

**By Law Review Committee
Regular Meeting Minutes for
Tuesday Sept. 1, 2015 Town Hall Meeting Room**

Meeting Called to Order

Members Robert DelRosso, Robert Blanchard, Beverly Hart, William Rice and David Sullivan, Jr. were all present.

Consensus that first order of business is to nominate and elect a Committee Chair, Vice Chair and Clerk.

Nominations for Chairman were opened,
Mr. DelRosso nominates David Sullivan for Chairman.
Motion Seconded. Passed All in Favor

Mr. Sullivan nominates Mr. Delrosso for Vice Chairman.
Motion Seconded. Passed All in Favor.

Mr. DelRosso nominates Mr. Blanchard for Clerk.
Mr. Blanchard declines the Nomination.

Mr. DelRosso nominates Mr. Rice for Clerk.
Motion Seconded. Passed All in Favor.

Chairman Sullivan states that he will see that a letter is forwarded to the Town Administrator, Town Moderator and the Board of Selectmen with the results of the Election of Officers.

Discussion on how to proceed with the actions of the Committee.
Mrs. Hart stated that last time the By Law Committee sent out letters to Departments etc. Suggests that this Committee do the same thing.

Decided that the Chair will forward a letter to the Town Administrator with agendas etc.

Chairman reminded the members that the Committee must follow the Open Meeting Law including maintaining proper minutes of each meeting and following the posted meeting requirements. Mr. Blanchard volunteered to act as point person for posting meetings and working with Town Hall on posting material to the Town's Web Site.

Member asked to clarify the legal definition of a By Law?
Discussion on this point.

Another member asked about the organization of the material.
Can we add Glossary of Terms etc?
Discussion on this question.

Mr. DelRosso and Mrs. Hart asked about a review of the Town Charter as well.
Chairman stated that the purpose of the Committee is to review the By Laws of the Town.

There is no charge to review the Charter at all. But all members agreed that the By Laws must not contradict the Town Charter.

A goal should be to also make these By Laws easier to read.

Discussion of various points of the By Laws of concern to the members.

Is the Talent Bank process working? Yes or No?

How would it need to be changed? Board of Selectmen or Moderator?

How to bring people forward for appointment to committees?

-More direct recruitment.

By Laws state that if the Moderator fails to appoint within thirty (30) days then the duties fall to the Board of Selectmen with the recommendation of the Town Administrator. The BOS would have thirty (30) days to act.

Discussion on setting up a meeting schedule.

Decided that the First and Third Tuesdays of the month at 1:00pm would be our meeting schedule.

The agenda for the next meeting would be By Law Categories 1 thru 4.

The Chairman to forward the agenda to the Town Administrator for distribution to the affected departments, committees etc.

Meeting Adjourned at 2:11pm.

Minutes prepared and Submitted by Chairman David Sullivan, Jr.