

**BYLAW REVIEW COMMITTEE  
MEETING MINUTES  
25 SEPTEMBER 2018  
1<sup>st</sup> Floor Conference Room – Wakefield Town Hall**

The meeting was called to order at 5:05 p.m. by Chairman Lieber who presided throughout.

Members present:

- Dan Lieber, Chairman
- Michelle Licciardi – arrived at 5:20 (during public comments)
- Brian McCoubrey
- Cindy Schatz
- Jeff Stikeman

Members absent:

- Keith LaGraves
- Bob Vincent

Members of the Public:

- Eric Reid – Charter Review Committee
- Joe Bertrand – Chairman, Permanent Building Committee
- Steve Maio – Town Administrator

There was a brief discussion of the cancelled meeting originally scheduled for Monday, September 24 due to miscommunication in the Town Clerk's office that prevented posting the meeting in accordance with the Open Meeting Law.

During public comments Mr. Reid noted that the Charter Review Committee public hearing will be held tomorrow (September 26) at WCAT's studio. Phone-in questions will be accepted from the public. The next Charter Review Committee meeting will then be October 30. Mr. Reid stated that the Charter Review Committee will have 16 articles at Town Meeting in November. This caused some confusion as the Bylaw Review Committee thought only 12 articles were being presented. This will be investigated to clear things up.

The approval of the minutes of the Committee meeting held September 17, 2018 were not yet available for review.

A lengthy discussion was held with Mr. Bertrand and Mr. Maio regarding the composition of the Permanent Building Committee with all members participating. Mr. Bertrand's comments were candid and forthright. He discussed "advisory committee" participation both during the Galvin construction and the recent renovations to the Walton School. He noted that under the Massachusetts School Building Assistance program that advisory committees were mandated by MSBA. Mr. Maio suggested that Town Counsel Mullen provide an opinion regarding Chapter 9 Section 10 and who appoints the "Advisory Committee."

Members of the Bylaw Review Committee stated that the goal was not to significantly increase the number of members on the PBC but, rather, to ensure that adequate "outside" representation was available to the PBC and that those individuals should have "voting" rights. It was noted

that the Bylaw Review Committee had heard, clearly, at May's Town Meeting that the PBC should not be *reduced* in size.

After discussion among all participants it was agreed that the "User Agency" would appoint an advisory committee of "X" members and that those members would have voting rights as pertains to projects related to their appointment. It was agreed that the Town Council, while generally appointing committees, would not do so in the case of the PBC Advisory Committee.

Finally, it was agreed that the Bylaw Review Committee would have Town Counsel Mullen draft up replacement language for 9-10, the Committee would review his draft for additional input, if necessary the draft would be amended, and that once completed the suggested language would be sent to Chairman Bertrand to share with the other members of the PBC. Mr. Bertrand and Mr. Maio were amenable to this course of action.

At this time, with Mr. Bertrand's comments completed, he was excused from the meeting at 6 p.m.

Mr. Maio remained with the Committee to provide his further input to the proposed new Chapter 155 (Vacant Storefronts). It was agreed by all that Chapter 155 would not be on the warrant for the November Town Meeting. There was consensus that "vacant storefronts" should be considered "visible" ground level commercial properties as opposed to "all" commercial properties and that locations such as, but not restricted to, the Lakeside Office Park would be excluded. The focus, all agreed, should be "downtown retail" establishments (to include Greenwood, etc.).

Mr. Maio also clarified that Chapter 143 (Fingerprinting) findings should go directly to the Wakefield Police Department. Under the CORI "rules" only police departments are authorized to receive this information. After following various procedures, information may be shared but there is a clear process to do so. Mr. Maio was also comfortable with "30 days."

Following his discussion, Mr. Maio was excused from the meeting at 6:25 p.m. so that he could attend another subsequent meeting.

Ms. Schatz noted that Chapter 126, as drafted" refers to "his..." and should be redrafted to "his/her" or similar gender-neutral language. Upon motion made by Mr. McCoubrey and seconded by Ms. Licciardi it was unanimously:

**VOTED:** To approve the language change in Chapter 126 as discussed.

It was agreed that the Committee would next meet on Wednesday, October 3, 2018 at 5 p.m. to finalize our warrant article submissions for the November Town Meeting.

Tentative meetings, previously discussed, are scheduled for Tuesday, October 9 and Monday October 22, 2018.

As there was no other business to come before the Committee, the meeting was

**ADJOURNED** at 6:45 p.m.

*Submitted by Brian D. McCoubrey*

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Approved 10/3/19.