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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: August 17, 2021  
TIME: 6:30 p.m.  
PLACE: Virtual via Zoom

MEMBERS IN ATTENDANCE: Chair Scott Martin; Vice Chair Phyllis Neufeld; Sandra MacKay; David Miller; Wendy Guthro

GUEST: Town Clerk Amy Warfield

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### Minutes

Chair Scott Martin called the meeting to order at 6:30 p.m.

#### **Resignation**

Sandra MacKay has resigned from the committee because she has moved from Burlington. Her resignation was effective on July 31, 2021. Committee members expressed their appreciation to Sandra for her years of service as a committee member, her contributions to committee work, and her positive interactions with other members. Sandra replied that “it has been an absolute joy” to serve on this committee, and she noted that there is a significant scope of work ahead for the committee.

#### **Work Flow Document**

Scott said that the committee would continue work on the document that would be given to potential proponents of additions/amendments to the bylaws, explaining the process of this committee.

#### **Stormwater article re-submission**

Amy informed the committee that the Stormwater article, which had been approved previously by Town Meeting, was being re-submitted to the Town Meeting with corrections in numbering. She noted that the numbering changes do not affect any regulations or enforcement provisions. Upon a motion by Wendy, seconded by Phyllis, the committee voted unanimously, 4-0, to recommend this corrected article to Town Meeting.

#### **Article discussion – precinct changes**

Amy presented an amendment to Article 2, Section 2, Town Meeting, paragraph 5. She said that the current wording of the article is restrictive and specific as to the number of precincts in Town, but as the population of the Town changes according to the census, more or fewer precincts would be required. Each precinct should have a maximum of 4,000 persons, with 18 Town Meeting members. The most recent census reported 26,377 residents in Burlington.





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In answer to committee questions, Amy said that a committee would be established to make recommendations about moving some precinct boundary lines if needed, with the resultant changes in Town Meeting membership.

Committee members reviewed in detail the proposed changes to the article. They suggested wording and sentence structure changes, which were incorporated. Upon a motion by Phyllis, seconded by Dave, the committee voted unanimously, 4-0, to recommend this article amendment.

### Article on Select Board/Mandatory Hearing re. housing projects

Scott noted that since Town Meeting Member Monte Pearson, proponent of this article, was not in attendance, the committee would not be discussing this article.

### Other business

- The information prepared by Phyllis, as back-up material to the article regarding increasing the notification time to this committee to 90 days for proposed additions/amendments to the bylaws, has been submitted with the article for the September Town Meeting.
- The letter to the Select Board, regarding this committee's experience with the services of Town Counsel, has been sent, and Scott is following up to make sure it is reviewed by the Board.
- The articles to rename this committee and to increase this committee's membership will be submitted to Town Meeting. The format will be that as originally developed by this committee.
- Dave reported that he will be asking for time during the next Planning Board meeting to present suggestions regarding enforcement of the Construction Hours bylaw. He will be asking for better communication between the Planning Board and the Police Department.
- Scott asked that members give some thought as to nominating potential new members of this committee. He said that the Town Moderator would be interested in reviewing nominations. Committee members mentioned possible nominees; Scott said that personal invitations from a committee member would be the best way to recruit new members. Members were asked to inform Scott of nominees who have agreed to serve if appointed.
- Scott said that the committee should consider electing a new chair. Committee members recommended that any action in that regard should wait until new committee members are appointed.

**Minutes Approved** - Upon a motion by Phyllis, seconded by Wendy, the minutes of the July 20, 2021 meeting were approved unanimously (4-0).

**The meeting was adjourned at 7:49 p.m. Next meeting: September 21, 2021**

