



By-Law Review Committee Final Report

2019 Annual Town Meeting

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TOWN OF WAKEFIELD

By-Law Review Committee

William J. Lee Memorial Town Hall

Daniel Lieber, Chair
Keith LaGraves
Michelle Licciardi
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April 29, 2019

Dear Town Meeting Members:

The By-Law Review Committee (“Committee”) is pleased to offer this final report of our progress for 2016-2019. The Committee consisted of 7 members¹ who were appointed by the Board of Selectmen.² The Committee faithfully reviewed all existing General Bylaws for consistency with the Wakefield Home Rule Charter, other Bylaws, Massachusetts General Laws, updated language, and clarity. Further, General Bylaws were reviewed for relevance and purpose. The Committee explicitly decided not to review Zoning Bylaws (Ch. 190) as it was determined it would require additional legal expertise, legal expenses, and would be better served as a separate specialized task as Zoning Bylaws have extensive side effects with respect to existing properties and uses.

The Committee met 45 times over 30 months at various locations and times to remain accessible to the public. All meetings were posted with the Town Clerk and detailed minutes were taken. The Chair or a designee would contact likely relevant parties to request input in writing and/or participation in deliberation at a meeting on items of interest. This included extensive discussions with Police Chief Richard Smith, Fire Chief Michael Sullivan, Town Administrator Steve Maio, Health Director Ruth Clay, Town Clerk Betsy Sheeran, Town Moderator William Carroll, Animal Control Officer Ken Stache, Board of Selectmen/Town Council, Conservation Commission, Planning Board,

¹ The Committee would also like to thank Jason Doucette, who served on the Committee from 2016-2017.

² The Board of Selectmen was renamed to the Town Council after a Wakefield Home Rule Charter amendment was approved in 2018.

School Committee, Permanent Building Committee, Charter Review Committee, Wakefield Cultural Council, Wakefield Historic Commission, Wakefield Commission on Disability Issues, Finance Committee, Wakefield/Lynnfield Chamber of Commerce, Wakefield Civic League, and many individuals³. Of particular note is Town Counsel Tom Mullen who attended extensive meetings and provided much appreciated guidance and drafted all articles for Town Meeting. Most meetings had attendance by members of the public. While some public bodies and most public officials were gracious with time and promptly responded to requests for information and guidance, some refused to allow Bylaw Review Committee collaboration on items of mutual interest (e.g. Charter Review Committee on language changes affecting bylaws). We encourage all public bodies and officials to always welcome collaboration and citizen input.

The Committee recommended over 56 changes to the Town Bylaws, of which nearly all were adopted. The changes are summarized in Appendix A and the approved final versions of bylaws, including with amendments to some proposed at Town Meeting, can be found in the Town Annual Reports for 2018 and 2019. Among the secondary priorities for the Committee was clarifying language and demonstrating respect through the bylaws by removing single gendered language pronouns (e.g. “he”) when language was being changed for any other reason. Appendices B, C, and D contain the presentations used by the Committee at the Town Meetings for 2018 and 2019.

There were substantial policy changes to bylaws regarding the Permanent Building Committee, Town Meeting, and General Governance. New sections of general governance (Ch. 9) were added to ensure citizen participation is encouraged at all times. The Snow and Ice Bylaw (Ch. 175) was updated to allow for enforcement by both Department of Public Works and Police along with requiring removal of snow and ice on sidewalks and street entrances from commercial properties. A new bylaw for Vacant Storefronts (Ch. 155), designed to encourage improved utilization of first floor storefronts, was submitted at the same Town Meeting as this report and the Committee encourages approval.

The Committee recommended substantive changes to the Permanent Building Committee (Ch. 9, Sec. 5) composition itself which the Town Meeting did not approve. The Committee recommends this issue be reconsidered at a future time. If items from the Annual Meeting of 2019 are not approved, the Committee recommends they be reconsidered at a future time as well.

