

**Charter and Bylaw Review Committee Meeting Minutes
Lower Level Conference Room, Town Hall
Wednesday, December 11, 2019, 7:00 p.m.**

PRESENT: Betsey Anderson Vice-Chair; Carol Amick; Jacinda Barbehenn; Bruce Murphy; Ed Pierce; and Jan Shepard

ABSENT: Daniel Brosgol; Cathy Cordes, Chair; and Maria Borino

Ms. Anderson called the meeting to order at 7:05 p.m.

1. Approval of the minutes of October 23, 2019

The minutes of October 23, 2019 were postponed as there were not enough members from that meeting present to approve them.

2. Communications from Departments and Committees

Ms. Doyle reminded the committee that the Recreation Commission and Board of Health will be discussing proposed changes to their bylaws at their meetings in late December and early January. They will forward those changes to the committee for the January 15, 2019 meeting. Ms. Anderson asked that Ms. Doyle ask Ms. Porter about whether the BOH wants to propose a change concerning Body Art.

Article 42 – Dog Regulations

Ms. Shepard spoke with the Animal Control Officer and will work with him on updating this. She also plans to speak with the Town Clerk regarding this.

New Article – Bedford Arbor Resources Committee

Ms. Shepard worked with Jaci Edwards to draft this article and Ms. Edwards will be present at the December 18th meeting to discuss. Ms. Shepard forwarded some amendments based on last meeting's discussion to Ms. Edwards and Selectmen Rosenberg.

3. Bylaw Review Articles 11,12,13,14,15

Ms. Doyle reminded the committee that Mr. Brosgol pointed out that in Article 5.4 there is no explanation of what happens if there is a vacancy on the Selectmen. It references every other elected board. Ms. Shepard recommended using the same text as MGL Ch. 41 s. 10. Mr. Brosgol also noted that the Article 11 – Selectmen does not follow the same format as the other boards in committees and is missing a membership subsection.

Article 11 – Selectmen

Ms. Shepard suggest that the 11.1 Authority begin with the same statement that is used in Article 3-1 of the Charter. Ms. Anderson agreed that the reference to the DPW functions was too specific at first. Ms. Amick added that there was no reference to the Selectmen's role as stormwater managers or road commissioners.

Article 12 – Trustees of the Bedford Free Public Library

The Library Trustees are proposing to a change to Section 12.3 as follows.

Current Text

12.3 Purpose

The purpose of the Board of Trustees is to administer the programs, services and property of the Bedford Free Public Library.

Proposed Text

12.3 Purpose

The purpose of the Board of Trustees is to ~~administer~~ **oversee the administration** of the programs, services and property of the Bedford Free Public Library.

The committee wanted to verify that this change will not conflict with state law.

Article 13 Finance

Ms. Doyle reported that Library Director will ask the Library Trustees about whether they wanted to amend the Revolving fund to remove the requirement that the first \$17,000 collected from fees and fines go to the Town. They are next meeting on January 14, 2019. Mr. Murphy will send that language to Ms. Doyle and she will forward it to the Trustees.

Ms. Amick recommended that IT be spelled out.

Mr. Murphy will submit language to change 13.3 – Annual Audit because it currently states that it is subject to an appropriation, but it must legally be held every year.

Mr. Murphy is proposing that the Article 13.4.4.5.3 be amended as follows as the Town does not only use mailings as a form of education.

Current Text

13.4.4.5.3 Purposes and Expenditures. During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Department of Public Works Refuse and Recycling Revolving Fund for any expenses related to said refuse collection and recycling program, including collection and disposal costs, the purchase of refuse carts, recycling bins, and compost bins, educational mailings, and postage.

Proposed Text

13.4.4.5.3 Purposes and Expenditures. During each fiscal year, the Department of Public Works may incur liabilities against and spend monies from the Department of Public Works Refuse and Recycling Revolving Fund for any expenses related to said refuse collection and recycling program, including collection and disposal costs, the purchase of refuse carts, recycling bins, compost bins and educational ~~mailings, and postage.~~ **materials.**

4. Follow up on Articles 1-10

5. Status updates from Member assignments

Article 17 Town Clerk

Ms. Amick inquired about the fees listed in Article 17. Ms. Doyle informed that committee that the Selectmen will be doing a review of all fees and would check to see if these would be included. Ms. Doyle looked up the state law on this and the fines can be determined at the local level or they would default to the state requirements.

Article 19 – Conservation Commission

Mr. Pierce will forward any information that he received to Ms. Doyle.

Article 20 – HDC

Ms. Shepard is working with the HDC chair but does not think there would be many changes as it references the legislative act. It was suggested that the subsequent date that it was amended be added to be consistent with what is listed on the Town's website.

Article 21 – ZBA

Ms. Amick reported that she missed the last ZBA meeting but they are meeting again on December 12th. She will provide an update after that meeting. There was some discussion incorporating the Sign Bylaw into the zoning bylaws. Ms. Shepard pointed out that this would affect the type of vote that would need to be taken at Town Meeting from majority to 2/3's. Ms. Barbehenn added that the Sign Bylaw needs to keep pace with technology.

Article 25 – Bicycle Advisory Committee

Mr. Pierce state that the BAC has amended this article and he will forward any information that he received to Ms. Doyle.

Article 26 – Community Media Committee

Ms. Shepard will be following up with Mr. Shea on December 21st. The committee is not anticipating many changes as it was recently amended at Town Meeting. The committee discussed adding the number of members to section 26.2 but Ms. Doyle advised that it is difficult to fill vacancies on this committee and leaving it up to the Selectmen allows for more flexibility.

Article 27 – COA

Ms. Barbehenn reported that the COA is next meeting on January 21st and that they will submit any changes for the January 22nd meeting. There is some concern over definitions of Council and Board. The council encompasses all in town whereas the board has 9 members appointed by the Selectmen. The committee will research MGL Ch. 30 Section 8B.

Article 29 – Historic Preservation Commission

Mr. Pierce will forward any information that he received to Ms. Doyle.

Ms. Amick recommended that article be added for the Fiscal Planning and Coordinating Committee.

6. Next Meetings

The next meetings are scheduled for December 18th, January 15th and January 22nd. The committee will be presenting to the Selection on January 27th.

7. Adjournment

The meeting adjourned at 8:55 p.m.