in accordance with the provisions of the Massachusetts General Laws, Chapter 44, Section 4, and amendments thereto, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17, and amendments thereto, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 15. UNEMPLOYMENT COMPENSATION

To see if the Town will vote to raise and appropriate $50,000, said sum to be added to the Unemployment Compensation Account, for the purposes of paying Unemployment Compensation expenses of the Town, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 16. FUNDING FOR TRANSPORTATION SERVICES FROM WRTA

To see if the Town will vote to authorize the Select Board to request the funding of transportation services from the WRTA, and to contract for and provide elderly bus services for the Town of Grafton for the period of July 1, 2020, through June 30, 2021, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 17. FUNDING FOR POLICE DEPARTMENT EQUIPMENT

To see if the Town will vote to appropriate a sum of money from available sources for the purpose of funding Police Department mobile radio replacements, mobile data terminals, and tasers, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 18. FUNDING FOR FIRE DEPARTMENT EQUIPMENT

To see if the Town will vote to appropriate a sum of money from available sources for the purpose of funding Fire Department equipment including a Hurst Strong Arm Rescue Tool, Riple Jaw Edraulics Tools, Turnout Gear, Boots, pagers and a thermal imager, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 19. DISPOSAL OF PROPERTY AT 27 UPTON STREET

To see if the Town will vote to allow the Select Board to dispose of the property at 27 Upton Street, known as the DPW Garage, pursuant to MGL Ch. 30B, under such terms and conditions as it deems to be in the best interests of the Town, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 20. PROPOSED AMENDMENTS TO THE GRAFTON ZONING BYLAW

To see if the Town will vote to amend Section 12 of the Grafton Zoning Bylaws and the corresponding Use Regulation Schedule to include new language for a "Grafton Gateway", or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 21. ACCEPTANCE OF PROPERTY AT 93 NORTH STREET

To see if the Town will vote to accept approximately 17 acres of property located at 93 North Street for the purpose of passive recreation or preserving open space, as described in the deed, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 22. ACCEPTANCE OF PROPERTY AT LOTTIE DRIVE

To see if the Town will vote to accept real estate comprising a strip of "Lottie Drive" that the original developer had inadvertently conveyed to an original purchaser of a lot on Lottie Drive, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 23. SALE OF SURPLUS PROPERTY

To see if the Town will vote to authorize the Select Board, pursuant to Article 4, Section 9, of the Town By-Laws, to sell surplus items under such terms and conditions as it deems to be in the best interests of the Town, or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 24. CPC – RESERVES

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for its administrative expenses, community preservation projects, and other expenses in fiscal year 2021, with each item to be considered a separate appropriation:

Appropriations:	
From FY2021 estimated revenues for Community Administrative Expenses	$24,000
Reserves:	
From FY2021 estimated revenues for Historic Resources Reserve	$60,701
From FY2021 estimated revenues for Affordable Housing Reserve	$60,701
From FY2021 estimated revenues for Open Space Reserve	$60,701
From FY2021 estimated revenues for Budgeted Reserve	$400,905

or take any other action relative thereto.

Submitted by: Community Preservation Committee

ARTICLE 25. CPC – PELL FARM BOND PAYMENT

To see if the Town will vote to appropriate the sum of Seventy Three Thousand One Hundred and Fifty Dollars ($73,150) from the Fiscal Year 2021 Community Preservation Open Space Reserve Account for the purpose of making the twelfth of twenty (12th of 20) interest and principal payments on the $1.2 million bond issued for the purchase of the Pell Farm property, or take any other action relative thereto.

Submitted by: Community Preservation Committee

ARTICLE 26. CPC – GRAFTON TOWN HOUSE BOND PAYMENT

To see if the Town will vote to appropriate the sum of Seventy One Thousand Five Hundred and Fifty Dollars ($71,550) from the Fiscal Year 2021 Community Preservation Historical Reserve account, for the purpose of making the sixth of twenty (6th of 20) interest and principal payments on the $1.1 million bond issued for the restoration of the Grafton Town House, or take any other action relative thereto.

Submitted by: Community Preservation Committee

ARTICLE 27. CPC – INSTITUTE WOODS RECREATION TRAIL FEASIBILITY STUDY

To see if the Town will vote to extend the sunset provision, set to expire on June 30, 2020, for the previously approved fourteen thousand dollars ($14,000) in Community Preservation Act funds to determine if a recreation trail can be developed from the North Grafton Elementary School to Institute Road, with such funds as previously authorized to be expended before June 30, 2022, or take any other action relative thereto.

Submitted by: Community Preservation Committee

ARTICLE 28. CPC – TOWN RECORDS RESTORATION PROJECT

To see if the Town will vote to appropriate the sum of Five Thousand Dollars ($5,000) from the Community Preservation Historical Reserve account for the restoration of historic town records, with such funds to be expended by June 30, 2024, or take any other action relative thereto.

Submitted by: Community Preservation Committee

ARTICLE 29. CPC – LIONS CLUB PROPERTY RECREATIONAL IMPROVEMENTS

To see if the Town will vote to appropriate the sum of One Hundred and Forty Thousand Dollars ($140,000) from the Community Preservation Act Undesignated Fund Balance account for design and engineering work to determine costs for recreational upgrades at Grafton Lions Club Dauphinais Park, with such funds to be expended by June 30, 2022, or take any other action relative thereto.

Submitted by: Community Preservation Committee

ARTICLE 30. CITIZENS PETITION – REACCLOCATION OF FUNDS ORIGINALLY VOTED FOR THE SO-CALLED SUPER PARK

To see if the Town will vote to rescind the vote taken under Article 5 of the October 19, 2015 Town Meeting that appropriated funds from Overlay Surplus for the creation of a play structure and surrounding park facility at the Perrault Property (4-6 Upton Street) and transfer the remaining funds ($241,000) to the Capital Stabilization Fund for re-appropriation by the Town Meeting to fund a portion of the Fiscal Year 2021 Capital Budget as proposed by the Town Administrator, or to take any other action relative thereto.

Submitted by: Citizens Petition

ARTICLE 31. CITIZENS PETITION – REALLOCATION OF FUNDS ORIGINALLY VOTED FOR THE SO-CALLED SUPER PARK

To see if the Town will vote to rescind the vote taken under Article 5 of the October 19, 2015 Town Meeting that appropriated funds from Overlay Surplus for the creation of a play structure and surrounding park facility at the Perrault Property (4-6 Upton Street) and transfer the remaining funds ($241,000) to the Municipal Capital Stabilization (account 84.131.626.4971), or to take any other action relative thereto.

Submitted by: Citizens Petition

ARTICLE 32. CITIZENS PETITION – DISTRIBUTION OF SUPER PARK MONEY

To see if the Town will vote to direct the Recreation Commission to abandon their plan for the so-called Super Park proposed for the site to the rear of the center library and expend the funds to expand and improve the parks known as Nelson Park, Norcross Park, and Ferry Street.

Submitted by: Citizens Petition

ARTICLE 33. CPC – SUPERPARK

To see if the Town will vote to appropriate $250,000 from FY2021 Budgeted Reserve to complete Phase I of the Super Park project, with such funds to be expended by June 30, 2022, or take any other action relative thereto.