The Committee explicitly voted not to thoroughly examine zoning issues (Ch. 190) on November 27, 2017. The Committee recommends this issue be considered in the future as part of a comprehensive recodification of zoning bylaws in conjunction with the Planning Committee, Zoning Board of Appeals, Town Council, and Town Counsel. It will likely require the hiring of an attorney with a specialization in municipal zoning laws to conduct a recodification.

³ The Committee would like to specifically thank Eric Reid for faithfully attending many of the meetings as an interested citizen and generously offering his vast institutional knowledge of things that have occurred in Wakefield governance throughout the past decades.

The Committee appreciates the extensive assistance of Town Counsel Mullen, Town Administrator Maio, Executive Assistant Sherri Dalton, along with staff from the Town Clerk's office.

Respectfully submitted,

Wakefield By-Law Review Committee

By-Law Review Committee Members:

Daniel Lieber, Chair

Keith LaGraves

Michelle Licciardi

Brian McCoubrey

Cindy Schatz

Jeff Stikeman

Robert Vincent

Appendix A-Summary of Actions

<http://ecode360.com/WA1512>

Chapter	Section/Article	Subsection/Article	Adopted	Internal Review Date	Lead	Disposition	Notes
1 - General Provisions	1 - Interpretation and Penalties	Sections 1-2	6/1/1992	1/23/2017		No changes recommended	
1 - General Provisions	1 - Interpretation and Penalties	3 - Record of bylaws	6/1/1992	9/25/2017		Warrant Article APPROVED	Add online publication
1 - General Provisions	1 - Interpretation and Penalties	4 - Licenses and permits	6/1/1992	1/23/2017		No changes recommended	
1 - General Provisions	1 - Interpretation and Penalties	5 - Word usage	6/1/1992	9/25/2017		Warrant Article APPROVED	Add notice can be electronic when acknowledged
1 - General Provisions	1 - Interpretation and Penalties	5 - Word usage	5/10/2018	2/25/2019	Daniel Lieber	Warrant Article APPROVED	Add definition of "business day"
1 - General Provisions	1 - Interpretation and Penalties	6 - Violations and penalties	6/1/1992	9/25/2017		Warrant Article APPROVED	Change to staggered fines (\$100/200/300)
1 - General Provisions	1 - Interpretation and Penalties	7 - Noncriminal disposition	11/16/2009	9/25/2017		Warrant Article APPROVED	Collapse Sections A/B, check D for actual regulation or 104-14
1 - General Provisions	1 - Interpretation and Penalties	8 - Refusal to comply with order	6/1/1992	9/25/2017		Warrant Article APPROVED	Add "...served upon him [in writing], shall..."
1 - General Provisions	1 - Interpretation and Penalties	9 - Time limit for prosecution	6/1/1992	1/23/2017		No changes recommended	
1 - General Provisions	1 - Interpretation and Penalties	10 - Disposition of fines and penalties	6/1/1992	9/25/2017		Warrant Article APPROVED	Add "...or the [regulation or] the order of any board..."
1 - General Provisions	1 - Interpretation and Penalties	11 - Amendments	6/1/1992	1/23/2017		No changes recommended	
1 - General Provisions	2 - Acceptance of Bylaws		12/15/1997	1/23/2017		No changes recommended	
4 - Appropriations			6/1/1992	4/24/2017		No changes recommended	
9 - Boards, Committees, and Commissions	1 - Conservation Commission		6/1/1992	4/24/2017		No changes recommended	
9 - Boards, Committees, and Commissions	2 - Historical Commission		6/1/1992	4/24/2017	Michelle Licciardi	No changes recommended	
9 - Boards, Committees, and Commissions	3 - Handicapped Commission		6/1/1992	3/14/2018	Daniel Lieber	Warrant Article APPROVED	Change name to CDI

