

*Town of Norwell*  
**BYLAW REVIEW COMMITTEE**  
**Meeting Minutes of December 13, 2017**

**MEETING DATE:** Wednesday, December 13, 2017  
**TIME SCHEDULED:** 6:00 P.M.  
**LOCATION:** Meeting Room 3  
**MEMBERS PRESENT:** Sally I. Turner, Chair (at large)  
Lois S. Barbour, Vice-Chair (Board of Appeals)  
Jason Brown (Board of Selectmen)  
Brian M. Greenberg (at large) arv. 6:17  
John O. Litchfield (Board of Health)  
David M. Osborne, Clerk (Conservation Commission) arv. 6:24  
**MEMBERS ABSENT:** Donald A. Mauch (Planning Board) – at PB Meeting  
**TOWN REPRESENTATIVE:** Patricia M. Anderson, Town Clerk

Chair Turner called the meeting to order at approximately 6:06 P.M. when a quorum had gathered.

**AGENDA:** Upon a motion duly made and seconded, members present **VOTED** unanimously to accept the agenda as written.

**MINUTES:** The minutes were tabled until after the Clerk had arrived. Upon a motion duly made and seconded, members present **VOTED** to approve meeting minutes of 11/8/17, with new Member Greenberg abstaining, as he had not yet been appointed to the committee. Chair Turner provided a list of recently signed minutes that had not previously been filed with the Town Clerk, due to loss of clerical support when the former Town Planner left. The 3/8/17 minutes remain to be voted and will be placed on the next meeting agenda. The only other “minutes” for which an agenda was posted were for canceled meetings.

**Website:** The Committee has now obtained permissions and can post directly to its Town website. The recently filed minutes will be posted as soon as electronic copies are received from the Town Clerk’s office.

**DISCUSSION:**

**Responses to General Code’s “Editorial and Legal Analysis” questions:** Chair Turner provided an update on the status of the General Code submission that was sent to General Code on 11/16/17, included minor revisions to the Table of Contents, approved at the 11/8/17 meeting. Members received copies of the transmittal email to General Code, as well as follow-ups from Deb Tuszynski, the GC editor assigned to the Norwell project. Her email of 12/4/17, included an attachment summarizing the points discussed in a conference call with Chair Turner and Vice Chair Barbour on 12/1/17, which will require further action by the Committee.

**General Code Timeline/2018 Annual Town Meeting:** Deb Tuszynski advised Chair Turner that work on the Norwell manuscript revisions, based upon the Town’s board, commissions, committee, and department responses, is now scheduled for late January/early February 2018. (Previously, a date of March/April 2018 had been indicated, which would have precluded readiness for the May 2018 Annual Town Meeting.) Member Brown indicated placeholders could be included in the ATM Warrant, if needed, for any anticipated bylaw recodification articles of which four are planned. There will be two each for the General Bylaw and two for the Zoning Bylaw with separate renumbering and editorial change articles required. Any substantive changes would necessitate separate articles. All Zoning Bylaw changes would be subject to a two-thirds vote, while the General Bylaw only requires a simple majority to pass.

**EDC:** Chair Turner asked whether the Board of Selectmen was considering any planned zoning articles. Member Brown indicated the Economic Development Committee is meeting with the BoS next week but no specific article is yet planned. This could change after that meeting, as the EDC is again looking at the industrial park.

**New Member:** Chair Turner welcomed and introduced new member, Brian Greenberg, recently appointed by the Board of Selectmen as an "at large" member.

**Meeting with the Board of Selectmen:** Member Brown indicated that the Board of Selectmen will include the BLRC on the agenda for its January 17, 2018, meeting to provide a status update and discuss next steps.

**Open Items:**

**Personnel:** Members had a short discussion of whether the personnel "bylaw" should still be included in the Table of Contents. Member Brown indicated he will discuss with the Town Administrator and Town Counsel. This is likely an HR issue.

**Town Charter:** Members are aware that the 2012 adoption of the Town Charter requires changes to the Town's General Bylaw. These changes will require a separate warrant article and will effect the Advisory Board's role, increased responsibilities of the Town Administrator, and expansion of the Board of Selectmen from three members to five at a minimum.

**Board/commission/committee/department rules and regulations:** Any such document changes or adoptions intended for inclusion in this recodification must be submitted to the BLRC no later than January 12, 2018. All such entities need to be notified of this deadline as soon as possible. Member Litchfield communicate with the Board of Health and Member Osborne will notify the Conservation Commission.

**ADJOURNMENT:** The meeting was adjourned at 7:08 P.M.

**NEXT SCHEDULED MEETING:** January 17, 2018

*These minutes have been approved with reading of the minutes waived by unanimous vote of the Norwell Bylaw Review Committee at a public meeting duly noticed and held on \_\_\_\_\_, in accordance with the Massachusetts Open Meeting Law.*

Signed:  Date: 1/15/2018  
Clerk/Alternate Clerk

Copy filed with: Office of Town Clerk

Copies to: Board of Selectmen/Town Administrator  
Conservation Commission/Conservation Agent  
Planning Board/Town Planner  
Board of Health/Health Agent  
Board of Appeals  
Inspector of Buildings  
Board of Water Commissioners

Post to Committee's Webpage

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