Submitted by: Community Preservation Committee

ARTICLE 34. CPC – SUPERPARK BORROWING

To see if the Town will vote to appropriate and borrow, with the authorization of the Town Treasurer and under the control of the Select Board, $700,000, over ten years, to complete Phase I of the Super Park project, or take any other action relative thereto.

Submitted by: Community Preservation Committee

ARTICLE 35. CEMETERY PERPETUAL CARE FUNDS

To see if the Town will vote to appropriate a sum of money from the Cemetery Perpetual Care Accounts as detailed in the chart, for the purpose of funding cemetery operations:

Account Number	Amount	Purpose
Riverside: 84.491.552.1	$12,000	Brush Mower & Operations
Fairview: 84.491.553.1	$12,000	Brush Mower & Operations
Pinegrove: 84.491.554.1	$12,000	Brush Mower & Operations

or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 36. FIRE HYDRANTS– GRAFTON WATER DISTRICT

To see if the Town will vote to accept the following hydrants from the Grafton Water District:

- #697 4 Hitchings Road
- #698 4 Logan Road
- #699 14 Logan Road
- #700 15 Hilltop Street
- #701 34 Kay Circle

or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 37. FIRE HYDRANTS – SOUTH GRAFTON WATER DISTRICT

To see if the Town will vote to accept the following hydrants from the South Grafton Water District:

- #122 Deroiser Landing

or take any other action relative thereto.

Submitted by: Town Administrator

ARTICLE 38. CITIZEN'S PETITION – SCHEDULING TOWN MEETING

To see if the Town will vote to schedule the Annual Town Meetings to Saturdays, rather than weeknights, starting with Saturday, October 3, 2020, or take any other action relative thereto.

Submitted by: Citizen's Petition

ARTICLE 39. CITIZEN'S PETITION – LIMITATION ON NUMBER OF RECREATIONAL MARIJUANA RETAIL ESTABLISHMENTS

To see if the Town will amend Article 39 of the General Bylaws to limit the number of recreational marijuana retail establishments as follows:

ARTICLE 39.

LIMITATION ON NUMBER OF RECREATIONAL MARIJUANA RETAIL ESTABLISHMENTS

Section 1. Purpose

M.G.L. c. 94G does not require a ballot vote of the voters to approve any limitation on the number of recreational marijuana establishments that is at or above the number of medical marijuana treatment centers registered to operate in the municipality, or equal to or greater than 20% of the licenses issued for the retail sale of alcoholic beverages not to be drunk on the premises. Currently there is one (1) medical marijuana treatment center registered to operate in Grafton, and six (6) licenses issued for the retail sale of alcoholic beverages not to be drunk on the premises in Grafton.

Section 2. Limitation

The number of Recreational Marijuana Retailers (RMR's) that shall be permitted in Grafton is limited to ~~20%~~ 50% of the number of licenses issued within the Town under section 15 of chapter 138 for the retail sale of alcoholic beverages not to be drunk on the premises where sold.

or take any other action relative thereto.

Submitted by: Citizen's Petition

ARTICLE 40. CITIZEN'S PETITION – ROAD ACCEPTANCE

To see if the Town will vote to accept the road known as High Point Drive and associated easements, recorded in the Worcester County Registry of Deeds at Plan Book 850, Plan 64, or take any other action relative thereto.

Submitted by: Citizen's Petition

ARTICLE 41. CITIZEN'S PETITION – 25 WORCESTER STREET

To see if the Town will vote to convey 25 Worcester Street, Grafton, Massachusetts to the Grafton Affordable Housing Trust for nominal consideration for the purpose of constructing senior (age 55 and over) affordable housing or take any other action relative thereto.

Submitted by: Citizen's Petition

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 27th day of May in the year of our Lord Two Thousand Twenty.

SELECT BOARD

TOWN OF GRAFTON

Jennifer Thomas, Chairman

Doreen DeFazio, Vice Chairman

Peter Carlson, Clerk

Donna Stock

Edward Prisby

A TRUE COPY,
ATTEST:

May 27, 2020

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

GRAVES ENGINEERING, Inc.
100 GROVE ST. | WORCESTER, MA 01605
T 508-856-0321
F 508-856-0357
gravesengineering.com

June 1, 2020

Zoning Board of Appeals
Town of Grafton
30 Providence Road
Grafton, MA 01519

Subject: High Point Estates (Adams Road Trust)
Review of Draft As-Built Plans, Acceptance Plans and Legal Descriptions

Dear Board Members:

We received the following documents on May 10, 2020 via email from Trust Corp.:

- Document entitled Grant of Easements – Draft – 5-7-2020.
- Document entitled Grant of Open Space Draft – 5-7-2020.

We also received the following document on May 11, 2020 via email from Patrick C. Garner Company, Inc.:

- Document entitled Inspection Report, Lot 76 dated May 9, 2020, prepared by Patrick C. Garner Company, Inc.

We also received the following documents on May 12, 2020:

- Plans entitled Road Layout Plans, High Point Drive and Pepperbush Court dated October 15, 2018, Sheet 1 last revised April 22, 2020 and Sheets 2, 3, 4 and 5 last revised May 1, 2020, prepared by Patrick C. Garner Co., Inc. (5 Sheets)
- Sheets 1, 2, 3, 4 and 5 of a ten-sheet set of as-built plans dated December 15, 2016 and last revised May 1, 2020, prepared by Patrick C. Garner Co., Inc. (5 Sheets)

We also received the following document on May 18, 2020 via email from Patrick C. Garner Company, Inc.:

- Correspondence from Patrick C. Garner Company, Inc. to Graves Engineering, Inc. dated May 18, 2020, re: Revisions to High Point Estates As-built Plans, Acceptance Plans & Deeds.

In advance of the formal submittal of as-built plans, acceptance plans and legal descriptions, Graves Engineering, Inc. (GEI) was requested to review the draft documents for compliance with Rules and Regulations Governing the Subdivision of Land, Grafton, Massachusetts and for substantial conformance with the approved plans and approved plan modifications. GEI issued its first review letter on February 22, 2017.

This letter is a follow-up to our previous draft as-built plan review letters dated February 22, 2017, February 14, 2019, December 31, 2019, March 11, 2020 and April 30, 2020. For clarity, comments from our previous letters are *italicized* and our latest comments to the project surveyor's responses are depicted in **bold**. For brevity, comments previously addressed by the

project surveyor and acknowledged by GEI have been omitted. Previous comment numbering has been maintained.

Our comments follow:

<u>As-Built Plan Review</u>

2. *To be consistent with other subdivisions in Grafton, the as-built plans need to be revised to include street trees and topography (record topography only) within the rights-of-way.*

   December 31, 2019
   Street trees were added to the as-built plans. Topography still needs to be added to the plans (added to Sheets 2 – 5).

   March 11, 2020:
   Street topography was added to the plans. However, the topography is difficult to follow in many locations.
   - *There is a mix of ten-foot contour intervals and two-foot contour intervals. The contour intervals need to be consistent throughout the plans. To be prepared as other Grafton projects, two-foot intervals need to be used.*

     April 30, 2020:
     This was not addressed. There is still a mix of ten-foot contour intervals (e.g. Sheets 2, 3 and most of Sheet 5) and two-foot contour intervals (Sheet 4 and High Point Drive station 31+50 to 32+50 on Sheet 5). Two-foot contour intervals need to be used.
     The plans were revised to include topographic contours at two-foot intervals. On Sheet 5, there is a 458 contour missing between the 456 contour at station 31+75+/- and the catch basins (rim elevations = 459.36) at station 31+25+/-.

