

BYLAW REVIEW COMMITTEE MEETING

NORTHBRIDGE TOWN HALL 24 JAN 12 AM 8:45
7 MAIN STREET
WHITINSVILLE, MA 01588

December 11, 2023, at 6:00 P.M.

NORTHBRIDGE TOWN CLERK
LINDA S. ZYWIEEN

MINUTES

present: Robert Banning, Russell Collins, Richard Sasseville, Michael Wilkes, and Linda Zywieen

1. Call to order – The meeting was called to order at 6:06 p.m. by Chairman Russell Collins.

2. Approval of minutes – A meeting of the committee was held on October 3, but minutes for that meeting were not ready ahead of this meeting. Before the next meeting, the clerk will have prepared minutes for both the October 3 meeting and this evening's meeting.

3. Review of town counsel's responses to the committee's edits – The committee began reviewing the town counsel's responses to the committee's proposed edits of the bylaws. We reviewed their responses through section 4-420.

a. Resolved matters – If town counsel explicitly approved of a change that we queried about in the margin, we simply accepted the change without discussion. In a few cases, town counsel did not reply to a query; in such a case, we assumed that any proposed change related to that query was acceptable to town counsel.

b. Unresolved matters – To some of our queries, town counsel replied that the matter was "administrative," and they therefore refrained from offering an opinion on the matter. Linda will collect a list of these and ask the town manager to advise about them.

c. Town counsel's list of corrections – In late October, town counsel provided the committee with a document listing corrections they want us to make. The document is titled "Town Counsel's list of other by-law corrections and revisions as of October 19, 2023." The clerk of the committee will incorporate all of these corrections into his copy of the bylaw text before submitting the final copy to the town clerk.

d. Producing a clean, final copy – When we have duly applied all answers to our queries, whether from town counsel or the town manager, the clerk will remove all tracking of edits, delete all queries and comments, and provide the resulting final electronic copy to the town clerk.

4. Next meeting – At this time, we did not schedule our next meeting. In the next few days, Linda will email us all to coordinate the scheduling of it.

5. Adjournment – The meeting was adjourned by unanimous consent at 8:02 p.m.

Respectfully submitted,

Robert Banning
clerk

approved
1/11/24