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TOWN OF BURLINGTON

Meeting Minutes

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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: February 15, 2022

TIME: 6:30 PM

PLACE: Virtual via Zoom

MEMBERS IN ATTENDANCE:

Chair Scott Martin, Vice Chair Phyllis Neufeld, David Miller, Wendy Guthro,
Michelle Huntoon, Susan Kadilak

GUESTS: Eileen Coleman, Shari Ellis

Minutes

Chair Scott Martin called the meeting to order at 6:34 PM. It was noted that due to a lack of timely notice of the meeting agenda to the Town Clerk's office, the committee would not be able to vote on any matters at this meeting.

New committee members

The Committee welcomed newly appointed committee members, Michelle Huntoon and Susan Kadilak. They introduced themselves to the committee members: Michelle is a corporate attorney, and has served on the 4th of July committee, and is a candidate for Town Meeting member. Susan Kadilak has been a realtor in Burlington for 20 years, and with her husband owns Kadilak Homes, a design/construction company.

Stormwater article

Eileen Coleman, Assistant Administrator of the Conservation Department, was present to discuss proposed amendments to the Stormwater article. She said that the amendments were designed to tighten the regulations for smaller projects, as the department noted that construction on these lots, especially the increase in impervious surfaces (such as large driveways), was negatively affecting drainage/flooding conditions for abutters and for the Town. The Conservation Department has been working with the Board of Health and other town departments on these new regulations, which incorporate rainfall data and the use of certified engineers.





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Susan asked for information regarding the impact of the proposed amendments on those who were engaged in construction projects in the Town, such as how many projects would be affected. Susan said she believed that the amendments would complicate nearly every construction project. Eileen said that the changes “are not very onerous” to Town residents who are building/renovating, and that interrupting the flow of water by creating additional impervious surfaces prevents water from draining into the ground, causing the water to drain into the roadways or onto adjoining properties. She said that she would work on getting an answer to Susan’s question regarding how the amendments, if in place at that time, might have affected construction projects that were completed in the last six months.

Eileen said that the Conservation Commission is holding a hearing on the proposed amendments, and that after that time the amendments would be ready for committee review. Scott said that this committee would review and vote on the proposed amendments at the next meeting (March 15,2022). Wendy said that the final version of changes proposed by the Department should be distributed to committee members in advance of the next meeting, if possible.

Shari commented that while not a part of the Stormwater article, the question of sump pumps also needs attention, and that basements should be required to be built above the groundwater level.

Select Board Mandatory Hearing article

Scott said that there was some confusion about the Article regarding the mandatory public hearing by the Select Board on housing projects, presented at the Town Meeting last month. Dave said the version that appeared in the TM warrant was not the latest version that was edited and recommended by this committee. Phyllis shared her screen to show the final version that the committee had completed. Scott said he would send that file to the Town Clerk’s office.

Article about committee secretary compensation

Scott said that at the next meeting, the committee would review changes to Article 5 regarding compensation of committee secretaries. The changes clarify that Town HR personnel, not individual committees, are responsible for setting compensation.

The committee’s work ahead

Scott said that the deadline for articles for the May town meeting has passed, and that the next group of articles that committee will review/vote on will be for the September Town Meeting. He explained that the responsibilities of the committee are to review all the bylaws each year, making sure they follow a consistent pattern in terms of numbering, definitions, terminology and paragraphs, and updating as needed (for example, making the wording gender-neutral in all articles).





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Scott said ideally when a bylaw amendment is proposed, the entire bylaw should be reviewed and updated as needed. He said that due to having limited meeting time and limited committee membership, it has not always been possible to review and update the entire bylaw in question, especially for the larger, more complex bylaws. He said that as a result, there remains a considerable amount of work to be done on the bylaws, and that the committee would have to decide on the best approach, such as possibly having subcommittees work on various sections. After discussion, Scott said he would email the bylaws to the new committee members. He said that the bylaws are also available on the Town website. Scott also noted that there is still one unfilled seat on the committee.

Action regarding community preservation act

Shari updated the committee regarding an article for Town Meeting regarding the community preservation act. She said that the September Town Meeting would be asked to approve a ballot initiative, and that the proposed article would be presented to this committee at an upcoming meeting.

Minutes

It was noted that because of a lack of a quorum at certain points during at the last two meetings, and the notification delay to the Town Clerk's office regarding this meeting, the committee has been unable to vote on recent meeting minutes. The plan is to vote on the minutes of this meeting, the meeting of January 18, 2022 and the meeting of December 14, 2021 at the committee's next meeting on April 19, 2022.

Adjournment

The meeting was adjourned at 7:50 PM.