18. *On Sheet 10, there is an inconsistency between the detail of Basin 4 and the layout of the drainage pipes to Basin 4 as shown on Sheet 4. Sheet 10 shows a manhole downstream of "MHX5" before the drainage pipe enters Basin 4. This additional manhole was not shown on the layout view on Sheet 4. If there is a manhole installed (as shown on Sheet 10) the pertinent information (rim and invert elevations) must be provided and the manhole must be included on Sheet 4. If there is not a manhole, as shown on Sheet 10, then Sheet 10 must be revised.*

    December 31, 2019
    Sheet 10 has been revised to eliminate the manhole between MHX5 and Basin 4 and elevation labels were added for the manhole. The pipe invert elevations for the manhole show that the outlet elevation is the same as the inlet elevation but as observed during our site visit on December 24, 2019 the manhole has a drop between the inlet and the outlet pipes. The pipe elevations need to reflect said drop.

    March 11, 2020:
    No revisions were made.

    April 30, 2020:
    The invert elevation labels were not revised. The labels show similar elevations: 416.64 feet (inlet) and 416.49 feet (outlet). As observed at the site on December 4, 2019, the drop is many feet. The pipe elevations need to reflect said drop.

Acknowledged. Upon further review, the manhole is not a drop manhole. GEI confused this manhole with another nearby manhole. The elevation information appears to be in order.

21. *The plans don't show fences at the four stormwater basins. Per correspondence from the Grafton Conservation Commission to Peter Hingorani dated July 21, 2016, after consulting with Grafton Department of Public Works, the requirement for installing these fences under MassDEP File #164-602 (Order of Conditions) and Grafton Wetlands Permit WP #449 was eliminated. We defer to the Zoning Board of Appeals if it has the same or a differing position under the Comprehensive Permit relative to not installing fences at these locations. Sheets 18 – 20 of the construction plans had shown fences.*
    No further comment.

22. *We defer to the Zoning Board of Appeals (who may wish to consult with Special Town Counsel) whether the stormwater basins (or portions thereof) located on Open Space will require easements. Our concern is if the Open Space parcels are not conveyed to the Town, the Town may not have the ability to enter onto the Open Space for the purpose of accessing the stormwater basins should the Town become responsible for basin maintenance (e.g. if/when the roads and stormwater infrastructure are conveyed to the Town).*
    No further comment.

23. *It is our understanding that the Grafton Water District will review the as-built plans relative to the water utility (once this utility's information has been added to the plans). If not already done, the project surveyor may wish to consult with the Grafton Water District relative to their required as-built plan content.*
    No further comment.

24. *An updated set of as-built plans containing necessary plan revisions will need to be submitted for review. We suggest that at that time, draft acceptance plans (showing the rights-of-way, open spaces and any easements intended to be conveyed to the Town) and legal descriptions should also be submitted for review.*

    December 31, 2019
    Draft acceptance plans dated October 15, 2018 were submitted and were the subject of the following review comments #25 - #29. Revised acceptance plans were not submitted with the latest set of revised as-built plans.

    March 11, 2020:
    Revised acceptance plans were not submitted with the latest set of as-built plans (as-built plans last revised January 20, 2020).

    April 30, 2020:
    Legal descriptions and revised acceptance plans were submitted as noted on page 1. Review comments are provided below.
    Specific review comments are addressed below.

Additional Comments, February 14, 2019

Acceptance (Road Layout) Plans

29. *GEI has not performed a detailed review of the acceptance plans, the Grant of Easements and the Grant of Open Space. Customarily, such a submittal would consist of the as-built plans, the acceptance plans and draft metes and bounds descriptions of the rights-of-way and easements that are intended to be conveyed to the Town. Draft metes and bounds descriptions were not submitted. Whereas GEI understands the developer recently received input from the Grafton Planning Department concerning the Determination of Completeness process, GEI would like the opportunity to meet with Town staff relative to procedures and our scope-of-work for reviewing this project's Determination of Completeness documents before commencing a detailed review.*

    December 31, 2019
    GEI met with Town staff. Draft metes-and-bounds descriptions need to be submitted for rights-of-way and easements that the developer desires to convey to the Town. The acceptance plans and metes-and-bounds descriptions need to include all easements desired to be conveyed to the Town (e.g. easements shown on the approved plans) and any approved changes to easements (e.g. the elimination of the fire cistern easements on Lot 61 and on the Open Space next to Lot 1, elimination of the drainage easement on Lots 50 and 51, and the reconfiguring of drainage and access easements on Lot 48 between High Point Drive and Basin 4).

    GEI performed additional cursory review of the acceptance plans entitled "Road Layout Plans, High Point Drive" dated October 15, 2018. We noted the following:

    A. *Access easements associated with the open space were missing at Lots 14, 15 and 20.* **The plans were revised to include these easement lines; however, the metes and bounds are incomplete. Any parcel, easement or open space that is to be conveyed to the Town needs to be fully identified on the plans by metes and bounds.**

    C. *Drainage easements were missing from the rear of Lots 48 and 49.*

    April 30, 2020:
    Easement lines that run parallel to the rear lot lines of Lots 48 and 49 were added to Sheet 5 but metes and bounds were not added. Any parcel, easement or open space that is to be conveyed to the Town needs to be identified on the plans and fully described by metes and bounds.
    The project surveyor responded that the easements paralleling the rear of Lots 48 and 49 were eliminated and referred to easement modification plan dated March 13, 2017. GEI has no information indicating that these easements have been eliminated nor do we have a copy of said easement modification plan. To gain access around the entire perimeter of Basin 4, access over the drainage easements on Lots 48 and 49 is necessary.

    E. *The plans are missing many of the metes and bounds for the property lines between the Open Spaces and the lots.*

April 30, 2020:
The plans were revised to include a few of the missing metes and bounds. However, for the plans to be complete relative to the Open Space, additional metes and bounds need to be added (e.g. at Lot 8 rear lot line, at the Open Space perimeter from Lot 10 to Lot 33, at the side lot line at Lot 34, at the Open Space perimeter from Lot 41 to Lot 50).

The recently submitted draft Grant of Open Space references a plan at Worcester District Registry of Deeds Plan Book 850, Plan 64. This plan is missing open space metes and bounds along Adams Road north of High Point Drive and at the northwest corner of the project at the rear lot line of n/f Skowronek and Tombari. In GEI's opinion, the acceptance plans should include a complete labeling of the Open Space metes and bounds in order to create a complete record of project information and reflecting modifications approved during the construction phase of the project. GEI respectfully defers to the Zoning Board of Appeals and/or Special Town Counsel for affirmation of said opinion.
Acknowledged. The information has been provided on Sheet 1 of the acceptance plans, said plan sheet is entitled "As-Built Lot Layout."