9 - Boards, Committees, and Commissions	4 - Finance Committee	6/1/199 2	1/22/2018	Keith LaGraves	No changes recommended	Considered change for vacancy appointment authority (HR)
9 - Boards, Committees, and Commissions	5 - Permanent Building Committee	4/4/200 2	10/3/2018	Daniel Lieber	Warrant Article APPROVED	Change makeup of Advisory Committee
9 - Boards, Committees, and Commissions	6 - Community Preservation Committee	4/8/200 2	4/24/2017	Cindy Schatz	No changes recommended	
9 - Boards, Committees, and Commissions	7 - Notice of Opportunity to Apply for Boards, Committees, and Commissions	11/18/2 013	3/14/2018		Warrant Article APPROVED	Change some language to add appointments
9 - Boards, Committees, and Commissions	19-27 - New Governance		3/14/2018	Daniel Lieber	Warrant Article APPROVED	New governance
14 - Council on Aging		6/1/199 2	9/25/2017	Michelle Licciardi	Warrant Article APPROVED	Recommend removal
17 - Counsel		6/1/199 2	2/26/2018	Bob Vincent	Warrant Article APPROVED	Recommend consistency with Charter and add delegation authority (HR)
21 - Departments	1 - Surplus Supplies	6/1/199 2	1/22/2018		Warrant Article APPROVED	Update to current MGL
36 - Meetings	1 - Annual Town Meeting	6/1/199 2	2/26/2018		Warrant Article APPROVED	Make consistent with Charter, add definition for Annual Town Mtg
36 - Meetings	2 - Notice	6/1/199 2	1/22/2018		No changes recommended	
36 - Meetings	3 - Order of procedure	5/3/199 3	1/22/2018		No changes recommended	
36 - Meetings	4 - Rules of Conduct	6/1/199 2	1/22/2018		No changes recommended	
36 - Meetings	5 - Motions to Amend or Fill Blanks	6/1/199 2	1/22/2018		No changes recommended	
36 - Meetings	6 - Procedure for motions	6/1/199 2	1/22/2018		No changes recommended	
36 - Meetings	7 - Declaration of votes; count by tellers	6/1/199 2	1/22/2018		No changes recommended	
36 - Meetings	8 - Motions permitted when a question is under debate	6/1/199 2	1/22/2018		No changes recommended	
36 - Meetings	9 - Time limit for debate	6/1/199 2	2/26/2018		Warrant Article APPROVED	Remove time limit
36 - Meetings	10 - Form and adoption of questions	6/1/199 2	2/26/2018		Warrant Article APPROVED	Add additional current language for motions
36 - Meetings	11 - Persons speaking on questions; time limit	11/17/2 008	1/22/2018		No changes recommended	
36 - Meetings	12 - Interruptions	6/1/199 2	1/22/2018		No changes recommended	
36 - Meetings	13 - Committee reports	6/1/199 2	1/22/2018		No changes recommended	

