

Town of Norwell
BYLAW REVIEW COMMITTEE TOWN OF NORWELL
Meeting Minutes of September 7, 2016 TOWN CLERK

2016 OCT 24 AM 9:55

MEETING DATE: Wednesday, September 7, 2016 **RECEIVED**
TIME SCHEDULED: 7:00 P.M.
LOCATION: Building Office/Osborne Room
MEMBERS PRESENT: Sally I. Turner, Chair (at large)
Lois S. Barbour, Vice-Chair (ZBA)
Spencer A. Joseph, Clerk (at large)
Jason Brown, Board of Selectmen (BoS meeting and
Table of Contents vote only)
Robert Woodill, Conservation Commission
MEMBERS ABSENT: John Litchfield, Board of Health
Donald A. Mauch, Planning Board
TOWN EMPLOYEES PRESENT: Peter Morin, Town Administrator (BoS meeting only)
TOWN EMPLOYEES ABSENT: Chris DiIorio, Town Planner

The meeting in the Building Office was called to order by Chair Turner at 7:10 P.M.

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

MINUTES: Upon a motion duly made and seconded, members present **VOTED** to approve the minutes of August 4, 2016, with reading of the minutes waived.

TABLE OF CONTENTS DISCUSSION AND VOTE: Upon a motion duly made and seconded, members present **VOTED** to approve the proposed Table of Contents for the Town's General Bylaw and the Norwell Zoning Bylaw to send to General Code. (N.B. Jason Brown was called out of his scheduled BoS meeting and participated in this vote only.)

MEETING WITH BOARD OF SELECTMEN (OSBORNE ROOM): At approximately 7:35, the BLR Committee meeting moved to the Osborne Room for its scheduled session with the Board of Selectmen. Chair Turner introduced members of the Committee and provided background. Board of Selectmen Chair Jason Brown, the BoS liaison and member of the Bylaw Review Committee, provided additional information on its creation and purpose, which originally was to review only the Norwell Zoning Bylaw. Subsequently, responsibility for review of the Town's general bylaw was added to the committee's charge and the "Zoning Bylaw Review Committee" was, therefore, renamed the "Bylaw Review Committee". [N.B. At its June 2, 2016, meeting, the Zoning Bylaw Review Committee reorganized under its new charge and name to review both the zoning and general bylaws and re-elected its officers to continue in their current positions.]

MISSION STATEMENT: Discussion of a revised Mission Statement ensued. It was agreed the Town Administrator, Peter Morin, would draft wording for future discussion.

GENERAL CODE PROCESS. FUNDING. AND ARTICLES FOR ATM: The contractual process with General Code, the Town's recodification consultant, was outlined. It was noted multiple articles would need to be presented at Town Meeting with the first seeking approval of reorganization of the various sections with no change in any wording in each of the documents. The recodification

will reflect only wording approved by prior Town Meetings. However, the first article will also require approval of the new tables of contents for the Town's bylaw and zoning bylaw to reflect the reorganization. Any modification of bylaw wording or of a section must be presented in one or more subsequent articles, which would be predicated on approval of the recodification article.

The BRC Chair indicated the revision process must be collaborative to be successful and will require the assistance of other boards, departments, and committees to produce the desired results. For example, certain bylaw sections requiring review fall within the scope of authority of the Board of Selectmen, Police, Fire, Conservation Commission, Board of Health, or others. In addition to bylaws that must be approved by Town Meeting, various rules and regulations that are separately approved by each appointed or elected authority should be evaluated, as appropriate, for purpose and intent and revised accordingly, as needed. Further, some revisions may require review by specialized consultants that will need to be funded. An amount of \$25,000. was presented by Vice Chair Barbour as a rough guesstimate. BoS Chair Brown asked that more specific amounts for each identified purpose be provided, as there is currently no specifically appropriated amount in the current Town budget and that funds would need to be allocated from the legal budget.

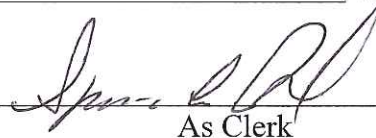
Selectmen Chair Brown agreed the BoS should provide supports for the bylaw review committee it has created, including funding that could require ATM approval or might be redirected from budgeted legal funds beyond the \$14,800 contract with General Code for the basic recodification, editorial, and legal review currently underway.

NEXT STEPS: After meeting with the Board of Selectmen, committee members moved back to the Building Office to continue the meeting. Chair Turner indicated the next step is to determine priorities, especially identifying areas that may need to be funded.

ADJOURNMENT: Upon a motion duly made and seconded, members present **VOTED** to adjourn at 9:03 P.M.

NEXT SCHEDULED MEETING: September 28, 2016 with the Planning Board

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

Signed:  Date: 10/20/16
As Clerk

Copy filed with: Office of Town Clerk

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

Post to Committee's Webpage

RECEIVED
2016 OCT 24 AM 9:55
TOWN OF NORWELL
TOWN CLERK