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# TOWN OF BURLINGTON

## Meeting Minutes

Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you

Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: General Bylaw Review Committee

DATE: January 19, 2021

TIME: 6:30 p.m.

PLACE: Virtual via Zoom

MEMBERS IN ATTENDANCE: Chair Scott Martin, Vice Chair Phyllis Neufeld, Sandra MacKay, David Miller, Wendy Guthro

GUESTS: Paul Sagarino, Town Administrator; Kristin Kassner, Planning Director; John Keely, Conservation Administrator; Eileen Coleman, Conservation Assistant Administrator; Shari Ellis, Chair, Zoning Bylaw Review Committee

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### Minutes

Chairman Scott Martin called the meeting to order at 6:34 p.m. He welcomed guests to the meeting and thanked them for their time to discuss articles for the Town Meeting.

**Renaming the Board of Selectmen the Select Board**. Paul Sagarino said the purpose of the renaming is to modernize local government with a gender-neutral term. He said that surrounding towns have made this change, and that the renaming did not involve any change in responsibilities or authority of the Board. The name change will be reflected in the general bylaws, the zoning articles and in the special act that governs Town Meeting and that must be approved by the Massachusetts legislature. In response to committee members' questions, he said that the Town Clerk will be authorized to make other necessary updates, such as in other Town documents, the Town website, signage, and anywhere else that "Board of Selectmen" currently appears. Changes in any State documents would be the responsibility of the State Attorney General's office. He said he had not heard any objections from anyone about this change. A motion to support this article was made by Phyllis and seconded by Wendy. It was approved by the committee 5-0.

#### Stormwater Article Amendment

Scott said that the article was a difficult one for the committee, because an article of this complexity would normally have been presented to the committee months ago. Sandra said she had made a list of questions about definitions that she believed needed to be reworked, and several definitions that she thought should be added. David said the organization/style of the document needed to be improved. Scott said there are definitions in the amendment (for example, for "impervious surfaces") that may conflict with definitions that are currently in the Town's zoning bylaws. Wendy questioned whether Town bylaws could state that the Town follows the most recent EPA specifications, so changes to the bylaws would not be necessary every time EPA makes a change.





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She suggested that Town Counsel be asked for an opinion on her suggestion; Paul Sagarino will follow up with Town Counsel.

Eileen Coleman asked for clarification on what the committee members' reservations were and how they would like to proceed. She noted that the Town is required by the EPA to amend this article with the details that reflect the new EPA specifications. The original Town bylaw has been in place since 2007. She said that people who will read it would be primarily engineers and developers. In response to committee questions about state law, John Keely said that the requirements are federal and that the EPA requires that the Town put specific wording in the bylaws.

Phyllis suggested that this amendment be postponed from the January Town Meeting to the May Town Meeting, and that a subcommittee be created to meet with the Conservation and Planning departments to work further on the proposed amendment. Eileen said presentation at the May Town Meeting would be possible, in terms of meeting EPA deadlines for including this amendment in the bylaws. John Keely will ask that the amendment be withdrawn from the January Town Meeting. Scott and David will be members of the working subcommittee. Discussion will continue at the next Committee meeting.

### Curbside Material Pickup Start Time

David said that this article, which the committee approved at the last meeting, will be presented to Town Meeting, and that he is prepared to advocate for it. He noted that surrounding towns have similar bylaws that regulate the start time of trash pickup.

### Standing Committees & Coordination

Scott said that making the Master Plan Steering Committee a Standing Committee would improve coordination and accountability. He said that in addition, there are several other ad hoc committees whose members are appointed each year, and that those committees should be standing committees as well.

Scott and Shari suggested that the General Bylaw Review Committee and the Zoning Bylaw Review Committee hold a joint planning meeting each year after the May Town Meeting, to review plans and goals for the coming year. Scott said other Town committees could be included as well, to improve communication and planning about "where we're headed and what we want to tackle in the coming year."

David said that the committee needs a process for ensuring that members receive enough notice of any proposed bylaw articles/amendments before Town Meeting. Committee members offered suggestions such as: coordinating a process to inform the committee before an article is submitted to the Select Board, rather than the after the article has been submitted; posting proposed articles on the Town website so that everyone will be informed about articles/amendments that will be submitted; creating a template with an explanation of the process for submitting an article/amendment to Town Meeting (would need to create a structure and process).





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Shari and Kristin noted that there are other Town committees and departments (Planning department, Land Use committee) who already have a process for a preliminary discussion before articles are submitted to the Select Board, and that these processes could be used as examples. Phyllis suggested that working toward a process/structure should be on the agenda of every General Bylaw Review Committee meeting going forward until the process is finalized.

Committee members also noted that in many instances, the current General Bylaws are not consistent in terms of numbering, style, format and structure. Scott said within the next year, the committee should commit to developing a standard template, reviewing all bylaws, and making them all consistent in format, structure and numbering.

### Solar Panel Discussion

Scott reported that a meeting is planned for early February with himself, Kristin, and Town Meeting Member Monte Pearson to review what has been discussed regarding solar panel regulations. He said that he would report to the committee at the next meeting. He anticipates that there would be a bylaw change submitted at the September Town Meeting. David commented that there are many ways to reduce the town's carbon footprint and help the environment, in addition to solar energy, and that those should be reviewed as well.

### Approval of December minutes

On a motion by Phyllis, seconded by Sandra, the committee voted to approve the minutes of the December 15, 2020 meeting, 5-0.

### Adjournment

On a motion by Wendy, seconded by Phyllis, the committee meeting was adjourned at 8:03 p.m.

***Next Meeting: February 16, 2021***

