PRESENT: John Broderick, Ed Lennon, Bev Litchfield, Dave Sanders, Judy Theocles
       Anna Levine @ 6:35

Call to order: Meeting was called to order by Chairman Ed at 6:30 p.m.

I. Meeting Minutes
   A. Minutes were not discussed

II. Public Comment: None

III. Old Business:
   A. Editing Issues Regarding General By-Laws Document
      1. Need to incorporate changes into current draft
      2. Anna will merge the various documents with noted changes
   B. Use and purpose of Drafts and Edit List
      1. Significant time spent on how to merge and choose content
      2. Gold copy kept with change journal
   C. Formatting General By-Law Document Including Numbering/Typos
      1. Consistent dollar format agreed upon
   D. Consistency of Terminology
      1. Mass Gen Law

IV. New Business:
   a. None

Next meeting: 2-13-17 Monday @ 6:30 in Town Clerk Office

Adjourned at 9:30

Respectfully submitted,

Dave Sanders, Clerk