H. *The acceptance plans do not include an access and utility easement on Lots 40 and 41 that was proposed on plans entitled Trench Detail, Lots 40 – 45 & Compensatory Storage Details dated July 25, 2005 and last revised December 13, 2007. This easement was to provide access to a stormwater basin that was proposed as a modification to the approved plans. The applicant needs to identify who will be the responsible party for maintenance of the stormwater basin on Lot 41 and how the responsible party will access the basin.*
The drainage easement on Lot 41 was added to Sheet 1 of the acceptance plans and is also included on Sheet 10 of the as-built plans. The project surveyor responded that the responsible party for maintenance of the Basin on Lot 41 is intended to be the Town. The basin does not receive runoff from a street and access to the basin is via the open space parcel (instead of via an easement). GEI defers to the ZBA and DPW whether the Town should consider accepting maintenance responsibilities for this basin and if so, whether access via the open space parcel is acceptable to DPW.

30. *GEI requests that documents to be reviewed by our office be submitted in hard copy format. One set of the documents will be sufficient.*

December 31, 2019
Unless agreed upon otherwise, a complete set of documents must be submitted for review rather submitting the documents piecemeal so that a comprehensive review of the project's documents can be performed.
No further comment.

<u>Additional Comments, April 30, 2020</u>

36. *The acceptance plans and legal descriptions should include the amount of land area (in acres or square feet, as appropriate) for each right-of-way, parcel or easement intended to be conveyed to the Town.*
Acknowledged. Land areas were added to Sheet 1 of the acceptance plans and to the legal descriptions.

37. *On Sheet 3 of the Road Layout Plans, the lines that delineate the access easement on Lots 69 and 70 were omitted from the latest version of the plans.*
    Acknowledged. The access easements on Lots 69 and 70 are now shown.

38. *On Sheet 1 of the Road Layout Plans, the lot number labels for Lots 29, 30 and 31 were assigned to different lots than the approved plans. These new lot numbers are inconsistent with the Grant of Open Space. The lot numbers need to be corrected where necessary for consistency among the various project documents and the Grafton Assessor's maps.*
    Acknowledged. The lot number labels were corrected.

39. *On Sheet 4, the drainage easement line on Lot 48 that runs parallel with the rear property line needs to be added.*
    See comment #29C.

40. *Legal descriptions were provided for Fern Court, Myrtle Court, and Viburnum Court. These are common driveways that only provide access to house lots. It is GEI's understanding that rights to common driveways are not expected to be conveyed to the Town and therefore these legal descriptions should be removed. If it is determined that Viburnum Court is not intended to provide access to the stormwater basin on Lot 41 then its description should also be removed.*
    Acknowledged. Legal descriptions for these three common driveways were removed.

41. *Legal descriptions need to be provided for the 20-foot wide drainage easement located at the rear of Lot 49 and for the 15-foot wide access easement that runs along the eastern sideline of Lot 49. It is GEI's understanding that these easements were not eliminated when the drain easement on Lot 48 was widened.*
    See comment #29C relative to the 20-foot wide drainage easement located at the rear of Lot 49. A legal description was provided for the 15-foot wide access easement that runs along the eastern sideline of Lot 49.

42. *The legal description of the drain easement located at the property line between Lots 48 and 49 needs to be revised from 20 feet wide to 50 feet to reflect the changes approved when the access to Basin 4 was modified.*
    Acknowledged. Two drainage easement descriptions were submitted: one on Lot 47 (description 2c) and the other on Lot 48 (description 2d).

43. *The rights-of-way legal descriptions follow the rights-of-way centerlines instead of the rights-of-way sidelines. This is unusual and should be discussed among GEI, Town staff and Special Town Counsel to obtain an opinion whether the centerline method is acceptable for the Town's needs.*
    No further comment. The project surveyor responded that the owner's counsel was consulted.

44. *The Open Space Parcel 1 legal description is missing many property line lengths; the description only references many lines in general terms (e.g. "… thence proceeding northerly along the rear property lines of Lots 33, 31, 26, 25, 20, 20, 15 and 14…"). It is GEI's understanding that each line length needs to be adequately described. Likewise, the other open space legal descriptions need to include all line or arc lengths.*
    The Open Space Parcel 1 legal description was revised to include the line or arc lengths, bearings and arc radii as appropriate. One minor correction needs to be made: the line described as N 19 degrees 19 minutes 38 seconds W for 204.12 feet

actually has a bearing of N 27 degrees 19 minutes 38 seconds W (this line is at the rear of Lots 41 and 42), and the line at the rear of Lot 11.

45. *The Open Space legal descriptions do not include bearings for lines, and radii and the designation "along a curve to the left" or "along a curve to the right" for arcs. It is GEI's understanding that such information is needed.*
    Acknowledged. Bearings and radii were added to the descriptions, and the descriptions are much easier to understand. The descriptions for Open Space Parcels 2 and 3 are in order.

46. *The description for Open Space Parcel 1 shows a distance of 2,380.98 feet along the Massachusetts Turnpike right-of-way, however, based upon scaling and dimensions on the approved plans, the distance is 1,940.33 feet. The distance on the legal description needs to be re-checked.*
    Acknowledged. Sheet 1 was revised to show a distance of 1,940.33 feet, which represents the distance of the Open Space parcel line that terminates on the east end at the town line separating Grafton and Westboro.

47. *In the middle of the Open Space Parcel 1 description, the line running along a stone wall whose length is 80.77 feet needs to be corrected to 60.77 feet.*
    Acknowledged. The description was corrected.

48. *On the Arrowwood Court open space access easement description, the distance of the course running N 56° 54' 02" E need to be re-checked. The distance is 106.88 feet in the description but was drawn approximately 110 feet on the approved plans.*
    The project surveyor responded that the distance of 106.88 feet is correct and this label was not revised. Sheet 1 of the as-built plans shows a distance label of 111.1 feet and again, both plans sheets have a scaled distance of approximately 110 feet. Something is amiss with the labeling and needs to be corrected.

49. *The last course (32.16 feet) of the Alder Court open space access easement needs to be corrected from an arc to a tangent and the bearing needs to be provided.*
    Acknowledged. The description was corrected.

50. *The bearing of the two courses N(S) 27°19'38" W(E) on the Lot 41 drainage easement needs to be rechecked. The acceptance plans show a bearing of 19°19'38".*
    Acknowledged. Sheet 4 of the acceptance plans was corrected.

51. *On the Lots 1 – 7 drainage easement description, the bearing of the courses that cross Lot 3 need to be revised from 50°… to 52°...*
    Acknowledged. The description was corrected.

