

**Charter and Bylaw Review Committee Meeting Minutes
Second Floor Conference Room, Town Hall
Wednesday, December 18, 2019, 7:00 p.m.**

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

ABSENT: Daniel Brosgol; and Maria Borino

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

1. Approval of the minutes of October 23, 2019, December 4, 2019 and December 11, 2019

The minutes of October 23, 2019 and December 4, 2019 were postponed as there were not enough members from that meeting present to approve them.

Ms. Anderson moved to approve the minutes of December 11, 2019 as amended. Ms. Shepard seconded the motion. The motion passed 6-0-1, Chair Cordes abstained.

5. Status updates from Member assignments

Article 9

Ms. Barbehenn stated that the Planning Board is interested in having a voting member seat on the Conservation Commission and Land Acquisition Committee. They would also like to look at the Scenic Bylaw. Ms. Shepard recommended that the Planning Board first reach out to those committees and amendments can be proposed at any future Town Meeting.

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.

2. Communications from Departments and Committees

New Article – Bedford Arbor Resources Committee

Ms. Shepard worked with Jaci Edwards to draft this article. Based on feedback from the committee, Ms. Shepard amended the purpose section and deleted the last bullet point in responsibilities. Mr. Pierce recommended defining what arbor resources are. Jaci Edwards was present and defined arbor resources as tree, shrubs and bushes. In addition, BARC members are asked about invasive species and soil. Mr. Murphy suggested that it be defined as tree, shrubs, bushes and related ecological resources. Ms. Edwards will present this to her committee and report back.

New Article – Energy and Sustainability Committee

The ESC submitted a draft article that was based on the charge previously approved by the Selectmen.

A section titled “Authority”, needs to be added to be consistent with the other bylaws.

The committee decided to have the Selectmen decide the number of members in addition to one Selectman like some of the other committees. Ms. Doyle will add this to the proposed changes chart.

Ms. Barbehenn left at 7:34 p.m.

3. Bylaw Review Articles 16,17,18,19,20

Article 17 Town Clerk

Ms. Anderson reported that she spoke with the Town Clerk and she is interested in increasing the fees when the Selectmen review all fees. She also indicated that section 17.7 is not how the process actually works, the Town Manager's office sends the letter out. The committee thought the phrase "or cause to be notified" suffices. The Town Clerk also would like a shorter window for people to get sworn in once appointed in Section 5.6.

The committee also discussed amending Section 5.6 and 5.7 in relation to the reorganization. Appointed boards and committee reappoint after July 1st since their terms go until June 30th. The School Committee reorganizes based on the school year. Ms. Anderson will rewrite sections 5.6 and 5.7 to reflect the School Committee's practice.

Ms. Shepard reminded everyone that they previously discussed the idea of term limits for all members or just a limit on the number of times someone can consecutively serve as chair.

Article 20 – HDC

Ms. Shepard submitted amendments to the HDC bylaw that references subsequent dates that it was amended.

4. Follow up on Articles 1-15

Article 6 – Board of Assessors

Mr. Murphy submitted language to amend Article 6. The committee requested that he amend it further and put it in bullet point format. He will resubmit to Ms. Doyle.

Article 11 – Selectmen

Chair Cordes will look at the Authority section to the Selectmen bylaw so that it does not begin with DPW functions and will add references to stormwater management and road commissioners.

Article 12 – Trustees of the Bedford Free Public Library

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

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.

Ms. Shepard looked at the state law regarding this and the State law does give the power to the Library Trustees. She suggested modifying the responsibilities bullet point to say

Proposed Text

12.4 Responsibilities

- To appoint a Library Director to **oversee the administration** ~~supervise the operation~~ of the library.

Ms. Shepard asked that it be sent to Town Counsel for review. She will also tell Mr. Brosgol as he is liaison to the Library.

Article 13 Finance

Mr. Murphy proposed that the Article 13.4.4.5.3 be amended as the Town does not only use mailings as a form of education. Chair Cordes amended the

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 **the development and delivery of educational materials regarding the refuse and recycling program.** ~~mailings, and postage.~~

5. Status updates from Member assignments

Article 21 – ZBA

Ms. Amick passed out some suggested language to amend the ZBA bylaw so that it refers to the actual state law.

Article 25 – Bicycle Advisory Committee

The committee reviewed the proposed revision to the BAC bylaw and were concerned that it removed too much. It removed references to reducing air pollution and increasing recreational opportunities. They also discussed the meaning of quality of life and whether it was too vague and does it really apply to everyone since not everyone is able to ride a bike. Mr. Pierce will reach out the BAC with these concerns but noted that it reflects what the committee is actually doing.

Article 29 – Historic Preservation Commission

The committee reviewed the proposed additions to the HPC Bylaw responsibilities sections and had no issue with them. Ms. Doyle will add them to the chart.

Article 34 – Youth and Family Services Committee

Ms. Amick heard back from the chair and the YFS committee is next meeting on January 9th and that they want to look at the membership of the committee. It was agreed that Ms. Amick should email the chair again to say that there is no rush on this as they should wait to see how the reorganization of the YFS and Board of Health departments settle.

6. Next Meetings

The committee decided to add another meeting on January 8, 2020 in addition to the scheduled meetings on January 15th and January 22nd. The committee will be presenting to the Selection on January 27th.

7. Adjournment

**Ms. Anderson moved to adjourn. Ms. Shepard seconded the motion.
The motion passed 6-0-0.**

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Colleen Doyle
Assistant Town Manager
Minutes approved: 1/8/2020