

**BYLAW REVIEW COMMITTEE MEETING**

**NORTHBRIDGE TOWN HALL  
7 MAIN STREET  
WHITINSVILLE, MA 01588**

**August 8, 2022, at 6:00 P.M.**

**MINUTES**

**present:** Robert Banning, Russell Collins, Richard Sasseville, and Linda Zywiec

**absent:** Rainer Forst

**1. Call to order** – The meeting was called to order at 6:07 p.m. by Vice Chairman Richard Sasseville.

**2. Approve minutes** – The minutes of the meeting of July 6 were approved as read. The committee did not meet on July 20, the date of next meeting stated in the July 6 minutes, because the only members in attendance on July 20 were Robert Banning and Linda Zywiec, and thus we did not have a quorum. We rescheduled to this evening.

**3. Reorganize** – Alicia Cannon has been our chairman but recently resigned her post and moved out of state. She was replaced by Selectman Russell Collins. The committee expressed its enthusiastic gratitude for Alicia's service to the committee and then voted for new officers, as follows:

- a. Chairman** – Russell Collins was elected chairman.
- b. Vice Chairman** – Richard Sasseville was elected vice chairman.
- c. Clerk** – Robert Banning was elected clerk.

**4. Discuss request for extension**

**a. Timeline per bylaws** – Bylaws section 4-306(1) requires that ordinarily, the committee's work is to be completed in such a way that the proposed revision of the bylaws issuing from the committee's review can be presented to the fall town meeting one year after the committee was appointed; for the present committee, that town meeting would be the one scheduled for October 2022.

**b. Timeline of the present committee** – Having worked on its review of the bylaws in a timely manner up to this date, the present committee has not completed its review and cannot have its proposed revision ready to be presented at the town meeting of October 2022.

**c. Request for extension** – Bylaws section 4-306(2) allows for the board of selectmen to extend the term of the bylaw review committee for a period of no longer six months. A motion was made and seconded to ask the board of selectmen to extend the term of the present committee by six months. **Adopted.**

**d. Extent of review; which copy to present** – The committee's understanding is that in the document that is referred to as the bylaws of Northbridge, the committee's review is to extend only through part I—that is, through chapter 10, "Public Works." It was agreed that the copy

of our revision that will be presented to the town moderator upon completion of our review will be the clerk's copy. Before submitting the revision to the town moderator, the clerk will provide a copy of his copy to each of the other members of the committee so that they can make sure that all the changes that they recorded have been included in the clerk's copy.

## **5. Discussion of Bylaws**

**a. Sections reviewed** - The committee continued to discuss the bylaws, section by section. We began by reviewing section 4-410, subsection C(3)(i), which begins, "Advise the Board of Selectment with respect to . . .," and we continued through the end of chapter 4.

**b. Sections to be reviewed next** – Next time, we plan to begin at the very beginning of chapter 5, "Financial Regulations."

**6. Next meeting** – Monday, August 29, 6:00 p.m., at Town Hall.

**7. Adjournment** – The meeting was adjourned by unanimous consent at 8:07 p.m.

Respectfully submitted,

Robert Banning

Approved  
9/19/22