

**BYLAW REVIEW COMMITTEE  
MEETING MINUTES  
25 FEBRUARY 2019  
1<sup>st</sup> 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
- Brian McCoubrey
- Jeff Stikeman
- Bob Vincent

Members absent:

- Keith LaGraves
- Michelle Licciardi
- Cindy Schatz

Members of the Public:

- Sarah Guerin – Wakefield Cultural Council (to participate in Vacant Storefronts discussion)

There were no public comments.

The approval of minutes of the meeting held January 28, 2019 were not available for review.

Regarding agenda item IV-A, Mr. Lieber passed out copies of a draft prepared by Town Counsel Mullen regarding the Permanent Building Committee (PBC) (Chapter 9) and specifically §9-10 (“Advisory Committee”). The draft suggests the deletion of the existing language to be replaced by the language contained in the draft. Mr. Lieber stated that the PBC had not seen the draft as our committee had not yet reviewed it. Changes proposed include:

- The Advisory Committee is non-voting
- As drafted, the PBC does not have a seat on the Advisory Committee
- The Advisory Committee will be appointed for any project that comes under the jurisdiction of the PBC
- Adds language regarding Advisory Committee comments “...evaluation of bids and proposals, negotiation and administration of contracts, and evaluation of contractors.”
- The Advisory Committee shall consist of not more than 25 persons.
- The Advisory Committee(s) will be invited to all PBC meetings related to the project for which the Advisory Committee has been formed.
- Adds the following language (in italics here): “...and may also invite such other public bodies *as it may deem appropriate, including the Board of Health and the Commission on Disabilities.*”
- Changes “appointed public bodies” to “appointed multi-member bodies” to be consistent with §9-19.

There was discussion about the “not to exceed” number (25) but it was agreed that since that was a maximum number (and generally in line with other appointed committees) that “not to exceed 25” was acceptable.

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

**VOTED:** That Chairman Lieber send the draft as discussed to Mr. Bertrand (Chair, PBC) and Attorney Mullen to allow the PBC to comment on the draft.

Regarding Agenda item IV-C, (Fingerprinting, Chapter 143) Mr. Lieber stated that there has been no further update from Chief Smith. A brief discussion ensued regarding the Committee's next steps should WPD provide no further guidance prior to the upcoming Town Meeting. The discussion centered on "do we support the language we have?" "Do we not support that language?" "Leave as is?" or use the original language prepared by the Committee that was tabled at the previous Town Meeting. It was agreed we will take a "wait and see" approach for the time being. Mr. Lieber will reach out to Chief Smith again.

Agenda item IV-D (Vacant Storefronts, Chapter 155) provided significant discussion from all members present and Ms. Guerin who reviewed (quickly) both the proposed Chapter 155 and the Arlington (Mass.) bylaw that formed the basis for Chapter 155. Comments submitted by Town Administrator Maio and Town Councilor Santos were reviewed. Ms. Guerin provided several comments, generally in support of the proposal, and asked some questions for which answers are still being formulated by the Committee. A point addressed by many present regarded "outreach" to current owners, landlords and tenants.

Mr. Stikeman related information he was familiar with regarding what is "public art?" and "who owns it?" These will require further investigation so that all parties (owners/landlords/tenants, the artist and the town) will know what is appropriate and to limit exposure.

Following the discussion of Vacant Storefronts, Ms. Guerin left the meeting at 6:35 p.m. after being thanked for both her attendance and her insightful comments on the issue.

Mr. Vincent asked about the timing of the Warrant Closing to gauge what we have left to do, and the time left to accomplish those items. It was determined that the Committee should have time to complete the matters we expect.

Mr. Lieber passed out draft language related to the Committee's Report to Town Meeting as required by the Charter (7-5b) and the Bylaws (36-14) which reads: *"To see if the Town will vote to hear the report of the Bylaw Review Committee, accept it as the final report of the committee, and discharge the committee, or to see what the Town will do about it."*

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

**VOTED:** To accept the language as presented.

Because of the remaining work to be done the following meeting dates were proposed:

- Monday, March 11 (Mr. Vincent will be unable to attend)
- Monday, March 18
- Monday, March 25 (Mr. Stikeman will be unable to attend)

As there was no other business to come before the Committee and upon motion made by Mr. Vincent and seconded by Mr. Stikeman, the meeting was

**ADJOURNED** at 7:02 p.m.

*Submitted by Brian D. McCoubrey*

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Approved March 11, 2019