Bylaw Review Committee

June 29, 2022

5:30 pm

MINUTES

Members Present: Pauline Banducci, Mari Enoch, Stuart Litwin, David Myers, Jeff Zimmerman

A quorum being present, the virtual meeting was called to order at 5:30.

The Committee reviewed and created its questions for the Select Board and Town Counsel. The meeting was paused to allow members to travel to Town Hall to attend the Select Board meeting in person.

The meeting reconvened with the Select Board at Town Hall at 6:00. All members were present in person except for Stuart who attended virtually.

The members asked the Select Board and Town Counsel Donna Brewer various questions and was given the following clarification/responses:

* Concerning the difference between bylaws vs. ordinances--Towns have bylaws and Cities have ordinances.
* Concerning Personnel Policy—the Bylaw can be general and authorize the Select Board to adopt the specific policy; other like polices can be handled the same way by having a Bylaw authorizing committees to set policies
* If Bylaws included monetary amounts for fines, the exact amounts must be used, cannot use ranges or language such as “up to”
* A classification of fines with a separate schedule of dollar amounts may be used for a less cumbersome method to update changes
* All bylaws should be included in one document
* Suggestion to keep a record of all Local Options and date of adoption at the end of the bylaw document
* Suggestion that when the amended Bylaws are proposed to Town Meeting, the changes could be published as a properly referenced attachment to the Warrant
* If Bylaws were not sent to the Attorney General for comment at the time they were voted, they can still be sent for review
* The Select Board suggested a public hearing, held either by the Bylaw Review Committee or jointly with the Select Board, prior to submission to the Town warrant

 After concluding discussion with the Select Board and Town Counsel, the Bylaw Review Committee paused its meeting and reconvened at the Community Center at 6:45. All members were present in person except Stuart who attended virtually.

Stuart informed the members he would like someone else to Chair the Committee.

A motion was made, seconded, and so voted to elect David Myers as the new Chair.

The Committee thanked Stuart for his leadership.

The Committee decided to include track changes in the proposed revised document. The final document will include live links to MGL as appropriate. The Committee would like some administrative assistance from Town Hall to assemble the track changes.

All members will upload their track changes to the master document at a public meeting in order to stay compliant with open meeting law.

The members reviewed their assignments and set the next meeting date for July 13 at 7:00.

A motion was made, seconded, and so voted to adjourn at 7:41.

Respectfully submitted,

Mari Enoch