

**TOWN OF HOLLISTON
Governance Committee
Meeting Minutes**

Date: Thursday, September 8, 2022

Time: 6:00 p.m.

Place: Virtual

Attending: As indicated by roll call: Len Engel, Hayley Fetrow, Scott McKechnie and Sam Tyler were present.

Mr. Tyler called the meeting to order at 6:03 p.m.

Opening Statement

Mr. Tyler read the state required opening statement for virtual public meetings.

Mr. Tyler noted that the Select Board recently appointed Suzanne Nersessian to the Committee and she is present for the meeting but has not yet been sworn in by the Town Clerk. Ms. Nersessian said she hoped to be sworn in next week.

Minutes

Mr. Engel noted that "cal" should be changed to "call" in the first full paragraph on page 2.

Mr. Engel moved, Ms. Fetrow seconded and it was voted by roll call to approve the minutes of the September 1, 2022 meeting as amended:

	AYE	NAY	ABSTAIN	ABSENT
Mr. Engel	X			
Ms. Fetrow	X			
Mr. McKechnie			X	
Mr. Tyler	X			

By-law Review Committee Article

Mr. Tyler circulated a revised and updated proposed new By-law Review Committee. A copy of the revision is attached to these minutes. He said that the draft approved last week did not include a provision for the Moderator to appoint two members to the Committee. That provision is in the new draft. The new draft also directs the Review Committee to comment on any by-law change proposed by some group other than the Review Committee. A provision has also been added stating that copies of the by-laws will be made available for distribution to the public.

Mr. McKechnie said the term of office of the members of the Review Committee is not clear. It appears that it is five years but it is not expressly stated. Mr. Tyler said the Select Board would appoint the Committee every five years and the assumption is that the by-law review process

could take up to five years. Ms. Fetrow said that the process could be concluded in less than five years. Mr. Tyler said the proposed language of the by-law is consistent with what he has seen in several other towns. This proposal is an effort to create a process whereby the Town's by-laws will be regularly reviewed and updated.

Ms. Nersessian asked if the Review Committee would work with Town departments on proposed changes. Mr. Tyler said it is not laid out in the proposed by-law but the Review Committee would not be effective if they didn't work with departments. Ms. Nersessian asked if the by-law should address situations where a need to review a by-law comes up between the five year time frames. Mr. Tyler said the Review Committee could be called on by the Select Board to look at any by-law change that might come up. Mr. Engel said other committees or boards could make recommendations for by-law changes; the Review Committee would review those recommendations. Mr. Tyler said it was analogous to the requirement that the Planning Board must review all proposed changes to the Zoning By-Law.

Mr. McKechnie moved, Ms. Fetrow seconded and it was voted by roll call to submit the revised proposed By-Law Review Committee by-law for the Warrant for the October town meeting:

	AYE	NAY	ABSTAIN	ABSENT
Mr. Engel	X			
Ms. Fetrow	X			
Mr. McKechnie	X			
Mr. Tyler	X			

Planning Board By-Law Article

Mr. Tyler said that Mr. Engel has done some additional work on a revised proposed Planning Board by-law and a separate Scenic Road By-Law. We are waiting for feedback from the Town Planner and the Planning Board.

Mr. Engel said the Town Planner has circulated the proposed by-law language to the Planning Board for their comments. The feedback thus far is that the Planning Board remain at five members with five year terms and that there be one associate member of the Planning Board with a one year term. He expects to have all the feedback from the Planning Board by September 15. The Town Planner agrees with the proposal for a separate Scenic Road By-Law and suggests that the process for designating a scenic road be detailed in the new by-law. Mr. McKechnie asked whether most towns have three member or five member Planning Boards. Mr. Engel said he thinks it is roughly an even split. Mr. Tyler said he thought there were more with five and that five is appropriate given the workload. Mr. McKechnie asked about the references to state laws. Mr. Engel said that Holliston has given the Planning Board additional authority, consistent with state law, that is noted in the by-law. Mr. Tyler said there is no expansion of duties, just a better description of the duties. Mr. Tyler also asked if the associate member could be elevated to a full member in the case of a vacancy. Mr. Engel said it would be an option but it would be decision of the Select Board and the other members of the Planning

Board when they fill a vacancy.

Select Board Size

Mr. Tyler reminded everyone that completed surveys still need to be collected from some former members of the Select Board.

Ms. Fetrow is reviewing a year's worth of items that appear under Board Business on Select Board agendas and putting together a matrix of the items.

Public Comment

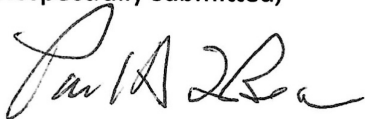
There was none.

The next meeting is scheduled for 6:00 p.m. on Thursday, September 15, 2022.

At 6:50 p.m. Mr. McKechnie moved, Mr. Engel seconded and it was voted by roll call to adjourn the meeting:

	AYE	NAY	ABSTAIN	ABSENT
Mr. Engel	X			
Ms. Fetrow	X			
Mr. McKechnie	X			
Mr. Tyler	X			

Respectfully submitted,



Paul D. LeBeau

Date Approved by the Committee: September 15, 2022

Town of Holliston

By-Law Review

By-Law Review Committee

Section 1. Purpose The Select Board shall at five-year intervals, in each year ending in six (6) or one (1), cause to be prepared by a special committee appointed for the purpose of drafting proposals for the revision or recodification of all by-laws of the town as it deems necessary and advisable to keep by-laws current with the needs of the town. Such proposals shall be presented to the Select Board, which shall include the same on the warrant for the Fall Annual Town Meeting occurring no later than the year following the one in which the committee was formed.

It shall be the duty of the Committee to consider all articles in the warrant for any Town Meeting which propose an amendment or addition to the General By-Laws.

Section 2. Membership The by-law review committee shall consist of two residents appointed by the Select Board, two residents appointed by the Town Moderator and one resident appointed by the Panning Board. Persons appointed by the said agencies may, but need not, be members of the agency by which they are designated. In addition, the Town Clerk shall serve as an ex officio nonvoting member of the committee. The chair shall be elected from the membership by their vote for terms of not more than two consecutive years.

Section 3. Legal Review and Public Notice The committee shall have its proposals reviewed by town counsel or by special counsel retained for this purpose. Copies of the proposed revised by-laws shall be made available to the public on the town website and by publication in a print or electronic local newspaper at least seven (7) days before the scheduled Fall Town Meeting. After Town Meeting adoption of a proposed by-law, it shall be submitted by the Town Clerk to the Attorney General of the Commonwealth for approval in conformity with state law. Copies of the revised by-laws shall be made available for distribution to the public.
