



**RECEIVED**

By Town Clerk's Office at 3:18 pm, Apr 21, 2022

# TOWN OF BURLINGTON

## Meeting Minutes

Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you

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: March 15, 2022

TIME: 6:30 PM

PLACE: Virtual via Zoom

### MEMBERS IN ATTENDANCE:

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

Excused: Phyllis Neufeld

GUESTS: Shari Ellis, Sally Willard

---

### Minutes

Chair Scott Martin called the meeting to order at 6:33 PM.

### Proposed article to create a Town Center Design Review Committee

Sally Willard explained that this proposed bylaw would create a committee to develop Town Center signage guidelines, to review sign proposals and advise representatives of organizations who are proposing new signs within the Town Center, and to advise the Planning Board and the Select Board before signs are approved. The plan is to submit this bylaw to the September Town Meeting.

Committee members made suggestions regarding wording, capitalization, paragraphs, and numbering. The bylaw states that members with “appropriate backgrounds” should be appointed; after discussion, committee members suggested a change to “related backgrounds” or “relevant backgrounds.” Scott said that the information about a recording clerk for the committee should conform to a new amendment to an article regarding setting recording clerk compensation; he will forward the wording to Sally. There was discussion about the proposed committee’s role as aligned with other Town committees and departments, and how enforcement of the guidelines would be accomplished. Sally said she would incorporate this committee’s input into another version and will return at a future meeting.





# TOWN OF BURLINGTON

## *Meeting Minutes*

*Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you*

*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*

### Proposed amendment regarding setting compensation for secretaries/recording clerks

Scott said that several committees have recording clerks and their bylaws all state that the compensation of the secretary/recording clerk is set by the committee. He said that while committees appoint clerks and supervise their work, the compensation is based on a contract with the Town, with established salary ranges, and is handled by Human Resources. Everywhere that compensation for secretaries/recording clerks is mentioned in the bylaws, an amendment is needed to indicate that compensation is set by the Town.

The committee members discussed whether this change could be accomplished in the definitions section of the bylaws, or - if included in each committee's description - whether it should be a separate section. The consensus was to use "shall engage" a recording clerk to describe each committee's scope of action, while noting that compensation is set by the Town. Scott noted that only some committees have recording clerks.

This committee will vote on the revisions at the next meeting (April 19, 2022).

### Review/vote on minutes of previous meetings

Upon a motion by Wendy, seconded by Scott, the committee voted to approve the minutes of the December 14, 2021 meeting, 4-0.

Upon a motion by Dave, seconded by Wendy, the committee voted to approve the minutes of the January 18, 2022 meeting, 4-0.

Upon a motion by Dave, seconded by Michelle, the committee voted to approve the minutes of the February 15, 2022 meeting, 4-0.

### Review of Select Board Article #13 regarding mandatory hearings for housing developments

Committee members noted that Article #13 regarding Select Board mandatory public hearings for housing developments, presented at the February Town Meeting, was not the same as the latest version developed by this committee. The Article presented was mistakenly a previous version of the committee's discussion rather than the final version. Scott said that he would send the correct version to the Town Clerk, so that the Article could be corrected at the September Town Meeting as an amendment.

### Amendments to the Stormwater Management Bylaw

The Conservation Department is still finalizing this Article in response to comments at a public hearing and input from various Town departments. The plan is still to have the Article submitted to the September Town Meeting.





# TOWN OF BURLINGTON

## *Meeting Minutes*

*Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you*

*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*

### Open Meeting Law and Conflict of Interest Law

Scott reminded committee members of the requirement for training in the Open Meeting Law and the Conflict of Interest Law. The training is available online as well as in print form. He said that the Open Meeting Law forbids committee member discussions or votes outside of regular publicized meetings, and also describes when the committee could go into executive session. The Conflict of Interest Law requires members to identify a conflict, and possibly abstain from voting, when a committee decision could personally affect them financially. Scott will email both laws to the committee members for review.

### Committee Votes

The committee discussed the implications of committee votes and actions. The consensus was that committee members are voting both on (1) the format of a proposed article/amendment (i.e. well-written and consistent in wording, numbering, definitions, terms, placement in the bylaws, etc. and intent of the petitioner) and (2) its probable impact (substance of the article/amendment). The committee vote is also an indication of the committee support of the article, however, in the event that the Town Meeting Members approve the warrant article, the first items are very important.

### For future consideration

Dave asked that the committee consider possible articles concerning:

- whether the Town Moderator should be chosen by Town Meeting Members instead of a town-wide election
- the procedure for Recalling elected officials

Scott said these topics would be considered at future meetings.

### Adjournment

Upon a motion by Dave, seconded by Susan, the committee voted to adjourn, 4-0, at 8:07 PM.