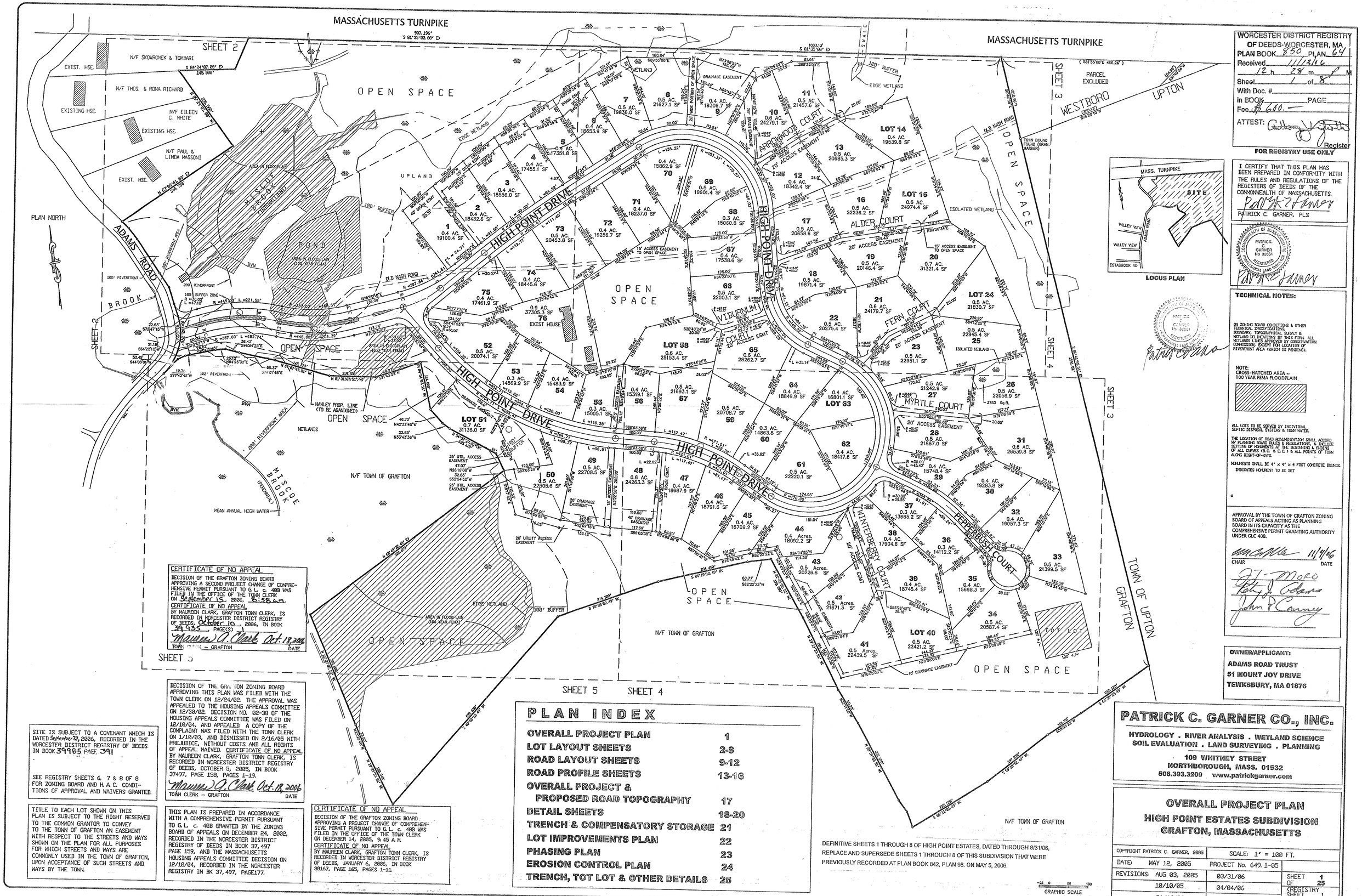
52. *On the Lots 9 and 10 drainage easement description, the bearing of the two courses that cross Lot 10 need to be revised from …09'… to 49'...*
    Acknowledged. The description was corrected.

We trust this letter addresses your review requirements. Feel free to contact this office if you have any questions or comments.

Very truly yours,
Graves Engineering, Inc.

Jeffrey M. Walsh, P.E.
Principal

Cc: Robert Berger, Grafton Building Inspector
Christopher McGoldrick, Grafton Town Planner
Grafton Conservation Commission
Brian Szczurko, Grafton Engineering Department
Paul Cournoyer, Grafton DPW
Patrick C. Garner Co.; Patrick C. Garner Co., Inc.
Peter Hingorani, Adams Road Company
Tim Barlow, Barlow Construction



WORCESTER DISTRICT REGISTRY OF DEEDS-WORCESTER, MA
PLAN BOOK 850 PLAN 64
Received 11/13/06
12 h 28 m M
Sheet 1 of 8
With Doc. #
In BOOK PAGE
Fee $ 680.—
ATTEST: Register
FOR REGISTRY USE ONLY

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.
PATRICK C. GARNER, PLS

COMMONWEALTH OF MASSACHUSETTS — PATRICK C. GARNER No 32661 — REGISTERED PROFESSIONAL LAND SURVEYOR

TECHNICAL NOTES:

ON ZONING BOARD CONDITIONS & OTHER TECHNICAL SPECIFICATIONS: BOUNDARY, TOPOGRAPHICAL SURVEY & WETLAND DELINEATIONS BY THIS FIRM. ALL WETLANDS LINES APPROVED BY CONSERVATION COMMISSION, EXCEPT FOR LOCATION OF RIVERFRONT AREA (WHICH IS PENDING).

NOTE:
CROSS-HATCHED AREA = 100 YEAR FEMA FLOODPLAIN

ALL LOTS TO BE SERVED BY INDIVIDUAL SEPTIC DISPOSAL SYSTEMS & TOWN WATER.

THE LOCATION OF ROAD MONUMENTATION SHALL ACCORD W/ PLANNING BOARD RULES & REGULATIONS, & INCLUDE: SETTING OF MONUMENTS AT THE BEGINNING & ENDING OF ALL CURVES (B.C. & E.C.) & ALL POINTS OF TURN ALONG RIGHT-OF-WAYS.

MONUMENTS SHALL BE 4" x 4" x 4 FOOT CONCRETE BOUNDS.
INDICATES MONUMENT TO BE SET

APPROVAL BY THE TOWN OF GRAFTON ZONING BOARD OF APPEALS ACTING AS PLANNING BOARD IN ITS CAPACITY AS THE COMPREHENSIVE PERMIT GRANTING AUTHORITY UNDER GLC 40B.

11/7/06
CHAIR DATE

OWNER/APPLICANT:
ADAMS ROAD TRUST
51 MOUNT JOY DRIVE
TEWKSBURY, MA 01876

CERTIFICATE OF NO APPEAL
DECISION OF THE GRAFTON ZONING BOARD APPROVING A SECOND PROJECT CHANGE OF COMPREHENSIVE PERMIT PURSUANT TO G.L. c. 40B WAS FILED IN THE OFFICE OF THE TOWN CLERK ON September 15, 2006, 8:58 a.m.
CERTIFICATE OF NO APPEAL
BY MAUREEN CLARK, GRAFTON TOWN CLERK, IS RECORDED IN WORCESTER DISTRICT REGISTRY OF DEEDS, October 10, 2006, IN BOOK 39935, PAGE(S) 391
Maureen A. Clark Oct. 18, 2006
TOWN CLERK – GRAFTON DATE

SITE IS SUBJECT TO A COVENANT WHICH IS DATED September 27, 2006, RECORDED IN THE WORCESTER DISTRICT REGISTRY OF DEEDS IN BOOK 39985, PAGE 391

SEE REGISTRY SHEETS 6, 7 & 8 OF 8 FOR ZONING BOARD AND H.A.C. CONDITIONS OF APPROVAL AND WAIVERS GRANTED.

