

Bylaw Study Committee Meeting Minutes 7/26/23

Meeting called to order: 6:00 on July 26, 2023 at WPD Community Room

In attendance: Christine Goonan (CG), Stephen Holstrom (SH), Joe Lawless (JL) @6:55 ,Ed Lennon (EL) @6:42 , Dave Sanders (DS), Carole Tardif (CT)

Guest Presenter: Zachary Dumont; General Code Representative

Guest: Barbara Hancock

Pledge of Allegiance

- I. BSC term limits: BOS reappointed all on 7/24/23
- II. Minutes
 - a. Minutes from 6/7/23 reviewed
 - i. SH motion to approve as amended, DS 2nd
 - ii. Passed unanimously
- III. Presentation of General Code
 - a. Compiles and Reviews current bylaws into online files
 - b. Typically takes 18-24 months
 - c. 137 communities w/e360 platform
 - d. Chicopee, Springfield, Agawam, E Longmeadow, Longmeadow, Palmer, Southwick, W Springfield currently
 - e. Wilbraham General and Zoning bylaws currently exist and are online
 - f. Checks for duplications, errors, state cross references, questionable fees
 - g. Final draft goes to Town Meeting for adoption; then to State AG
 - h. Public documents can be managed locally for inclusion
 - i. Major upgrade for backend documents is scheduled within a year
 - j. Timing may be an issue: BSC current work may need to be completed before GC begins project
 - k. \$1195/yr for system maintenance
 - l. Initial codification is additional cost: \$7.5k>\$15k depending upon initial lines of code
 - m. Supplementation cost is based on amount of changes requested (quarterly, yearly, 5year, etc.)
 - n. Suggested: minimal amount of hardcopy for Town Clerk, vault, etc.
 - o. Mock demo of the review process which are a series of questions requiring research/opinions by sme's
 - p. Example from Barbara: separate dog bylaws not codified; mismatch between dog bylaws and general bylaws. Since the initial codification is line based and small bylaws such as health or library have minimal lines, to avoid mismatch maybe all bylaws should be codified initially?
 - q. If all committee bylaws are included, greater transparency
 - r. Is there a storage limit for public documents?
 - s. Codifying should begin after the completion of the BSC task. The General Code project would be available for the next 5 year BSC cycle. This would minimize the Supplementation requests

- t. General Code to produce a 'Statement of Work'
- u. After contract is signed: GC reviews for 30 days; within 80 days initial draft of code;
- v. SH motioned to go forward; EL 2nd; motion passed unanimously
- IV. Discussion of non-substantive, formatting or inconsistencies identified in bylaws; n/a
- V. Old Business; tabled
 - a. Document sharing discussion
 - i. Data consistency issues: how to insure single editing of a 'Section'
 - ii. Google Docs vs. Dropbox
 - iii. TA concern about open meeting collaboration
 - iv. Gmail test: mixed opinion about success
 - v. Action: testing of shared documents
 - vi. Shared current Gmails for purpose of testing
 - b. Discussion of Section 508 of Town Bylaw – Industrial Development Financing Authority
 - i. TA on vacation: no action
 - ii. Sent email to Xiomara Albán DeLobato of regional EDC: no response
 - iii. Apparent merge of 2 agencies into Mass Development: only member is Foxboro
 - iv. Economic Development Cmte should be 'new' bylaw
 - c. Discussion of Potential Residential Homestay (Air bnb, HomeAway, etc.) Bylaw
 - i. Presented by JL, tabled until JL is in attendance
 - d. MG & Hadley bylaw: minors possession of alcohol to civil charges and local town mgmt.
 - i. SH move to accept and number 641; DS 2nd: unanimous approval
 - e. Section 40 Door to Door Salesman
 - i. BOS set discretionary fee
 - ii. WPD collects that fee
 - iii. SH motion to accept 640.e as amended, EL 2nd: unanimous approval
 - f. Ice Cream Truck bylaw
 - i. EL document presented
 - ii. WPD is supposed to be collector of fees
 - iii. EL to research further; Ludlow model used
 - iv. Is independent of the 'food truck' bylaw
 - v. All employees on truck are Cori checked and fingerprinted
 - vi. Section 642 add
 - g. Pawn shop bylaw: EL recommends not changing
 - h. Section 201, Annual Town Meeting Scheduling; tabled until JL is present
 - i. Discussion of creating a set of bylaws which govern the Bylaw Study Committee
 - i. How to insert and/or modify Section 500.a
 - ii. Election of chair vacancy
 - iii. Executive session minutes
 - iv. Sworn-in requirement and meeting participation
 - v. Specific to appointed committees
 - j. 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. Barbara Hancock and vendor to be scheduled
- VI. New Business: tabled
- VII. Discussion of agenda at following meeting
 - a. Document sharing exercise
 - b. 500.a
 - c. Air bnb
 - d. Ice cream truck
 - e. Discussion of Section 508 of Town Bylaw – Industrial Development Financing Authority
 - f. Discussion of Section 201, Annual Town Meeting Scheduling
 - g. Discussion of creation of a set of bylaws which govern the Bylaw Study Committee

- h. Discussion of potential use of outside vendor to assist with Committee tasks, such as General Code

VIII. Public Forum

- a. DS suggested that SH send agenda to DS who will initiate the posting
- b. No other citizen took the opportunity

Next meeting 8/15/2023 @ 6:00 at WPD (alternate 8/22/23)

Adjourned: DS motion, CG 2nd; 07:51

Link to Video: <https://videoplayer.telvue.com/player/wCwBAXHtGCN-aqYz22Xuje-5ELUZawSc/playlists/5753/media/814617?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.