

Bylaw Committee Minutes
March 9, 2016
Martel Conference Room

The meeting was called to order at 6:32 p.m. Present were Ken Mandile, Rob Russo, Julie Matthews, and Jennie Raymond.

Absent: Ginger Costen

The meeting was called to order at 6:32 p.m.

Acceptance of the minutes was waived due to the absence of Ginger.

The committee reviewed the draft of the guidelines that had been adapted from the Town of Westford's Bylaw Committee. We added more definition to the section dealing with the amount of time that should be allowed for review.

We added dates of the Town Meetings per the Charter and Bylaws.

A motion was made by Jennie to accept the guidelines as amended. Rob seconded. Unanimously approved.

As part of the guidelines, Rob had prepared a form for petitioners to use to request a review. We decided to make it a checklist of required information instead of form. We did not take any action on the form or checklist.

The committee reviewed an informational letter that Ken had written to inform the Board of Selectmen, Town Administrator, Town Clerk, and Town Moderator of our existence and purpose. Minor changes were made and Ken will mail the letters once Rob sends the approved guidelines.

A motion was made by Jennie, seconded by Rob and unanimously approved to schedule a meeting for Thursday, April 21 at 6:30 p.m. We anticipate that this meeting will be required to review Town Meeting articles dealing with bylaw changes.

The meeting was adjourned at 7:40 p.m

Respectfully Submitted,

Kenneth Mandile
Chairman

Attached:
Bylaw Committee Guidelines
Informational Letter