

Bylaw Study Committee Meeting Minutes 5/10/23

Meeting called to order: 6:30 on May 10, 2023 at WPD Community Room

In attendance: Christine Goonan (CG), Stephen Holstrom(SH), Joe Lawless(JL), Ed Lennon{EL), Dave Sanders(DS)

Absent: Carole Tardif (CT)

Pledge of Allegiance

I. Minutes

- a. Minutes from 4/20/23 reviewed and accepted as published: unanimous

II. Old Business

- a. Discussion of non-substantive, formatting or inconsistencies identified in bylaws
 - i. Section 500-A:
 1. change prudential to prudent
 2. motion SH, 2nd CG, passed unanimously
 - ii. Section 504-A:
 1. Change 'no one' to 'none'
 2. Motion SH, 2nd CG, passed unanimously
 - iii. Section 611:
 1. SH to email group the change as per his recommendation
 2. Within twenty-four (24) hours after a snowfall, the tenant or occupant of a property, shall remove snow from any sidewalks adjacent to such property. If such property is not occupied, the owner is responsible for removing such snow.
 3. Motion JL, 2nd SH: passed unanimously
 - iv. SECTION 515 BY-LAW STUDY COMMITTEE (ATM, 4/29/89, Art. 20)
 1. Change 'The Town Clerk shall be an ex-officio member of the Committee.' to 'Additionally, the Town Clerk shall make reasonable efforts to attend Bylaw Study Committee Meetings to assist the Committee in their duties.'
 2. Motion JL, 2nd DS, passed unanimously
- b. Discussion on how to track changes: Google Docs, Dropbox, Word
 - i. Dropbox w/Word content
 - ii. Need to register all members to collaborate on changes
 - iii. EL to research and recommend the 'best option' for change management
 - iv. EL to find a WORD version of the current Town Bylaws
 - v. Master file to be read only, change files of only modified sections
- c. The path to approval:

- i. BSC votes
 - ii. TA reviews and formats for Town Meeting (TM) warrant
 - iii. voted on at TM
 - iv. AG office reviews and accepts or rejects
 - v. Town Clerk updates the Wilbraham Town Bylaws
- d. Discussion of quorum requirements given that G.L. c. 30A, § 18 requires quorum to be a “simple majority of the members.”
 - i. Discussion about Town Clerk as ex-officio: is Town Clerk a voting member and therefore counted towards quorum?
 - ii. Changed Section 515 so Town Clerk isn’t a ‘member’ and not part of a quorum requirement
- e. Discussion of insertion of language defining “year” as indicated in the bylaws
 - i. The word “year” when used in connection with the term of any individual elected or appointed pursuant to any bylaw referenced in Article III, Article IV, or Article V, below, means fiscal year, unless otherwise stated. The first year of each term shall be deemed to run until the end of the first fiscal year following that individual’s election or appointment, as the case may be.
 - ii. The word “fiscal year” means the time period running from July 1 to June 30 each year.
 - iii. Motion SH, 2nd ?, passed unanimously (time: 54:41 of video)

III. New Business

- a. Discussion of replies to email to department heads regarding revisions to bylaws, including amendment of fees and fines
 - i. Animal Control Officer (ACO)
 - 1. 604.7 Impoundment; release; disposition of dogs.
 - 1. Change the fees to the ACO recommended amounts
 - 2. Pickup fee \$10 to \$25
 - 3. Boarding fee \$10 to \$30
 - 4. Motion to accept changes: CG, 2nd SH, yes (CG, EL, SH, DS), no (JL)
 - 2. 604.7.C
 - 1. Change ‘Board shall be charged for each day the dog is impounded, at a rate to be set by the Board of Selectmen, and’ to ‘Board shall be charged for each day the dog is impounded, at the rate of \$30 per day, and a pickup fee of \$25 should also be levied; and,’
 - 3. 604.7.D Impoundment duration
 - 1. Motion to table until ACO discussion: Motion SH, 2nd CG, passed unanimously

- b. SECTION 640 DOOR TO DOOR SOLICITORS AND PEDDLERS (ATM, 5/13/19, Art. 46)
 - i. E.) EL to craft the language to give range of fees for solicitors
- c. Several other items to be discussed; EL research

- IV. Discussion of creating a set of bylaws which govern the Bylaw Study Committee
 - a. CG to research other towns bylaw review procedures

- V. Discussion of potential use of outside vendor to assist with Committee tasks, such as General Code
 - a. CT to provide context

- VI. Discussion of agenda at following meeting

- VII. Public Forum
 - a. No public comment offered

Next meeting 6/7/2023 @ 6:00 at WPD

Adjourned 08:04

Link to Video: <https://videoplayer.telvue.com/player/wCwBAXHtGCN-aqYz22Xuje-5ELUZawSc/playlists/5753/media/799100?autostart=false&showtabssearch=true&fullscreen=false>

Respectfully submitted,

Dave Sanders, Secretary and Vice-Chair