36 - Meetings	14 - Action on Committee reports	6/1/199 2	2/26/2018	Warrant Article APPROVED	Add "final" to report, allowing for interim reports
36 - Meetings	15 - Reconsideration	6/1/199 2	2/26/2018	Warrant Article APPROVED	Combine with Sec. 17, specify difference of session v meeting.
36 - Meetings	16 - Rules of Practice	6/1/199 2	2/26/2018	Warrant Article APPROVED	Use Robert's Rules with Town Meeting Time as guide
36 - Meetings	17 - Motion to reconsider	6/1/199 2	2/26/2018	Warrant Article APPROVED	Combine with Sec. 15
36 - Meetings	18 - Offers of land or building; duty of Planning Board	6/1/199 2	1/22/2018	No changes recommended	
36 - Meetings	19 - Annual Financial Town Meeting	11/29/2001	1/22/2018	No changes recommended	
43 - Personnel Policies and Compensation		6/1/199 2	2/26/2018	Daniel Lieber Warrant Article APPROVED	Recommend removal
47 - Purchasing	1 - School Materials	6/1/199 2	9/25/2017	Warrant Article APPROVED	Recommend removal
51 - Reports	1 - Deadline for inclusion in Annual Town Report	6/1/199 2	11/13/2017	Warrant Article APPROVED	Change deadline to March 15
51 - Reports	2 - Publication of Annual Town Report	6/1/199 2	11/13/2017	Warrant Article APPROVED	Change timing from 14 days to 7 days prior to town meeting
51 - Reports	3 - Purpose and contents of Annual Town Report	5/9/201 1	11/13/2017	Warrant Article APPROVED	Update department names, add Human Rights Commission
56 - Selectman, Board of		6/1/199 2	9/25/2017	Warrant Article APPROVED	Recommend removal of Sec. 3
62 - Treasurer		6/1/199 2	1/22/2018	Warrant Article APPROVED	Change language for consistency in reading Treasurer
75 - Alarms		6/1/199 2	3/14/2018	Warrant Article APPROVED	Remove fees, clarify Administrator language
78 - Alcoholic Beverages		6/1/199 2	2/26/2018	Warrant Article APPROVED	Add commas after "playground" and "place"
82 - Amusements		6/1/199 2	9/11/2017	No changes recommended	
94 - Building Construction		-----	9/11/2017	No changes recommended	Building Code on file in Planning Board
100 - Cemeteries	1 - Funds for Forest Glade Cemetary	6/1/199 2	3/14/2018	Warrant Article APPROVED	Change "Town Treasurer" to "Treasurer" consistent with Ch. 62
100 - Cemeteries	2 - Crematoriums	4/2/200 7	11/13/2017	No changes recommended	
104 - Dogs and Other Animals	Sections 1-12	6/1/199 2	3/14/2018	Warrant Article APPROVED	Need consistency with MGL; add animal bites; refer to "animals"
104 - Dogs and Other Animals	13 - Licensing and license fees	4/3/200 6	3/14/2018	Warrant Article APPROVED	Need consistency with MGL

104 - Dogs and Other Animals	14 - Solid waste excretion	5/6/1993	3/14/2018		Warrant Article APPROVED	Need consistency with MGL
104 - Dogs and Other Animals	Sections 15-17	6/1/1992	3/14/2018		Warrant Article APPROVED	Recommend removal for consistency with MGL
108 - Earth Removal		6/1/1992	11/13/2017		Warrant Article APPROVED	Specify Board of Appeals, change fines to \$100/200/300
112 - E-911 Telephone System		5/5/1994	3/14/2018		Warrant Article APPROVED	parallels to Ch. 75; remove appeal fee
115 - Excavations		6/1/1992	2/26/2018		Warrant Article APPROVED	Recommend removal
119 - Fees	1 - Town Clerk	11/18/2013	11/27/2017	Daniel Lieber	No changes recommended	No changes recommended per Betsy Sheeran
119 - Fees	1.1 Town Clerk - Registration of underground storage tanks	11/7/2005	11/27/2017	Daniel Lieber	No changes recommended	No changes recommended per Betsy Sheeran
119 - Fees	2 - Other boards and agencies	6/1/1992	3/14/2018	Daniel Lieber	Warrant Article APPROVED	Fees adjusted/removed per Steve Maio
119 - Fees	3 - Building permit fee schedule	11/7/2005	3/14/2018	Daniel Lieber	Warrant Article APPROVED	Not actually updated 11/2016
119 - Fees	4- Miscellaneous fees	11/7/2005	3/14/2018	Daniel Lieber	Warrant Article APPROVED	Fees adjusted per Chief Sullivan
119 - Fees	5 - Fees not enumerated	6/1/1992	11/27/2017		No changes recommended	
126 - Historic Structures		6/1/1992	10/3/2018	Michelle Licciardi	Warrant Article APPROVED	Add fees, enforcement authority to Historic Commission
130 - Hunting and Trapping		6/1/1992	9/17/2018		Warrant Article APPROVED	Gender neutral
138 - Lake Quannapowitt		6/1/1992	3/14/2018		Warrant Article APPROVED	Add electric boats horsepower equivalent/allow boat launch
142 - Licenses and Permits		6/1/1992	1/22/2018		Warrant Article APPROVED	Change frequency of reporting from annual to periodic
143 - Fingerprint-Based Criminal Record Background Checks		5/14/2012	3/20/2019	Daniel Lieber	Warrant Article APPROVED	Change timing to before consideration by licensing authority/MGL compliance
147 - Sidewalk Cafes		5/14/2012	7/16/2018		Warrant Article APPROVED	Clear up definitions and confusing terminology
148 - Newsracks		4/7/2003	7/16/2018		Warrant Article APPROVED	Clear up definitions and confusing terminology
154 - Peace and Good Order	Sections 1-3	6/1/1992	7/16/2018		No changes recommended	
154 - Peace and Good Order	4 - Trash collection	4/5/2001	7/16/2018		No changes recommended	
154 - Peace and Good Order	5 - Door-to-door solicitors and canvassers	11/1/2004	7/16/2018		No changes recommended	

