

*Town of Norwell*  
**BYLAW REVIEW COMMITTEE**  
**Meeting Minutes of November 8, 2017**

TOWN OF NORWELL  
TOWN CLERK

2017 NOV 13 PM 7:08

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**MEETING DATE:** Wednesday, November 8, 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  
David M. Osborne, Clerk (Conservation Commission)  
**MEMBERS ABSENT:** John O. Litchfield, Board of Health  
**TOWN REPRESENTATIVES:** Ken Kirkland, Town Planner

Chair Turner called the meeting to order at approximately 6:10 P.M. when a quorum was gathered.

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

**MINUTES:** Upon a motion duly made and seconded, members present **VOTED** to approve meeting minutes of 8/16/17 with Member Brown abstaining, as he was not present at that meeting.

**DISCUSSION:** The purpose of the Committee's meeting was to discuss the status of Town responses to General Code's "Editorial and Legal Analysis" questions and to vote the documents to be submitted for recodification. Replies submitted to the BLRC, include:

- Building Department
- Fire Chief
- Police Chief/Animal Control Officer
- Board of Health
- Board of Water Commissioners
- Conservation Commission
- Planning Board/Town Planner
- Board of Selectmen

(N.B. In addition, Glenn Ferguson previously indicated he would be working on Highway/Tree and Grounds rules updates and examine whether wording should be proposed to add to the Town's General Bylaw. The BLRC has also learned from the Cemetery Committee that those rules are being updated, as are many others listed above. Although rules and regulations of individual Town authorities should be included in the final document produced by General Code, those will not be included in any warrant article presented to Town Meeting. Any rules and regulations of individual boards, commissions, committees, and departments fall within the purview of each to approve at its own separate meeting that may be done at any time with proper legal notice in accordance with M.G.L. and the Open Meeting Law.)

**Table of Contents:** No changes have been made in the draft Table of Contents other than those discussed by members of the BLRC at its meeting on 8/16/17.

**Documents to be forwarded to General Code:** In accordance with documents distributed to members and discussed at this meeting, rescheduled from November 1, 2017, members present voted as follows:

1. Member Brown moved that the Bylaw Review Committee approve responses to General Code's "Editorial and Legal Analysis" questions, as presented on this day, 11/8/17. Member Osborne seconded the motion. Members Brown, Osborne, Turner, and Barbour **VOTED** unanimously to approve responses as moved.
2. Member Brown moved that the Bylaw Review Committee approve the proposed Table of Contents for the "Town of Norwell Town Charter, Bylaws, Rules and Regulations", as presented on this day, 11/8/17. Member Osborne seconded the motion. Members Brown, Osborne, Turner, and Barbour **VOTED** unanimously to approve responses as moved.

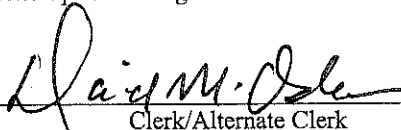
**ACTION ITEM:**

Board/commission/committee/department rules and regulations intended for inclusion in the recodification must be submitted by the end of January 2018.

**ADJOURNMENT:** Upon a motion duly made and seconded, members present **VOTED** unanimously to adjourn at 6:58 P.M.

**NEXT SCHEDULED MEETING:** TBD

*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: 12/13/2017  
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