

Bylaw Review Committee

September 4, 2025 Minutes

Members present: Rob Bowen (Chair), Jen Duffy (Vice Chair), Caesar Nuzzolo (Clerk), Nancy Gray, Kathy Herrick

Call to Order

Mr. Bowen called the Bylaw Review Committee to order at 6:47PM.

Elect Officers

Mr. Nuzzolo nominated Mr. Bowen for the position of Chair. Mrs. Gray seconded. The Committee unanimously voted for Mr. Bowen for the position of Chair.

Mr. Nuzzolo nominated Ms. Duffy for the position of Vice Chair. Mrs. Gray seconded. The Committee unanimously voted for Mrs. Duffy for the position of Vice Chair.

Mrs. Gray nominated Mr. Nuzzolo for the position of Clerk. Ms. Duffy seconded. The Committee unanimously voted for Mr. Nuzzolo for the position of Clerk.

General Discussion

Mr. Bowen brought up the Draft Financial Policies currently under review by the Town and that the draft policies should be reviewed to ensure alignment with the Charter and Bylaws. Mr. Bowen further stated he has done an initial review of these draft policies and that there were some inconsistencies. Mr. Bowen will raise these inconsistencies with the Town Manager.

The Committee reviewed the draft email to be sent out to Boards/Committees/Commissions to solicit feedback from them regarding their respective Bylaws. The Committee discussed a deadline to include for this feedback and decided on December 1, 2025 and that the Committee can still begin a preliminary review of Bylaws until feedback is collected. Mr. Bowen will further review the letter and Ms. Herrick will send it out to Boards/Committees/Commissions.

The Committee discussed the process by which they will follow to review Bylaws. The Committee decided it will begin with "Part 1: Administrative Legislation" at their next meeting.

Ms. Herrick will print out copies of the Bylaws and members can pick them up at her office.

The Committee discussed how recommended Bylaw changes will be presented at Town Meeting and that it depends on the nature of the recommended changes. Changes may be presented as an “omnibus” package or be separated in separate recommendations to be voted on separately if determined that would be appropriate.

Set next meeting(s) date, time, place

The Committee decided to meet once a month for the remainder of the year and potentially more frequently next spring to prepare for Annual Town Meeting.

The Committee agreed that 6:45pm is a good time to hold meetings of the Committee.

Adjourn

Mr. Nuzzolo motioned to adjourn at 7:26pm. Mrs. Gray seconded. The Committee voted unanimously to adjourn.