154 - Peace and Good Order	6 - Construction hours and noise limits	11/7/2005	7/16/2018	No changes recommended	
154 - Peace and Good Order	7 - Public consumption of marihuana or tetrahydrocannabinol	4/6/2009	7/16/2018	No changes recommended	
154 - Peace and Good Order	8 - Abandoned, dismantled... and/or unregistered motor vehicles	5/9/2011	7/16/2018	No changes recommended	
165 - Sewers	1 - Plans and Records	6/1/1992	7/16/2018	Warrant Article APPROVED	
165 - Sewers	2 - Sewer Betterments	4/7/2003	7/16/2018	Warrant Article APPROVED	
170 - Storm Drain System; Stormwater Management		4/7/2008	7/16/2018	Warrant Article APPROVED	
175 - Streets and Sidewalks	Articles 1-2	6/1/1992	7/16/2018	Warrant Article APPROVED	
175 - Streets and Sidewalks	3 - Snow and Ice	11/14/2011	3/14/2018	Warrant Article APPROVED	Rewritten after recommendations from DPW and Police
175 - Streets and Sidewalks	4 - Private Ways	6/1/1992	7/16/2018	Warrant Article APPROVED	
185 - Water		6/1/1992	7/16/2018	Warrant Article APPROVED	
190 - Zoning		----	11/27/2017	Deferred	Codification accepted 12/15/1997; only minor changes rec'd.
191 - Scenic Roadways		4/7/2003	7/16/2018	No changes recommended	
155 - Vacant Storefronts		New	3/20/2019	Warrant Article APPROVED	New; based on Arlington; requested by multiple residents
All - Change BoS to TC		New	9/6/2018	Warrant Article APPROVED	Change terminology from Board of Selectmen to Town Council

Wakefield By-Law Review Committee Recommendations

2018 Annual Town Meeting
April 30, 2018 & May 7, 2018



Your Committee Hard At work



- ▶ Working consistently since November, 2016
 - ▶ 27 open meetings, nearly all had private citizen attendance and input
 - ▶ Town Counsel Tom Mullen provided expert opinions and prepared articles
 - ▶ Zoning explicitly deferred
- ▶ Solicited input from all referenced town departments, counsels, boards, committees, commissions
- ▶ Received input from many sources, including individual citizens, town department heads, other municipalities, trade organizations, Chamber of Commerce
- ▶ Held specially advertised open meeting requesting feedback on March 14
- ▶ 20 separate topics consolidated into 5 articles
- ▶ Goal was to simplify by-laws, apply consistency, remove unnecessary language, remove fees where practical



Omnibus Bylaw Revisions - Part I Article 21



- ▶ Removal of 4 chapters and 1 section deemed unnecessary
 - ▶ Chapters 14, 43, 47, 56-3, 115
 - ▶ Topics are now covered by Charter and/or State Law
- ▶ Language clarifications
 - ▶ Chapters 62, 78, 100
 - ▶ Consistency of language, e.g. "Treasurer" instead of "Town Treasurer"
 - ▶ Lots of commas added, Oxford commas added, and capitalization
- ▶ Updates for consistency with current practice, state law, and/or language
 - ▶ Chapters 17, 21, 36, 142
 - ▶ E.g. Town Counsel can explicitly work with School Department
 - ▶ Allow "I move the question" at Town Meeting as explicitly valid motion



