

Meeting #4 Bylaw Committee

Minutes for Bylaw Review Committee ("The Committee")

September 19, 2022 at 7pm via Zoom

Item #1: Call to Order

7:00pm Call to Order. Attendees:

Committee Attendees: Dan Lieber (Chair); Joe Pride; Tim Lilley; Katherine Howitt; Lisa Cutulle; Kevin York; Eric Reid (7:05 p.m.)

Not Attending: Lucy Fox; Alexandra Makarewicz; Ann Santos

Other Attendees: Town Counsel Tom Mullen

Tim Lilley agreed to take the minutes.

Item #2: Public Engagement: Public Participation: None

Item #3: Minutes from August 15, 2022: Vote tabled until next meeting.

Item #4: Review Bylaws:

- Chapter 9 (Boards, Committees, and Commissions)
 - Per Chair Lieber, Town Administrator Maio asked chairpersons of all town boards for any feedback or proposed changes to this section. Will accept any feedback until at least mid-October.
 - Article IV (Finance Committee) Section 9-6 (Vacancies)
 - There was discussion around S 9-6, which finishes with wording "*and if any member absents himself from five consecutive meetings, the member **may** be dropped and the vacancy filled.*" It was discussed that Section 9-25 notes that absent members in town committees "**shall**" be dropped. Town Counsel suggested removing this clause (everything after the semicolon) from S 9-6 and deferring to Section 9-25. Chair Lieber asked Town Counsel to make this change in general edits.
 - Article V - Permanent Building Committee
 - Chair Lieber noted that Article V only specifies nine members of the Permanent Building Committee. He noted that the committee may currently also designate additional individuals as "alternate members." There was discussion as to whether these individuals have any rights as alternate members and if the Bylaw should be amended to reflect these individuals. Town Counsel will discuss with the Town Administrator.
 - Section 9-11:
 - Tom Mullen recommended correcting grammar in first section "to include but not limited to"

- This section makes reference to "*Town's Building Manager.*" Town Counsel will check with the Town Administrator on what individual or position this is referring to, and if this needs to be revised.
- Section 9-15
 - Committee discussed amending Subsection A. (2) to also require that notices of open positions also be posted on the Town website in addition to the newspaper.
- Section 9-23 Location and Posting of Meetings
 - The Committee discussed potentially amending section to note that electronic meetings are acceptable, if permissible by law
- Section 21-1 Disposition
 - It was discussed that in the third row, Town Counsel should replace "Town Councilors" with "Town Council"
- Chapter 36: Town Meeting
 - Town Moderator is reviewing and will provide feedback on any recommend changes

Item #5: Update on Professional Assistance with Zoning Recodification:

- Tom Mullen will reach out to recommended professional in zoning/land use recodifications for a proposal.

Item 6: Next meeting scheduled for 10/3/2022.

Item 7: Adjournment: Tim Lilley moved to adjourn at 8:49pm; seconded by Katherine Howitt. Approved unanimously via roll call.

Minutes Approved 10/3/2022.