

**By Law Review Committee
Regular Meeting
Tuesday, September 15, 2015
Town Hall Meeting Room**

Meeting Called to Order

Members Present Chairman Sullivan, Vice Chairman DelRosso, Clerk Rice, Mr. Blanchard and Mrs. Hart. Town Administrator Cadime also attending.

The Agenda for this meeting were By Law Categories 1-4.

Mr. Blanchard passes out to the members a package that he has made up his suggestions for amendments, changes etc. to the By Laws discussed today.

Category 1 – Page 3

Annual Town Report –

Discussion regarding when the report would be available.

Should be complete for the Fall Town Meeting or by a date of December 1 of the year?

Town Meeting-

Discussion on Town Meeting results posting and reporting to the Town.

Discussion on changing/modifying the time frame for processing the Town Meeting Warrant between the Selectmen creating the Warrant, forwarding to the Finance Committee for review and final posting date.

Should the process be 30 days, 45 days?

What time frame would be required for review and proofing of Warrant Articles?

Appointments to Committees- Page 4 paragraph 10,11,12

Discussion on the process that currently exists.

Discussion to Amend paragraph 12 first word from “All” to “Any”.

“Any” was the preferred word to use in this paragraph.

Town Officials – Page 5

Add to paragraph 4 that prior to any sales etc the items deemed surplus will be placed on the Town Web Site, published in local newspaper(s) and listed publicly for review of interested parties.

Appointment Procedures – page 6

Discussion on Town By Law, Town Charter and MGL Ch. 41 S. 11 for filling of vacancies on Town Boards and Commissions. Must follow the State Law.

Appointments cont – Page 7

Discussion on the “Public Interview” portion of the By Law. Decision to leave in place as is.

By Law Category 2A.9 Must be amended as MGL Ch 39 as described currently has been repealed by the Legislature and must be replaced with MGL Ch. 30A S.18-25.

By Law Category 2A.9.1 – Add that Minutes of Meeting will be also be placed on the Town Web Site.

Category 2B – Capital Improvement Committee

Section 1- Add “Infrastructure” to the duties of the Capital Improvement Committee

Section 4 – Municipal Capital Stabilization Fund

Amend first sentence to read, “The Town *HAS* established...”

Category 2C – Permanent Building Committee Pages 9-13

Page 13 Section 5 Item 1 – “The Permanent Building Committee may...”

To be relocated to Page 12 Section 4 Item 6 – Staff Support.

Category 3 was deleted by the November 2013 Town Meeting.

Category 4 – Residency Requirement for Town Committees – No Actions Taken

Consider for Discussion renumbering this as Category 3 for future use.

No Other By Laws to come before the committee at this meeting.

Correspondence

Package from Town Planner Aubin regarding formatting of the By Laws overall with several comments and suggestions for the Committee.

Minutes from Previous Meeting – None at this time.

Public Comments – None

Agenda for next meeting – By Law Categories 5 thru 9A.

Chair to forward this to the Town Administrator for distribution to departments and committees affected by these By Laws.

Meeting Adjourned at 3:05pm

Minutes Prepared and Submitted By Chairman David Sullivan