

TOWN OF BECKET

Minutes
Town Meeting ByLaw Review Committee
6/1/15
APPROVED 7/27/15

Members Present: Bruce Garlow (Chair), Ann Krawet, Jeanne Pryor

The meeting began at 1:30 p.m. It was moved and seconded to approve the minutes of 5/5/14 and the motion passed unanimously.

The Committee briefly discussed the posting of the bylaws approved at the April 2014 Special Town Meeting and those positions to be designated as Special Municipal Employees.

The Committee reviewed and discussed the Town Meeting Handbook and glossary. The following changes to the Handbook were agreed to by the Committee:

The cover of the Handbook was discussed. Members agreed to change the draft cover picture to something more representative of town governance, perhaps a photograph of Town Hall or a drawing of a gavel. Ann proposed using a map of Becket. Members will research other ideas for further discussion.

The Parliamentary Guide was reviewed and item 10 was changed to "Refer to Committee."

Bruce will edit the 'Dear Voter' letter to add the phrase "and to set the annual budget" to the 3rd sentence and to include giving credit to Brookline and DOR on which the template and glossary were based.

The Table of Contents page was corrected as follows:

Change "Town Meeting Members" to "Voters"

Change "Other Town Boards and Committees" to "Other Boards and Committees, Department Heads and Town Officers"

Under "THE BUDGET", add "Town Meeting Budget Calendar"

Change "Amendments and Substitute Motions" to "Motion to amend or substitute"

Change "Motion to Refer" to "Motion to lay on the table or take no action"

Change "Annual Appropriations Vote" to "Operating Budget/Line Items"

DELETE "Resolutions and Reports"

ADD "How to Become Informed About Town Meeting and Town Issues"

DELETE: REFERENDA AND OVERRIDES

RUNNING FOR TOWN MEETING

MODERATOR'S GUIDELINES FOR SPEAKERS

BOARDS/COMMISSIONS APPOINTED BY THE
SELECTMEN
TOWN ORGANIZATIONAL CHART
Change "GLOSSARY OF TERMS" to "GLOSSARY OF TOWN MEETING
AND MUNICIPAL FINANCE TERMS"

Add "Voters" text after the Town Clerk section.

On p. 4, add a comma so the sentence reads "If the proposal involves a change in the Town Zoning Bylaw, petitioners are advised to consult with the Planning Board."

The Town Meeting Budget Calendar should be on a separate page. The word "(proposed)" on the April 1 line, middle column of the chart should be deleted. Jeanne will check for correctness of noted bylaw sections.

Bruce will check to ensure capitalization is consistent for Town and Zoning Bylaws.

On p. 14, "townofbecket.org" should be changed to "townofbecket.org"

On p. 15, change "the Town Meeting Bylaw Review Committee has sponsored a "Baby" Town Meeting..." to "the Town has sponsored a "Baby" Town Meeting..."

On p. 15, delete the heading "Moderator Availability". Change "(623-2362)" to "(413-623-2362)". Change "moderator@townofbecket.org" to "moderator@townofbecket.org"

The heading "Glossary of Town Meeting and Municipal Finance Terms" should be changed to all capital letters.

Remove bolding of the letter **t** in the word "to" of the **Adjourn** section.

Under "**Capital Budget**", Jeanne will check on the correct wording/capitalization for "capital improvement plan".

Under "**Community Preservation Act (CPA)**", "community preservation act" should be capitalized (Community Preservation Act)

Under "**Debt Exclusion**", "annual town election" should be capitalized. (Annual Town Election)

It was agreed that the final draft of the Handbook will be given to the Town Secretary, Beverly, so that she can address and correct, with assistance from Jeanne as noted on

her copy of the draft document, the many formatting and pagination issues discussed by committee members to include formatting of dashes in the Glossary.

The Committee agreed that the final version of the Handbook should be sent to the Selectmen for their endorsement and inclusion on the town website. Copies should be printed and made available at Town Hall

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Jeanne W. Pryor

List of documents discussed and/or distributed at meeting:

1. Town Meeting ByLaw Review Committee Minutes 5/5/14
2. Draft Town Meeting Handbook