

*Approved  
7/24/23*

**BYLAW REVIEW COMMITTEE MEETING**

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

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23 JUL 25 AM 7:55

NORTHBRIDGE TOWN CLERK  
LINDA D. ZYWIEH

**July 10, 2023, at 6:00 P.M.**

**MINUTES**

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

**absent:** Michael Wilkes

**1. Call to order** – The meeting was called to order at 6:17 p.m. by Chairman Russell Collins.

**2. Approval of minutes** - The minutes of June 19, 2023, were approved with one correction: Item 4.b. should be deleted so that item 4 refers only to the general need for input from town personnel for the review of by-law sections 7-600 through 7-800.

**3. Discussion of bylaws –**

**a. Review of sections** – The committee began its review at the beginning of section 9-1000 and continued through section 10-422, which is the last section of chapter 10 of the by-laws.

**b. Completing the committee's assignment** – Our understanding (1) that the end of chapter 10 is the end of the part of the by-laws that the committee is assigned to review; (2) that, therefore, when we have finished deciding what changes to recommend for chapters 1 through 10 and what questions to ask about those same chapters, and when we have communicated those recommendations and questions through tracked changes in the by-law document and through questions and comments posted in the margins of that document, we will have completed our review and will be ready to submit our work to the town manager and town counsel for approval. We have learned from the town manager that our review needs to be completed by the end of July, and we intend and expect to do so.

**c. Proposed new by-laws** – On June 21, Linda had emailed us proposed new by-laws about graffiti and conservation. We discussed and decided as follows:

**i. Graffiti** – The chief of police submitted text for a proposed by-law prohibiting graffiti. Bob recommended that he be authorized to edit the text for writing style and typos and to format it for consistency with the rest of the by-laws. The committee authorized him to do this, and he will do it before the next meeting. Upon the committee's approval of this editing and formatting, with any changes the committee wants, this text can be incorporated into the version of the by-laws that is submitted to the town manager and town counsel.

**ii. Use of conservation areas** – The conservation commission submitted text that it proposes incorporating into the by-laws. The document was on letterhead of the commission, bore the title "CONSERVATION LAND USE REGULATIONS," and indicated in its first line that the proposed rules had been established in June 2023 by a majority vote of the commission. The document listed 10 numbered rules. The by-law review committee briefly discussed this document and decided to recommend that the

10 rules not be incorporated into the by-laws, but instead be incorporated into the conservation commission's own regulations, which are set forth in a different document.

**4. Next meeting** – The next meeting was scheduled for Monday, July 24, 6:00 p.m.

**5. Adjournment** – The meeting was adjourned by unanimous consent at 7:56 p.m.

Respectfully submitted,

Robert Banning  
clerk