DECISION OF THE GRAFTON ZONING BOARD APPROVING THIS PLAN WAS FILED WITH THE TOWN CLERK ON 12/24/02. THE APPROVAL WAS APPEALED TO THE HOUSING APPEALS COMMITTEE ON 12/30/02. DECISION NO. 02-38 OF THE HOUSING APPEALS COMMITTEE WAS FILED ON 12/10/04, AND APPEALED. A COPY OF THE COMPLAINT WAS FILED WITH THE TOWN CLERK ON 1/10/03, AND DISMISSED ON 2/16/05 WITH PREJUDICE, WITHOUT COSTS AND ALL RIGHTS OF APPEAL WAIVED. CERTIFICATE OF NO APPEAL BY MAUREEN CLARK, GRAFTON TOWN CLERK, IS RECORDED IN WORCESTER DISTRICT REGISTRY OF DEEDS, OCTOBER 5, 2005, IN BOOK 37497, PAGE 158, PAGES 1-19.
Maureen A. Clark Oct. 18, 2006
TOWN CLERK – GRAFTON DATE

TITLE TO EACH LOT SHOWN ON THIS PLAN IS SUBJECT TO THE RIGHT RESERVED TO THE COMMON GRANTOR TO CONVEY TO THE TOWN OF GRAFTON AN EASEMENT WITH RESPECT TO THE STREETS AND WAYS SHOWN ON THE PLAN FOR ALL PURPOSES FOR WHICH STREETS AND WAYS ARE COMMONLY USED IN THE TOWN OF GRAFTON, UPON ACCEPTANCE OF SUCH STREETS AND WAYS BY THE TOWN.

THIS PLAN IS PREPARED IN ACCORDANCE WITH A COMPREHENSIVE PERMIT PURSUANT TO G.L. c. 40B GRANTED BY THE ZONING BOARD OF APPEALS ON DECEMBER 24, 2002, RECORDED IN THE WORCESTER DISTRICT REGISTRY OF DEEDS IN BOOK 37,497 PAGE 159, AND THE MASSACHUSETTS HOUSING APPEALS COMMITTEE DECISION ON 12/10/04, RECORDED IN THE WORCESTER REGISTRY IN BK 37,497, PAGE177.

CERTIFICATE OF NO APPEAL
DECISION OF THE GRAFTON ZONING BOARD APPROVING A PROJECT CHANGE OF COMPREHENSIVE PERMIT PURSUANT TO G.L. c. 40B WAS FILED IN THE OFFICE OF THE TOWN CLERK ON DECEMBER 14, 2005, 9:45 A.M.
CERTIFICATE OF NO APPEAL
BY MAUREEN CLARK, GRAFTON TOWN CLERK, IS RECORDED IN WORCESTER DISTRICT REGISTRY OF DEEDS, JANUARY 6, 2006, IN BOOK 38167, PAGE 165, PAGES 1-11.

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DEFINITIVE SHEETS 1 THROUGH 8 OF HIGH POINT ESTATES, DATED THROUGH 8/31/06, REPLACE AND SUPERSEDE SHEETS 1 THROUGH 8 OF THIS SUBDIVISION THAT WERE PREVIOUSLY RECORDED AT PLAN BOOK 842, PLAN 98. ON MAY 5, 2006.

-25 0 50 100
GRAPHIC SCALE

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SOIL EVALUATION . LAND SURVEYING . PLANNING
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OVERALL PROJECT PLAN
HIGH POINT ESTATES SUBDIVISION
GRAFTON, MASSACHUSETTS

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DATE: MAY 12, 2005	SCALE: 1' = 100 FT.		
	PROJECT No. 649.1-05		
REVISIONS: AUG 03, 2005	03/31/06	SHEET 1 OF 25	
10/10/05	04/04/06	(REGISTRY SHEET 1 OF 8)	
01/16/06	08/31/06		

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June 1, 2020

Zoning Board of Appeals
Town of Grafton
30 Providence Road
Grafton, MA 01519

Subject: High Point Estates (Adams Road Trust)
Construction Completeness Review

Dear Board Members:

As requested, Graves Engineering, Inc. (GEI) performed site visits through June 1, 2020 to evaluate construction completeness at the High Point Estates 40B residential subdivision located off Adams Road. During my February 21, 2020 and March 5, 2020 site visits I was accompanied by Tim Barlow of Barlow Construction. This letter addresses construction-related issues only. Review of the as-built plans, acceptance plans and legal descriptions is being addressed under separate cover.

We received the following document on May 11, 2020 via email from Patrick C. Garner Company, Inc.:

- Document entitled Inspection Report, Lot 76 dated May 9, 2020, prepared by Patrick C. Garner Company, Inc.

Lot development is not finished. It is my understanding that three lots are still to be developed, and that there is an enforcement order in place issued by the Grafton Building Department that withholds building permits for those three lots. The top course of road pavement was placed on High Point Drive and Pepperbush Court on November 23, 2016. Other finish surfaces (i.e. loam and seed, riprap, etc.) were being placed as lot development occurred.

This letter is a follow-up to our previous construction completeness review letters dated November 20, 2017, February 14, 2019, December 31, 2019 and March 11, 2020. For clarity, comments from our previous letters are *italicized* and our latest comments to the applicant's responses are depicted in **bold**. For brevity, comments previously addressed by the applicant and acknowledged by GEI have been omitted. Previous comment numbering has been maintained.

GEI initially issued a construction status letter on February 22, 2017. Our February 22, 2017 letter was prepared without the benefit of a detailed walk-through of the site. Since February 2017, progress has been made to address issues identified in that letter. The series of construction completeness letters that began on November 20, 2017 were prepared based upon a thorough investigation of the site by GEI. Grafton DPW was consulted during construction completeness review that led to the issuance of our November 20, 2017 construction completeness letter. GEI and Grafton DPW were diligent in evaluating construction completeness with the intention of providing a comprehensive analysis of their findings. However, as the applicant proceeds with executing the work described herein and completing lot development, should additional conditions be discovered that warrant action by the applicant, GEI and Grafton DPW reserve the right to revise the following list of items.

Work to be done by the applicant:

3. *Finish the installation of street lights and street trees.*

   February 14, 2019:
   As of December 22, 2018, the street lights had been installed but the following street lights were still not in service: across from #65 High Point Drive, at the intersection of High Point Drive and Pepperbush Court, at the Pepperbush Court cul-de-sac and the light near #18 High Point Drive. One street tree still needs to be planted at Lot 52 once Lot 52 is developed.

   December 31, 2019:
   These four street lights and the street light installed by the applicant at the intersection of Adams Road and High Point Drive were not illuminated on the evening of December 19, 2019. The remaining street tree is to be planted when Lot 52 is developed.

   March 11, 2020:
   The applicant recently changed the lighting fixtures on the street lights within the subdivision to LED (at Grafton DPW's request to be consistent with the Town's lighting fixture changeover to LED that is underway) and the developer is awaiting the electric company to connect power the four street lights that were not yet connected. The new fixture in front of #82 High Point Drive was on during my March 5, 2020 site visit – there may be a cap on the photocell that has to be removed. Per the developer, the street light on the utility pole at the intersection of Adams Road and High Point Drive was existing prior to the subdivision being constructed. The remaining street tree is to be planted when Lot 52 is developed.
   GEI visited the site on the evening of May 30, 2020 and found the eight on-site street lights and the utility pole-mounted street light at the intersection of High Point Drive and Adams Road to be illuminated. The remaining street tree is to be planted when Lot 52 is developed.

