

Bylaw Review Committee
Minutes
March 8, 2019

Members present: Alissa Brewer, Bernie Kubiak, Bob Ritchie, Evan Ross

Members absent: Patricia De Angelis

Staff present: Geoff Kravitz

No members of the public in attendance

Meeting convened at 8:35

Ritchie distributed discussion points for this meeting.

Minutes: **DECISION:** Future sets of minutes will make note of **DECISIONs** that have an overall impact by labeling "**DECISION**" as in the first set of minutes. Minutes of March 1, 2019, meeting accepted.

Election of officers: Brewer moved to appoint Ritchie as Chair, Ross seconded. **DECISION:** motion passed unanimously.

Committee meeting schedule: plan to meet every two weeks, Friday mornings, on a schedule that accommodates work assignments for Kravitz. Kravitz will send out a calendar of prospective dates.

DECISION on next meetings: March 19 at 2:00 PM, March 29 at 8:30 AM.

SharePoint discussion. **DECISION:** Brewer will restructure SharePoint folders to have a folder for drafts, reference materials and other changes to improve usability. Older materials will continue to reside on the former committee's page on the Town's website.

Tracking of draft edits, presentation to Council. **DECISION** is to make changes to text then reorganize the document before presenting it to the council.

How to count time periods in the bylaws: Charter makes reference to 9.5 – computation of time.

DECISION: Use this definition unless we need to change the default, make a direct quote from the Charter in the administrative section of the bylaws.

3.7 Good standing bylaw: take text block containing all the references to the MGL and convert it to a list for ease of reading.

3.8 Section title Changed to "License Fees for Innholders..." and converted to a data block.

3.9 Disposition of Fees Received: could be deleted according to town attorney, covered by the General Laws. **DECISION:** delete section 3.9.

3.10 Sanctuary Community retained purpose statement, reformatted for readability. No title to section D in the original so add title: "Provisions Relating to Law Enforcement Actions".

Ritchie suggests building a checklist of final review points, including consistency in the use of lists and how they're drafted. **DECISION:** add a note in the interpretive guidance section an explanation as to why purpose/preambles are sometimes included.

3.11 (now 3.10) Limitation on Number of Recreational Marijuana Retail Establishment. No changes.

3.12: "Public Shade Tree Committee" to clarify bylaw. Discussion of Purpose section: change to "Authorization" and delete all but first sentence of the paragraph. Need to tighten section on promulgation of regulations, eliminate section D "prohibited acts"

3.13 After School Program Revolving Fund. **DECISION:** there should be a single revolving fund bylaw, will be replaced in the future with a new bylaw. Gifts and grants were removed from the original as they are controlled by another statute. Funding limit set annually by council as part of budget proposal. Consider moving this to the administrative section, since it governs town operations.

3.14 Bicycle Regulations: new bylaw forthcoming on other means of personal transportation (scooters, Segway's, etc.) Question as to why separate bicycles out from other forms of conveyances? For future consideration: take non-motorized conveyances and simply include bicycles. Kravitz will look to see if there are any examples that would combine devices, look at merging bylaws.

3.15 Impeding Traffic: Question as to what is the real purpose of this bylaw, need to ask the Police Chief if addresses something necessary that is not covered elsewhere.

3.16 Parking and Delivery: no changes

3.17 Activities and Amusements: combine playing in street with the with the bicycle/conveyances bylaw. Leave section concerning parks.

3.18 Littering: no changes. For future review.

Start with Open Containers for next meeting. Committee members should read ahead to facilitate discussion

Meeting adjourned at 10:31 AM

Respectfully submitted
Bernie Kubiak, Clerk

Documents referred to:
Draft Minutes, March 1, 2019
Discussion Points for 3/8/2019 (Ritchie)
Draft 6.0 of Bylaws