

Bylaw Review Meeting Minutes  
November 1, 2019

Members Present: Alisa Brewer, Bernie Kubiak, Bob Ritchie (Chair), Evan Ross. Absent: Patricia De Angelis

Staff Present: Geoff Kravitz

No members of the public present

Meeting convened 10:40 AM

3.7 Licenses and Permits: Massachusetts General Law requires that the bylaw “shall provide” but it contains style and reference that don’t conform to the Committee’s recommended revision of the bylaw’s language. Ritchie explained that making the change of Selectman to Council and creating a bulleted list are acceptable changes that satisfy the statutory mandate. Consensus: keep the revisions the committee made.

Residential rental properties: in the data block, create a reference to section L, additional non-monetary penalties.

3.50 Net Zero Town Buildings: no further changes

3.51 Council on Aging: removed language regarding nominating committee, secretary, added language regarding reports.

References to non-monetary penalties added to the data blocks in the EPS Foam and Animal Regulations sections.

Next steps: for November 5<sup>th</sup>, provide council with report and a copy of the bylaws and solicit comments by close of business on November 12<sup>th</sup>. Kravitz will compile the comments for consideration at the November 15<sup>th</sup> meeting. Send councilors a copy of the crosswalk with a column to allow their comments. Avoid track changes, attachments. Councilors will have the opportunity to offer items for future consideration which will be compiled by the committee.

Upcoming schedule: November 22<sup>nd</sup> meeting to address final report, follow up December 5, 2:00 to 5:00 pm.

December 10 – final report to the Council. Town council readings December 16, second January 6, 2020.

Comments on the draft report to the Council:

The report is not intended to constrain or compel council action. Agree to generate a future considerations document that stands apart from the report.

Substantive versus non-substantive: need to inform the council that these determinations are not a constraint or determinative, rather a guide to reading and understanding the revised bylaws.

Bylaws removed: may need to provide links, explanation of the old bylaw.

Bylaws combined, condensed: offer an illustration as to why the bylaws were condensed.

Condominium Conversion recommendation: note that if the council retains the bylaw, it should change Selectboard reference. General discussion about the structure of the report. Zoning bylaw recommendations should be moved to a future recommendations list. Add a note regarding the previous update of the zoning bylaw.

On November 5<sup>th</sup> councilors will get the report, a copy of the bylaws, and the crosswalk with instructions on how to enter comments on the crosswalk, comments aimed at the baseline document. Items for future considerations should be separate, will be contained in a separate document.

Next steps section: the councilors have the opportunity to provide feedback, deadlines for comments. Note that the first reading of the revised bylaw is December 16<sup>th</sup>.

Reconciliation with the zoning bylaw may still be needed as is compilation of substantive future general bylaw amendments

Meeting adjourned at 12:27 PM

Respectfully submitted,  
Bernie Kubiak, Clerk

Documents referred to  
Revised bylaws, Draft 7B  
Draft Report to the Council