



RECEIVED

By Town Clerk's Office at 9:38 am, Apr 26, 2021

TOWN OF BURLINGTON

Meeting Minutes

Email minutes to 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: March 16, 2021

TIME: 6:30 p.m.

PLACE: Virtual via Zoom

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

GUEST: Eileen Coleman, Assistant Conservation Administrator

Minutes

Chair Scott Martin called the meeting to order at 6:30 p.m.

Stormwater Article

David Miller, Chair of the Stormwater Article subcommittee, thanked Eileen Coleman, Assistant Conservation Administrator, and John Keeley, Conservation Administrator, for their help as members of the subcommittee. The Subcommittee worked to edit and format the Stormwater Article in preparation for the May Town Meeting. David said that the article was improved, and that the process was a positive one. The updated version was emailed to all members with the agenda for this meeting.

Phyllis made some suggestions regarding punctuation and wording, which were accepted and will be incorporated into the final document. On a motion by Sandra, seconded by Phyllis, the Committee voted to accept and recommend the Article to the Select Board, 4-0-0.

Committee Name Change Article

Scott presented a draft Article which would change the name of the Committee – from “Bylaw Review Committee” to “General Bylaw Review Committee.” He said that adding “General” would distinguish this committee from the Zoning Bylaw Review Committee. After discussion, the members voted, on a motion by Phyllis and seconded by Sandra, to accept and recommend the Article to the Select Board, 4-0-0.





TOWN OF BURLINGTON

Meeting Minutes

Email minutes to 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

Article to enlarge the Committee from five to seven members

Scott presented a draft Article which would enlarge this committee from five to seven members, continuing a discussion from the previous meeting. Three members would be appointed for three years; two members would be appointed for two years; and two members would be appointed for one year. After some discussion and wording changes, members voted, on a motion by Phyllis and seconded by David, to accept and recommend this Article to the Select Board, 4-0-0.

Article submission timeline

Committee members continued a discussion from previous meetings about changing deadlines and providing direction to those who want to initiate or amend a bylaw. The current timeline for submission of an Article to the committee is 45 days before Town Meeting. The committee members discussed increasing that to 90 days. There was consensus that increasing the notice would give the committee time to review the proposed Article/amendment, perhaps assigning a subcommittee to work on it, and ensuring that it meets standards regarding formatting as a bylaw. It would also be consistent with the timeline used by the Zoning Bylaw Review Committee. Phyllis offered to prepare an edited draft of Article 1, Section 1.2 regarding timelines for the Town Meeting warrant. Discussion to be continued at the next meeting.

Information about proposing or amending a bylaw

Committee members continued a discussion from previous meetings about creating an information packet that would provide instructions to anyone who wants to initiate or amend a bylaw. Phyllis had drafted an introductory form that was emailed to members with this meeting's agenda. Sandra asked how the form would be distributed. Some suggestions were: send it to town departments and committee chairs; publish it on the Town website; include it in the handbook for Town Meeting members; provide it to the Town Clerk's office to give to those who ask about initiating or amending a bylaw. Sandra said that in addition to the form, there should be a flow chart of the process, asking questions such as "What is the problem to be solved? Is there a current bylaw that addresses the situation? Is the proposal for a new bylaw or for amending a current bylaw?" Members agreed that the process for the person recommending a bylaw should include: meeting with this committee about the substance of the new or amended bylaw; developing specific details; preparing back-up information; asking to be put on this committee's agenda to discuss a final version. Sandra offered to work on the details of a flow chart. Discussion to be continued at the next meeting. Scott said that this committee, not the author of the Article, is responsible for formatting, preparing, voting on accepting, and recommending to the Select Board.





TOWN OF BURLINGTON

Meeting Minutes

Email minutes to 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

Committee email address

During the discussion about distributing information and communicating with others, Scott suggested that the committee should have an email address in the Burlington system in order to send and receive information and inquiries. He will ask the Town Clerk to set up an email address, GBRC@burlington.org, and will report at the next meeting.

Formatting of bylaws

As requested at the previous meeting, information about how the Town of Winchester formats their bylaws was sent to Committee members with this meeting's agenda. David said that he preferred the documentation format used by the University of Washington, which he is familiar with because of his career in engineering. He cited these considerations:

- Every section should have at least two subsections (not just one)
- Each section should include an introductory paragraph
- Each section and subsection should have titles

Committee members will receive information about the University of Washington's documentation standards, for discussion at the next meeting. The goal is to standardize all Burlington bylaws in terms of formatting, numbering, spacing, word choice and other considerations.

Minutes of February 16, 2021 meeting

The minutes of the February 16, 2021 meeting were accepted, upon a motion by David, seconded by Phyllis, 4-0-0.

Minutes of the March 3, 2021 subcommittee meeting

The minutes of the March 3, 2021 subcommittee meeting were accepted, upon a motion by Scott, seconded by Sandra, 3-0-0.

The meeting was adjourned at 8:29 p.m.

