

Bylaw Study Committee Meeting Minutes 6/7/23

Meeting called to order: 6:30 on June 7, 2023 at WPD Community Room

In attendance: Christine Goonan (CG), Stephen Holstrom (SH), Ed Lennon (EL), Dave Sanders (DS), Carole Tardif (CT)

Absent: Joe Lawless (JL)

Pledge of Allegiance

- I. Minutes
 - a. Minutes from 5/10/23 reviewed
 - i. Discussion about identifying the aye/nays of a motion
 - ii. CG made motion to not id the individual voters by name: no 2nd but possibly revisited in full committee meeting in future
 - iii. SH motion to accept as published; EL 2nd: unanimous
- II. Old Business
 - a. Discussion of non-substantive, formatting or inconsistencies identified in bylaws
 - i. Review of changes made to role of Town Clerk so as to not include as a voting member but recognize the ex-officio status
 - ii. Wording modified to 'ex-officio adviser to the Bylaw Study Committee to assist the committee in it's duties'
 - iii. Motion made to accept the changes: SH, 2nd DS; unanimous
- III. New Business
 - a. Discussion of Section 508 of Town Bylaw – Industrial Development Financing Authority
 - i. Is this currently relevant and how is it used
 - ii. Does Economic Development Cmte replace this
 - iii. DS to research (action needed)
 - b. Discussion of Potential Residential Homestay (Air bnb, HomeAway, etc.) Bylaw
 - i. Presented by JL, tabled until JL is in attendance
 - c. Continuing Discussion of replies to email to department heads regarding revisions to bylaws, including amendment of fees and fines (minor in possession of alcohol offence as non-criminal; enforcement of traffic bylaws; ice cream truck bylaw; pawn shop/second hand dealer bylaw).
 - i. Ice Cream Truck bylaw: Ludlow potential template
 - ii. EL to research 'Ice Cream Truck' and 'Minor possession of alcohol' bylaws
 - iii. EL to review current 'Pawn Shop' bylaw for possible amendment
 - iv. EL to renew request to Department Heads for suggestions/comments about department related bylaws
 - d. Discussion of Section 201, Annual Town Meeting Scheduling (ATM)
 - i. Scheduling of ATM and Annual Town Election (ATE)
 - ii. Should there be a change in ATE mandated in town bylaw as is currently 3rd Saturday in May?
 - iii. Table further discussion until Joe, as submitter, is in attendance

- e. Discussion of creating a set of bylaws which govern the Bylaw Study Committee
 - i. CG to research other towns bylaw review procedures
 - ii. Ecode360 in Wakefield, MA referenced
 - iii. Consider having hi-level, general bylaw relating to all boards and committees with ability to optionally create additional, specific bylaws
 - iv. SH to attempt a draft of the Bylaw bylaw
- f. Discussion of potential use of outside vendor to assist with Committee tasks, such as General Code
 - i. Hi-level overview of how it function
 - ii. Discussion of the process: research, vendor presentation, recommendation, funding
 - iii. Scheduling of vendor after appointment of BSC after new fiscal year (>7/1/23)

- IV. Discussion of agenda at following meeting

- V. Document sharing
 - a. Wilbraham IT considering options town-wide
 - b. SH to create test doc and each member should send him their gmail address so that permissions can be granted to individuals to allow for view/edit

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

Next meeting 6/28/2023 @ 6:00 at WPD

Adjourned: SH motion, EL 2nd; 07:58

Link to Video: <https://videoplayer.telvue.com/player/wCwBAXHtGCN-aqYz22Xuje-5ELUZawSc/playlists/5753/media/805151?autostart=false&showtabssearch=true&fullscreen=false>

Respectfully submitted,

Dave Sanders, Secretary and Vice-Chair

Note: research documents can be emailed to all members pre-meeting for the purpose of information; it can't be discussed pre-meeting. This meeting minutes draft is an example of sharing without discussion.