Omnibus Bylaw Revisions - Part II Article 22



- ▶ Minor Updates
 - ▶ Ch. 1 (General): Allows email notices, general fines are now \$100/\$200/\$300 per offense
 - ▶ Ch. 51 (Annual Report): Changes timing to be more consistent with current practice and adds references to Veteran's Services and Human Rights Commission
 - ▶ Ch. 75 (Alarms): Clarify administrator, removes appeal fees
 - ▶ Ch. 108 (Earth Removal): Specifies Zoning Board of Appeals as responsible board, removes outdated language, fines consistent with Ch. 1
 - ▶ Ch. 112 (E-911): Clarify administrator, removes appeal fees
 - ▶ Ch. 119 (Fees): Remove MANY fees, minor updates to fees, no changes to building fees
 - ▶ Ch. 138 (Lake Quannapowitt): Corrects typo and updates language to accommodate for newer technology in watercraft



Ch. 9 (Governance) Article 23



- ▶ Updates language for consistency with State Law and other by-laws
- ▶ Updates Finance Committee vacancy appointments
- ▶ Changes Permanent Building Committee to 6 consistent members and 3 by User Agency for each project
- ▶ Adds consistency of governance process
 - ▶ Multiple member bodies to use Roberts Rules of Order, revised
 - ▶ Ability to designate chair and change chair
 - ▶ Defines quorum, specifies location and posting of meetings
 - ▶ Meeting Minutes more accessible by public
 - ▶ Attendance requirement for appointed bodies
 - ▶ Designated purpose of appointed bodies
 - ▶ Public Hearing minimum requirements



Ch. 104 (Animals) Article 24



- ▶ Updates to language, fines, and municipal boarding fees
 - ▶ Fines changed to \$50/\$200/\$300
 - ▶ Consistency with State Law as changed in 2012
- ▶ Adds biting in public as explicit violation
- ▶ Permits off-leash areas in designated dog parks



Ch. 175 (Snow & Ice) Article 25



- ▶ Update to cover commercial property and large multi-family dwellings town-wide
 - ▶ No requirement for single family homes and small multi-family dwellings
- ▶ No violation until 12 hours after cessation of precipitation
 - ▶ Does not require clearing during storms
- ▶ Most affected properties are already compliant
- ▶ Enforcement by Police and/or DPW
- ▶ Clearing to include marked entries and crosswalks and be ADA compliant
- ▶ Update fine: \$200 per lack of shoveling violation
- ▶ Update fine for depositing on public ways to \$300
- ▶ Chamber of Commerce consulted



Thank you



Wakefield By-Law Review Committee Recommendations

Fall 2018 Regular Town Meeting
November 5, 2018



Your Committee Hard At work



- ▶ Working consistently since November, 2016
 - ▶ 11 open meetings since last Town Meeting
 - ▶ Town Counsel/Barrister Tom Mullen provided expert opinions and prepared articles
- ▶ Solicited input from all referenced town departments, counsels, boards, committees, commissions
- ▶ Received input from many sources, including individual citizens, town department heads, other municipalities, other boards/committees/commissions
- ▶ 10 separate topics
- ▶ Goal was to simplify by-laws, apply consistency, remove unnecessary language, clarify intent
- ▶ Wrap-up expected at May 2019 Town Meeting depending upon Charter changes



Streets and Sidewalks (Ch. 175) Article 14

- ▶ Language clarifications
 - ▶ Board of Public Works is now DPW
 - ▶ Coasting is now sledding
- ▶ DPW requested changes
 - ▶ Fees for road cuts



Omnibus Bylaw Revision Article 17

- ▶ Consistency of language with Charter Change from "Board of Selectmen" to "Town Council"



Historic Structures (Ch. 126)

Article 18



- ▶ Improve enforcement (Building Inspector and Historic Commission)
- ▶ Clarify need for hearing is only for removal of 6-month delay
- ▶ Add fee to cover cost of advertising public hearing for those who wish to have a hearing for possible waiver of delay
- ▶ Consulted with Historic Commission
- ▶ Refer to submitted language (not printed language)