9. *An off-road catch basin was added at High Point Drive station 38+00+/- (on Lot 52). The following needs to be done: fill the settlement around the catch basin, cut the trees and brush around the catch basin in what will be the drain easement, stabilize any disturbed ground surfaces, remove roots growing through the "pick holes" inside the catch basin and seal the pick holes with mortar. Also, an easement will need to be created for the catch basin.*

   February 14, 2019:
   The work outside the catch basin has not been addressed yet. A silt sack was in the catch basin and work within the catch basin couldn't be confirmed. The work will be confirmed after use of the silt sack is no longer necessary.

   December 31, 2019:
   The settlement around the catch basin had been filled and the area around the catch basin had new grass growth. Some trees were removed, but additional trees within ten feet of the catch basin also need to be removed. The catch basin inlet grate was clogged with leaves and flooding around the catch basin has been reported. To avoid clogging, the catch basin inlet should be reconfigured as a drop inlet so that leaves can pass through the inlet.

   March 11, 2020:
   The inlet was changed to a drop inlet; the change is satisfactory. Additional trees had been removed. Grass seed was placed on the disturbed area; permanent grass cover will need to be established once the weather allows.

Acknowledged. The grass seed has germinated, and permanent grass cover has been established.

13. *Locate and raise to finish grade the manhole frames and covers for DMH X5, X6, X7 and X8 located adjacent to Basin 4 and cut the brush growing in the drainage easement. These covers appeared to be buried or lost in the vegetation.*

    February 14, 2019:
    Not addressed yet.

    December 31, 2019:
    During construction the zigzag configuration between DMH X5 and Basin 4 was eliminated in favor of a straight pipe run to Basin 4. The pipe configuration is reasonable. The trees within the drain easement between DMH X5 and Basin 4 need to be removed.

    March 11, 2020:
    The trees were removed and grass seed was placed on the disturbed areas. Permanent grass cover will need to be established once the weather allows.
    The grass cover is sparse (<50% grass cover). The area needs to be reseeded and possibly augmented (e.g. mulch placed to maintain moisture) to establish satisfactory (>70%) vegetative cover.

17. *Fill the settlement/depression in the ground at the top of the inlet weir at the triple culverts at High Point Drive station 3+60+/- left and stabilize the ground surface.*

    February 14, 2019:
    Not addressed yet.

    December 31, 2019:
    Acknowledged. The settlement had been filled and the disturbed area was stabilized.

    March 11, 2020:
    Concern had been raised by others about the use of riprap for stabilization. The riprap was removed, the existing grades were re-established, and grass seed and turf matting were placed for stabilization. Permanent grass cover will need to be established once the weather allows.
    The grass germinated. However, the pond had overflowed to the culverts and washed away some of the soil, leaving rock/riprap that appeared to be stable. On June 1, 2020, the area above the concrete weir appeared to be reasonably stabilized and the water level in the pond was still high (about ready to spill over toward the culverts). Earlier flow conditions had caused some of the turf matting to wash toward the inlet ends of the culvert. The loose turf matting needs to be removed. A photograph is presented below.

Area above the concrete weir at the inlet end of the triple culverts.

20. *The trail on Lots 55 and 56 is too steep perpendicular to the direction of travel and has a boulder retaining wall in the way near High Point Drive. At the rear of Lots 55 and 56, a pedestrian must walk down (or up) a boulder retaining wall that is approximately four feet high. On the property line of Lots 69 and 70, there is a stone retaining wall approximately 3.5 feet high approximately 100 feet long that appears to run along the center of the trail easement. GEI suggests that the developer and GEI walk the trails with the appropriate approving authority(ies) to determine if there are unacceptable impediments relative to use of the trails.*

    February 14, 2019:
    GEI understands that the developer discussed this issue with the Zoning Board of Appeals and that the developer was to submit a plan of proposed trail modifications prior to their implementation. No modifications have been made to the trails and GEI is not aware of any plans having been submitted.

    December 31, 2019:
    The developer constructed a trail crossing at the rear of Lots 55 and 56 without first submitting a plan of proposed trail modifications prior to their implementation. At a minimum, the riprap trail surface is unsuitable. GEI is not aware of modifications having been made to the other trails. Again, the developer is to submit a plan of proposed trail modifications prior to their implementation.
    The portions of the trail at the front of Lot 55 and on the open space behind Lot 55 were reconstructed with ramps consisting of riprap in-filled with smaller stone. I found these

portions of the trail to be easier to use than they were in their former condition. GEI defers final approval of the trail system to the Zoning Board of Appeals.

22. *Permanently stabilize all disturbed surfaces and where grass is to be utilized for stabilization and establish vigorous mature grass growth. For example, limited areas within the right of ways haven't yet received loam and seed placement, the Cape Cod berm along the right side of Pepperbush Court needs to be backed-up with loam and seeded from High Point Drive to the catch basin at station 1+91, and sediment deposited in the right-of-way from Lot 27 development needs to be removed and the area permanently stabilized.*

    February 14, 2019:
    The berm along Pepperbush Court has been stabilized with loam and seed. A retaining wall was constructed at Lot 27 and the steep slope above the retaining wall was stabilized with riprap. The disturbed area up-gradient of the riprap consisted of bare soil as of December 14, 2018. Erosion from Lot 48 (an undeveloped lot) is being deposited on the northeast corner of the access way for Basin 4. In short, permanent stabilization is a work in progress as lot development occurs. Any ongoing erosion needs to be addressed as soon as possible on a temporary basis until permanent stabilization can be achieved.

    December 31, 2019:
    Except for establishing permanent vegetative cover at the three undeveloped lots, there are no known issues associated with establishing permanent stabilization.

    March 11, 2020:
    Areas of recent work had been loamed and seeded where needed. Permanent grass cover will need to be established once the weather allows.
    Except as specifically noted herein, permanent vegetative cover appeared to be in order. Except for establishing permanent vegetative cover at the three undeveloped lots, GEI is not aware of issues associated with establishing permanent stabilization.

24. *After sediment is removed from the inlet to Basin 2, the up-gradient drainage lines that discharge to the basin need to be jet-cleaned. The pipe from the nearby-swale to Basin 2 needs to be cleaned and the drain lines from DMH I (adjacent to High Point Drive) to DMH H-1 (next to Basin 2) and from DMH H-1 to Basin 2 will need to be cleaned. The pipes in DMH H-1 are ¾ full of sediment.*

    February 14, 2019:
    This appears to have been addressed, but GEI could not confirm cleaning of the drain line between DMH I and DMH H-1. The invert of DMH H-1, the drain line from DMH H-1 to Basin 2 and the pipe between the nearby swale and Basin 2 had been cleaned.
    Per my discussion with Mr. Barlow, the drain line will be cleaned, if it needs cleaning, concurrent with the upcoming spring cleaning of the catch basins and the cleaning of this drain line will be confirmed by me and him when we confirm the catch basin cleaning.

26. *Remove erosion control barriers (e.g. silt fence at Basin 2) wherever erosion control barriers are no longer needed.*

    February 14, 2019:
    This will have to be addressed as areas are permanently stabilized. Silt fence is still in place at Basin 2.

