

*Members Present: Karen Murphy, Town Administrator; Denise MacAloney, Town Clerk; Sam Albert, Police Chief; Kevin Nivala, Fire Chief; Brenda Bodanza, Building Dept. Assistant; Sharon Taylor, Citizen-at-Large; Charlie Aubuchon, Citizen-at-Large*

*Members Absent: Josh Hall, DPW Director*

*Others Present: Steve Wallace, Town Planner; Lt. Mike McDonald*

### **CALL TO ORDER**

The meeting was called to order at 9:30am.

### **APPROVAL OF MINUTES – APRIL 21, 2015**

There were no minutes of this meeting available.

### **REVIEW CURRENT BYLAWS**

S. Albert and D. MacAloney presented a list of resources available to the Committee from General Code, the company Westminster uses to codify all General and Zoning Bylaws.

D. MacAloney indicated that the main purpose of the Committee is to review outdated existing bylaws. She explained the process involved in the approval of the bylaws. General bylaws go through the Board of Selectmen, then to the Town Meeting warrant for a majority vote. Zoning bylaws require a hearing process and 2/3 approval at Town Meeting. The Attorney General then reviews/approves the bylaw and it is accepted as law, the effective date is the date of the Town Meeting.

The Committee will develop and recommend a bylaw amendment package; a hearing will not be required, but it would be up to the Board of Selectmen.

S. Wallace suggested holding a hearing, the Committee all agreed.

MMA and the Attorney General offices also have resources for bylaw review committees.

S. Albert reviewed the assignments for each department.

S. Wallace reviewed the following planning related sections:

S. 81 – Buildings and Land: the Planning Board has not reviewed, but are currently in the process of reviewing the zoning use table.

D. MacAloney questioned Section 81 how a determination is made as to whether a bylaw involving buildings/land should be a general bylaw or a zoning bylaw. S. Wallace and the Planning Board will look at removing the duplicate language vs. what can/should stand alone.

S. 97 – Earth Removal: updated one year ago, no changes needed.

S. 125 - Junkyards: this bylaw needs revision

S. 138 – Low-Impact Development: fairly new, no changes needed at this time.

S. 71 – Animals: this section was recently revised for the Board of Health.

Mike McDonald reviewed the contents of the General Bylaws, Division 1, Part II and identified responsible entities.

S. Wallace offered to develop and distribute a spreadsheet listing each responsible entity. Each entity will review and advise as to what action will be taken with each:

- want to keep as is
- needs revision
- can eliminate

*Assignment for Division I: Part I, Administrative Legislation*

Board/Committee Rules, Finances, Treasurer/Collector (9, 28, 58) - Charlie Aubuchon

Fire Department – Kevin Nivala

Board of Health (13, 123, 125, 200) – Sharon Taylor

Advisory Board and Agricultural Committee – Denise MacAloney

Capital Planning – Karen Murphy

Cemetery – Denise MacAloney

Personnel Board – Sam Albert

**NEW BUSINESS**

D. MacAloney indicated that a bylaw that was approved at the Annual Town Meeting was misnumbered. Town Counsel recommends going back to Town Meeting to authorize the Town Clerk to renumber as necessary. The Attorney General only approves content not numeration.

This will be presented at the fall Town Meeting.

The next meeting of the Bylaw Review Committee will be held on Tuesday July 14<sup>th</sup> at 9:30am.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 10:22 a.m.