Hunting and Trapping (Ch. 130)

Article 19



- ▶ Clarify language
- ▶ Remove gender references



Fingerprinting (Ch. 143) Article 20

- ▶ Clarify process to have fingerprinting done before license application is considered completed
- ▶ Gives Police 30 days to conduct investigation
- ▶ Licensing authority (Town Council) still retains authority to issue/deny licenses
- ▶ Consulted with Police Chief
- ▶ Recommend Indefinite Postponement



Sidewalk Cafes (Ch. 147) Article 21

- ▶ Clarifies language/removes conflict of language

Newsracks (Ch. 148) Article 22

- ▶ Corrects misspellings and obsolete references
- ▶ Clarifies days as town business days



Sewers (Ch. 165) Article 23

- ▶ Language changes
- ▶ Clarifies ownership of grinders
- ▶ Clarifies definition of usage per DPW practice



Storm Drain Management (Ch. 170) Article 24

- ▶ Makes bylaw consistent with federal and state law as requested by DPW
- ▶ Clarifies requirements for homeowner activities

Water (Ch. 185) Article 25

- ▶ Language changes for consistency with State law as requested by DPW

Thank you



Wakefield By-Law Review Committee Recommendations

Spring 2019 Annual Town Meeting

April 29, 2019



Your Committee Hard At work



- ▶ Working consistently since November, 2016
 - ▶ 45 open meetings over 30 months
 - ▶ Town Counsel/Barrister Tom Mullen provided expert opinions and prepared articles
- ▶ Solicited input from all referenced town departments, councils, boards, committees, commissions
- ▶ Received input from many sources, including individual citizens, town department heads, other municipalities, other boards/committees/commissions
- ▶ 5 separate topics for this Town Meeting
- ▶ Goal was to simplify by-laws, apply consistency, remove unnecessary language, clarify intent
- ▶ Final Report delivered at May 2019 Town Meeting



Business Day (Ch. 1) Article 23

- ▶ Language clarifications
- ▶ Brings language from Charter into By-laws



Permanent Building Committee Advisory Committee (Ch. 9) Article 24

- ▶ Changes responsibility of appointment from Moderator to User Agency (e.g. School Committee, Town Council, Library Trustees, etc.)
- ▶ Gives ability for voice at Permanent Building Committee by the Advisory Committee as a public body
- ▶ Does not negatively impact or change voting of the Permanent Building Committee itself
- ▶ Allows for more involved citizen input on all projects in a constructive manner



Fingerprint-Based Criminal Record Background Checks (Ch. 143) Article 25



- ▶ Makes by-law compliant with M.G.L. updates to CORI regulations
- ▶ Changes timing of recommendations by Police Department so licenses are not potentially withheld after approval
- ▶ Keeps licensing authority as final determination of license issuance

Vacant Storefronts (Ch. 155) Article 26



- ▶ Multiple citizen requested bylaw
- ▶ Modeled after successfully approved Arlington bylaw
- ▶ Only affects first floor commercial storefronts
- ▶ Simplified processes for Wakefield
 - ▶ Only singular department to be notified (Building Department)
 - ▶ Timelines extended (not considered vacant unless unused for 90 days)
- ▶ 4 options for vacancies
 - ▶ Fill vacancy
 - ▶ Allow public artwork
 - ▶ Pay \$100/quarter fee
 - ▶ Request waiver from Town Council
- ▶ Promotes smart use of storefronts and increases awareness of vacancies

Final Report Article 27

- ▶ We're done!
- ▶ Next review starts in 2022
- ▶ Thank you!
- ▶ Your By-Law Review Committee Members
 - ▶ Daniel Lieber, Chair
 - ▶ Keith LaGraves
 - ▶ Michelle Licciardi
 - ▶ Brian McCoubrey
 - ▶ Cindy Schatz
 - ▶ Jeff Stikeman
 - ▶ Robert Vincent



Thank you

