

**Town of Lunenburg**  
**Bylaw Review Committee**  
**Town Hall, 2<sup>nd</sup> Floor, 17 Main Street**

Meeting Minutes

Thursday February 25, 2016, 6pm

1. Call to Order: Meeting called to order 6:08pm
2. Swear in and Elect Officers. Attending: Rob Bowen, Kathy Herrick, Nancy Gray, Cathy Hennessy, Michelle Smith. Committee appointments include:
  - a. Rob Bowen-Chair
  - b. Nancy Gray-Vice Chair
  - c. Michelle Smith-Secretary
  - d. Each member must be approved through Conflict of Interest site.
3. Distribute Bylaws & Charter.
  - a. Kathy Herrick shared that the Bylaws must be reviewed once every 10 years per the Town Charter. Code is being updated and will be ready for Fall Town Meeting. The annual town meeting deadline for materials is March 24, 2016. The bylaw review committee will not review zoning as the Land Use Director will review that section. There are general code changes or codifying the bylaws to align with state guidance.
  - b. Chair recommended we draft a letter inviting the various departments of the bylaw review and seek their input for changes they would like to see. Request they respond within 30 days to the Bylaw Review Committee.
  - c. Kathy Herrick stated that the departments have seen and know the codes are coming. She (Kathy Herrick) will go through the fee schedules/Personnel Committee.
  - d. There are 32 Articles. Police will take over Animal Control.
  - e. Draft letter attached to minutes.
4. Adopt Meeting Schedule. Group agreed to meet bi-weekly Thursday meeting at 6pm 2<sup>nd</sup> Floor of 17 Main St. Next meeting to be held March 10, 2016.
5. Public/Committee Comment. **No public comment as no one additional was present.**
6. Adjourn. Motion to adjourn by the Chair at 6:34pm. Second by Vice Chair. Meeting adjourned.

