

Bylaws Review Committee Regular Meeting Minutes

Thursday, January 3, 2019 @ 4:00 p.m.

Selectmen's Conference Room, 126 Main Street

Present: Francis W. Cote, Town Clerk Nancy J. Talbot, Executive Assistant Mary L. Midura, Town Manager Stuart Beckley, Jim Rutherford

Nancy Talbot explained that the bylaws since 2007 are not in conflict with the Town Charter. The numbering system used by General Code is now changed. Departments will need to give input. Mr. Cote stated this committee needs a starting point. Mr. Cote asked if there were funds appropriated for placing the Town's bylaws on General Code; Mr. Beckley noted that there is \$15,000 appropriated from previous years.

The committee began with page 2 of the General Code of 2005 Editorial Analysis. Section 2 will need updated titles. A regulation can be changed by a board, but bylaws must be voted at town meeting. Jim Rutherford, who has applied for membership (approved by Board of Selectmen on January 8, 2019) asked an explanation of these suggested changes. Ms. Talbot explained that a General Code representative met with the Town Clerk in 2005 to do this review. She also referred to the 2007 meeting minutes of this previous committee.

Section 3 refers to the 2005 review. Section 4 is understood by this committee. For Section 5, the Charter supersedes and 100 is the quorum. Ms. Talbot will check the minutes of September 26, 1994. Mr. Beckley noted this may need action. Ms. Talbot noted three Charter changes since 2007: financial budget schedule, Planning and Community Development, and Conservation Commission.

Section 6: Boards can set fees, some departments can set fees. Section 7 should be removed, per Charter establishing Town Manager. Section 8 should be amended as per page 13 of 374 of this book. Section 9: Town Meeting action established Ambulance Reserve Fund. Ms. Talbot will confirm if this was adopted as a bylaw. Mr. Cote noted that this committee's function is to see if these items are bylaws, not to enforce. Section 10: The Town has a bylaw that established the Zoning Board of Appeals (date?).

Section 11: Charter has section 5.6 as Town Manager appoints the Building Inspector. It was suggested that this be checked with other communities. #2 under Section 11 should be deleted. Section 12: Mr. Beckley noted this was approved at Town Meetings, including Ad Hoc committees. Section 13: Remove. Section 14: Page 43 of 374 regarding sale of personal property and procurement procedures are superseded by MGL. Surplus property procedures should be on the list of bylaws to delete.

The meeting was adjourned at 5:47 p.m.

The next meeting of this committee will be held on Thursday, January 17, 2019 at 4:00 p.m.

APPROVED
MARCH 5,
2019