December 31, 2019:
The removal of erosion control barriers has not been confirmed yet.
Per my discussion with the developer, the erosion control barriers have been removed except where needed – at Basin 4 and at the uncompleted house lots. I did not check the entire site, but I didn't see any unnecessary erosion control barriers in place at the sections of the site that I visited on February 21, 2020 and March 5, 2020.

27. *Stabilize areas up-gradient of Lot 76 (existing house), remove deposited sediment on and near Lot 76 and permanently stabilize disturbed and/or un-stabilized areas. Stormwater runoff that flows toward Lot 76 needs to be directed around the south side of the pool house.*

    February 14, 2019:
    This has not been addressed yet. GEI understands that an enforcement order was issued by the Grafton Building Department. GEI has recently been assisting the Building Department with review of plans proposing modifications to address this issue.

    December 31, 2019:
    Areas upgradient of Lot 76 have been stabilized. Plans proposing drainage modifications on Lot 76 have been submitted and reviewed. Work to address sediment removal on Lot 76 and drainage modifications on Lot 76 has not been executed.
    The developer's consultant issued the document entitled <u>Inspection Report, Lot 76</u>. GEI reviewed the report. During my June 1, 2020 site visit, I did not observe anything that contradicts the statement at the last bullet-item on page 1 that states "Swale shows no sign of scouring; interceptor culverts are full of leaves, which would not be the case if stormwater entered the culverts." Likewise, I observed loose leaf litter at the short sections of silt fence immediately down-gradient of the culverts, again indicating an absence of flow since the leaves were deposited (presumably in the fall of 2019). However, I can neither confirm nor refute the first bullet-item in the Conclusion that states "The completed stabilization of lots that are up-gradient of Lot 76 (Lots 52 through 58) has ended all overland flow from typical storms." The leaf litter may have indicated little or no flow since the leaf litter was deposited, but there could be conditions (e.g. rainfall onto frozen ground with snow cover) that could perhaps generate flow during a "typical storm" as defined in the report. Nevertheless, I don't disagree with the report in that the fully vegetated upgradient tributary area has a positive impact by reducing the amount of runoff generated compared to that area being under construction or recently constructed and having poorly-vegetated ground cover.

28. *Obtain a Certificate of Compliance and record it at the Worcester District Registry of Deeds for any Order(s) of Conditions issued by the Grafton Conservation Commission for construction of the roads or road-related infrastructure.*

    December 31, 2019:
    GEI understands that the applicant requested a Certificate of Compliance. Some of the required work cited herein is also applicable to the project's Order of Conditions.

    February 14, 2019:
    GEI defers to the Conservation Commission concerning the issuance of a Certificate of Compliance.

Per a letter issued by the Grafton Conservation Commission on May 1, 2020, the Commission voted to issue a Certificate of Compliance for DEP # 164-602 / WP #449. GEI is not aware if the certificate(s) have been recorded at the Worcester District Registry of Deeds, as required.

29. *The catch basins were cleaned in or about December 2016. The developer is responsible for continued road and road-related infrastructure maintenance (e.g. catch basin cleaning, street sweeping, stormwater basin maintenance) and repairs until the roads are accepted as public ways.*
    No further comment necessary.

30. *The developer should be aware that the Grafton Subdivision Rules and Regulations have specific requirements relative to Determination of Completeness for subdivision projects. This process differs from and occurs in advance of soliciting the Town to accept the road and road-related infrastructure. If not already done, the developer should make himself aware of the Determination of Completeness process and should direct any questions to the Zoning Board of Appeals, the Board having permitting and administration jurisdiction for 40B projects.*
    No further comment necessary.

Additional Comments, February 14, 2019

31. *As observed during periods of cold weather, groundwater and/or stormwater seepages (i.e. slow steady prolonged flow) that are discharging to sidewalks and the road are freezing, causing ice formation and slippery conditions. The seepages need to be addressed to eliminate the ice formation. GEI observed such conditions on the sidewalk in front of 80 High Point Drive (adjacent to Arrowwood Court) and on the sidewalk on the down-gradient side of the 3 Pepperbush Court driveway. A subdrain was installed along the south side of Arrowwood Court; groundwater seepage was occurring on the north side of Arrowwood Court even after the subdrain was installed. GEI has also been advised of seepage from Lot 27 (48 High Point Drive) that impacted Myrtle Court and High Point Drive but I did not observe that seepage and icing condition firsthand.*

    December 31, 2019:
    No seepage was observed on December 19, 2019 or December 24, 2019. The situation will continue to be monitored during the winter of 2019 – 2020.
    The site was checked periodically during the winter of 2019-2020 and the formation of ice was not observed; albeit there was little snowfall this winter. Mr. Barlow felt that the source of water to the High Point Drive sidewalk was not groundwater but was surface water (e.g. stormwater runoff or snow melt) that was captured in the riprap that is present along the north side of Arrowwood Court and passed out of the riprap and onto the ground surface where the riprap ends at the High Point Drive sidewalk. I don't dispute that this could be the situation.

    I was informed that between my site visits of February 21, 2020 and March 5, 2020, the developer performed mitigating measures on the north side of Arrowwood Court adjacent to the High Point Drive sidewalk. It was reported to me that this area was excavated until the end of a perforated pipe that crosses Arrowwood Court was found. The pipe was reported to have been installed when the subdrain along the south side of Arrowwood Court was installed. As explained to me, after the pipe and its bedding stone were found, the cap was left intact on the end of the pipe and the excavation was backfilled with crushed stone (small riprap) to the ground surface, thereby creating a

hydraulic connection between the location at which water entered onto the High Point sidewalk and the catch basin in High Point Drive where the subdrain discharges.

The intention to capture water from the north side of Arrowwood Court and convey it via pipe to the catch basin in High Point Drive is reasonable. However, I can neither confirm nor reject that this mitigation will address the water seepage and icing conditions that were observed almost a year ago. Time will tell if the mitigation works.

I will suggest that a test could be performed to simulate the seepage conditions and to better understand whether a hydraulic connection now exists between the point of seepage and the High Point Drive catch basin. This test alone should not be considered confirmation that the mitigation is adequate. The test would require the developer to obtain approval to connect to a fire hydrant. Using a hose, water could be discharged to the Arrowwood Court pavement such that it flows to the north side of Arrowwood Court. The potential for water to discharge onto the High Point Drive sidewalk could be monitored and the flow into the catch basin via the subdrain could be measured to differentiate the test flow from the existing subdrain flow generated along the south side of Arrowwood Court. If such a test is to be performed, it should be witnessed by me and by a representative of Grafton DPW. Even if such a test is conducted, the Town would be best served by monitoring the area during winter conditions similar to those conditions experienced about a year ago.

We trust this letter addresses your review requirements. Feel free to contact this office if you have any questions or comments.

Very truly yours,
Graves Engineering, Inc.

Jeffrey M. Walsh, P.E.
Principal

Cc: Robert Berger, Grafton Building Inspector
Christopher McGoldrick, Grafton Town Planner
Grafton Conservation Commission
Brian Szczurko, Grafton Engineering Department
Paul Cournoyer, Grafton DPW
Peter Hingorani, Adams Road Company
Tim Barlow, Barlow Construction
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