

Bylaw Review Meeting Minutes  
May 10, 2019

Members Present: Alisa Brewer, Patricia De Angelis, Bernie Kubiak, Bob Ritchie (Chair), Evan Ross.  
Staff Present: Geoff Kravitz; Christine Brestrup  
No members of the public present

Meeting convened at 8:32 AM

Chris Brestrup, Planning Director, joined the meeting. The Bylaw Committee (Committee) is working mainly on the general bylaws, leaving the zoning bylaw changes largely to the Planning Board. The Committee only made basic changes to bring it into compliance with the new form. A new baseline document for zoning is needed, the question is with the timing. Preference is to put in place a baseline document, conforming to form of government, then make revisions/amendments to the zoning bylaw. Timeline for adopting the baseline document is driven by the Town Council. De Angelis and Ross suggest that they put an agenda item for the council to adopt the full packet. Planning board needs to hold another hearing and report with recommendations to the council, following MGL 40A section 5. Council given notice May 20<sup>th</sup>, aim to have the planning hearing before June 30<sup>th</sup> prior to appointing a new Planning Board. Put zoning changes on June 5<sup>th</sup> Planning meeting, have the council vote on it July 1<sup>st</sup>. Ritchie will introduce the process to the Planning Board on May 29<sup>th</sup>.

Ross raises question regarding 10.1 Appointment, number of associate members is not in the charter, so the numbers were kept the same as in the current zoning bylaw. The Outreach, Communications, & Appointments Committee is considering 3 members for Zoning Board of Appeals (ZBA) versus 4 as in the current bylaw. Are absolute numbers necessary in the bylaws, since current language is "shall"? Ritchie will check state statutes to see if the number of associate members is linked to size of the board. The prospect is open to changing "shall" to "may." Brestrup would like to keep associate members to offset any quorum issues, given that there are fewer. Decision is to add "may include up to 4" for ZBA members, make it clear that all are council appointees.

Options for distribution of materials before meetings, as allowed by the Open Meeting Law:

1. Post to website as draft,
2. Submit as a document at a meeting for discussion at the next meeting,
3. Make assignments then come back at a separate meeting for discussion.

Suggestion is to include link for the document on the meeting notice section on the town website.

Discussion as to what process is preferred by the committee. Decision: create a packet of documents with a link to the meeting as posted on the website.

Town Council Goals Document: add row "zoning bylaw review" to bring zoning bylaw in conformance with the Charter and implement it. General bylaws, no additional changes. Kravitz will forward this to council president.

Zoning bylaw recommendations: references made to general bylaws not yet adopted is a tolerable imprecision at this time. Need to make clear in the report that there were no substantive changes to the bylaw proposed by this or the previous committee. No update as this is the report that the council received in December save the changes to Section 10.1, Appointment.

Minutes of May 1, 2019, accepted by unanimous consent.

Noise bylaw (3.28): redlined version previously distributed. Section B (4) Decision: amend wording to reflect events that are in compliance with conditions as authorized.

Next meeting begins with review with 3.37 Wetlands Protection. Revised bylaw 3.14 Bicycles and non-motorized transportation conduct on public ways may be posted in the next packet.

Meeting adjourned at 10:12 AM.

Respectfully submitted,  
Bernie Kubiak, Clerk

Documents referred to:  
Draft 6 of the Town Bylaws  
MGL 40A §5 (text distributed)  
Draft Noise Bylaw  
Minutes of May 1, 2019