

**By-Law Review Committee
Meeting Minutes
November 2, 2015**

Present: Bill Kohlman, Eugene Redner, Bill Cullen, Peter Reed, Lisa Mead (part-time)

The meeting was called to order at 7:15 PM.

Lisa Mead, Town Council, had been invited to the meeting to provide input to the committee's efforts. She stated that the town may want to consider the use of ECode, an online service that assists with updates to town bylaws. Lisa provided the following comments:

- It is the Town Clerk's job to maintain the laws of the town.
- By laws can only be changed at Town Meeting, some by simple majority, others by a 2/3 vote
- When the committee is ready to recommend changes to the by-laws, it is likely that two warrants will be required, one for edits such as renumbering and organization and a second warrant for substantive changes.
- She questioned whether page numbering is necessary, since it leads to problems and errors. She suggested that we consider either no numbers or using the chapter number followed by a page number, i.e. 10-2.
- Lisa recommended eliminating Chapter 25, Non-Criminal Disposition of By-Law Violations since the violations are all detailed in other chapters, and it's easier to have in only one location to avoid conflicts.
- The Clerk can make Scribner's error corrections.
- The Charter is changed once every 10 years whereas the bylaws are meant to be changed more frequently and they should be more flexible to change.
- Some sample numbering of bylaws that Lisa suggests include the Town of Ashland and the Town of Marblehead. Also the City of Newburyport for ordinances.
- Bill Cullen questioned the dollar value of many of the bylaws with penalties of \$1.00. Lisa said that discussions at Town Meeting to change the dollar value is always a hot topic.

The Warrant Article was voted in favor, 4-0.

Bill Kohlman suggested that the permanent By Law Committee review on a quarterly basis changes to the by-laws with Lisa, the Board of Selectmen, Town Administrator and any other proponents of changes. Bill explained that the current committee is tasked to update the bylaws as necessary due to changes in the town charter. There is currently no permanent by law committee.

Bill Kohlman will send committee members the revised version of the by laws.

As planned for this meeting, the committee undertook a review of chapters of 9-16 of the By-law, as follows, with all edits noted in the updated version;

Chapter 13 – Under Board of Selectman add Assistant Town Administrator, change Superintendent of Public Works to Director of Public Works and add Tree Warden. Under Boards/Committees change the

number of members for Capital Planning Committee to 5, Council of Aging to 7, Cultural Council to 7 and add the Community Preservation Committee with 9 members and a 3 year term. Under Town Administrator change Assistant Assessor to Chief Assessor, change Health Officer to Board of Health Director/Public Health Officer, strike Superintendent of Public Works, change Building Inspector to Building Commission/Zoning Code Enforcement Officer and add Facilities Manager with an indefinite term.

Bill K. proposed that we review chapters 19-28 of the By-laws and compare to the Charter for the next committee meeting on Nov 16.

Meeting adjourned at 8:45 PM. Submitted, Peter Reed