

**BYLAW REVIEW COMMITTEE
MEETING MINUTES
3 OCTOBER 2018
1st Floor Conference Room – Wakefield Town Hall**

The meeting was called to order at 5:09 p.m. by Chairman Lieber who presided throughout.

Members present:

- Dan Lieber, Chairman
- Keith LaGraves
- Brian McCoubrey
- Cindy Schatz
- Jeff Stikeman

Members absent:

- Michelle Licciardi
- Bob Vincent

Members of the Public:

- Eric Reid – Charter Review Committee (CRC)
- Tom Mullen – Town Counsel

During public comments Mr. Reid passed out the 12 CRC warrant articles that have been voted by the CRC for presentation at Town Meeting. A brief discussion followed.

Several changes were recommended for the minutes of the meeting of September 17 (attendance, times, Chapters 130 and 143). Mr. McCoubrey was asked to communicate with Ms. Licciardi so that she could incorporate those changes.

After a brief discussion and motion made by Ms. Schatz and seconded by Mr. Stikeman, it was unanimously:

VOTED: To approve the minutes of the meeting of September 25 as presented. (Mr. LaGraves abstained as he was not at the meeting).

After a brief discussion and motion made by Mr. Stikeman and seconded by Mr. LaGraves, it was unanimously:

VOTED: To reaffirm the prior vote taken on Chapter 126 (Historic Structures) to incorporate language regarding “gender neutrality” and to refer Chapter 126 to Town Meeting.

After a brief discussion and motion made by Ms. Schatz and seconded by Mr. Stikeman, it was unanimously:

VOTED: to approve superseding language changes to our earlier vote on Chapter 143 (Fingerprinting) and to refer Chapter 143 to Town Meeting.

After a discussion of the changes suggested by Mr. Stinson of the Department of Public Works (DPW) and as outlined in the draft prepared by Mr. Mullen and upon motion made by Mr. LaGraves and seconded by Mr. McCoubrey, it was unanimously:

VOTED: To approve Chapter 165 (Sewers) and to refer Chapter 165 to Town Meeting.

After considerable discussion of the word “surfactants” in Chapter 170 (Storm Drains) it was agreed that the Committee would, at Town Meeting, defer to Mr. Stinson for his explanation of the meaning and impact on residents regarding “surfactants.” Following this discussion and upon motion made by Ms. Schatz and seconded by Mr. LaGraves, it was unanimously:

VOTED: To approve the recommended language as drafted for Chapter 170 and to refer Chapter 170 to Town Meeting.

At 6:05 p.m. Ms. Schatz excused herself from the meeting as she had to be present at another meeting.

Following Ms. Schatz’s departure, considerable discussion centered on Chapter 175 (Streets and Sidewalks). In addition to the language suggested by Mr. Stinson and drafted by Mr. Mullen the following changes were discussed:

- Chapter 175-1: “...as defined in the regulations of the TOWN...”
- Chapter 175-2: change the word “coast” to “sled.”
- Throughout Chapter 175 change “board of public works” to “department of public works.”
- Chapter 175-7: “head of the Fire Department” should be changed to “Chief of the Fire Department.”

Following this discussion and upon motion made by Mr. McCoubrey and seconded by Mr. LaGraves, it was unanimously:

VOTED: To approve the changes to Chapter 175 as presented by Mr. Mullen and to accept the other changes discussed above and to refer Chapter 175 to Town Meeting.

The Committee next discussed Chapter 185 (Water). The following changes were discussed:

- Chapter 185-3: “Department of Environmental Quality Engineering” should be changed (twice) to “Department of Environmental Protection.”
- “Board of Public Works” should be changed to “Department of Public Works.”
- Chapter 185-4: change from “...published in a newspaper of general circulation within the town or by such other notice as is reasonably calculated to reach and inform all users of the town water supply” to “...published by the town in such a manner as is reasonably expected to update, reach and inform all users of the town water supply.”
- Chapter 185-6: update the fines by referring to Articles 1-6 and 1-7 (staggered fines of \$100, \$200 and \$300) and to make these fines non-criminal.

Upon motion made by Mr. McCoubrey and seconded by Mr. Stikeman, it was unanimously:

VOTED: To approve the changes to Chapter 185 as discussed above and to refer Chapter 185 to Town Meeting.

The Committee noted that a great deal of (positive) feedback has been received regarding a proposed new Bylaw – Chapter 155 (Vacant Storefronts). It was agreed that the Committee will focus on Chapter 155 after the conclusion of November's Town Meeting.

Upon motion made by Mr. Stikeman and seconded by Mr. LaGraves, it was unanimously:

VOTED: To refer the recommendation to adopt MGL 40U to Town Council.

A brief discussion was held regarding Town Meeting which, at a minimum, is expected to run two sessions (November 5 and November 8). Committee members unable to attend Town Meeting should provide notice to Mr. Lieber.

Upcoming meetings:

- It was agreed to cancel the proposed meeting originally scheduled for October 9.
- It was agreed to meet on Monday, October 22 as previously planned (Mr. LaGraves will be unable to attend).
- It was agreed that it would be prudent to present our recommended articles for November Town Meeting to the Town Council when they meet on October 29. This will be finalized when we meet on October 22.

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

ADJOURNED at 6:41 p.m.

Submitted by Brian D. McCoubrey