

Bylaw Review Committee

October 2, 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.

Public Comment

Mr. Bowen asked if there were any public comments. There were no public comments.

Update on Request to Town Committees and Stakeholders

The Committee reviewed the email that will be sent out to Boards/Committees/Commissions to solicit feedback on their respective bylaws.

Mr. Nuzzolo moved to approve the language of the email and authorize the Town Clerk to send it on behalf of Committee. Ms. Duffy seconded the motion.

The motion passed unanimously.

Preliminary Review of Bylaws

The Committee began reviewing “Part 1: Administrative Legislation” of the Town’s Bylaws.

The Committee discussed the Select Board’s recent vote to delegate enforcement authority of Chapter 232 Unregistered Vehicles to the Building Commissioner and whether or not the Bylaw should be modified to reflect this. The Committee determined the Select Board should remain the enforcing authority since a vote delegating this authority could be undone.

The Committee discussed updating the header in the table under § 1-3 Noncriminal Disposition entitled “Enforcing Person” to “Enforcing Authority” since some of the enforcing authorities are committees, not individuals.

The Committee discussed the term “DPW Director or designated agent” and whether or not all enforcing authorities are able to designate authority. If this is the case then the Committee agreed the term “or designated agent” should be removed.

The Committee discussed the current fines and whether or not they should be modified. The Committee agreed to reach out to enforcing authorities to ask.

The Committee discussed the need to ensure Chapter 12 Boards, Commissions and Committees aligns with the contents of the Charter. The Committee discussed Chapter 12 Article II Building Committee, specifically at which point in the building project does a Building Committee need to be created. The Committee also discussed the Municipal Building Design Committee and how it technically does not qualify as a “Building Committee” defined in this bylaw, but rather a separate committee reviewing the overall building needs of the Town and agreed that no update to this section needed to be made to reflect this.

The Committee discussed Chapter 5 § 5-1 Records and minutes: noting the timelines defined for Boards/Committees/Commissions to submit their minutes to the Town Clerk.

The Committee discussed the need for Boards/Committees/Commissions to review their respective Bylaws and recommend changes, however that The Bylaw Review Committee should standardize language between the sections for all Boards/Committees/Commissions, particularly language around membership.

The Committee discussed whether or not living in Town was required for membership to serve as a volunteer and whether or not a Bylaw that sets minimum requirements of membership across all Boards/Committees/Commissions was needed. Ms. Duffy will review these sections and draft standardized language to review next meeting.

The Committee discussed “official minutes” defined in Article I Town Clerk § 60-6 and what exactly qualified a set of minutes as official. The Committee discussed the need to ensure the Town maintains a backup of all agendas and minutes other than the Town website, as the data stored there could be lost someday.

The Committee discussed § 70-10 and replacing the word “bump” with a more professional word. The Committee also discussed the use of terms such as “calendar day” and “working day” and the need to go through the Bylaw and ensure the correct terminology is used in each instance. The Committee discussed using terms such as “days excluding weekends and holidays” to add specificity.

General Discussion of Progress, Timeline

The Committee decided to review approximately the first 20 pages of Part II: General Legislation during the next meeting.

Set next meeting(s) Date, Time, Place

The Committee decided to meet on October 30th at 6:45pm.

Public Comment

Mr. Bowen asked if there were any public comments. There were none.

Adjourn

Mr. Nuzzolo motioned to adjourn at 7:57pm. Mrs. Gray seconded. The Committee voted unanimously to adjourn.