



## **MINUTES OF MEETING** **ZONING BYLAW REVIEW COMMITTEE**

**Date: October 2, 2013**

**SCHEDULED TIME: 7:30 p.m.**

**Location: SENIOR CENTER (Weyerhauser Room), 10 Mayflower Street**

**Minutes Prepared By: Nancy Johnson**

**Members Present: Judi Barrett, Kathy Muncey, Scott Casagrande, Nancy Johnson, George Wadsworth, Freeman Boynton, Jr., Mary Steinke**

**Members Absent:**

**Also Present: 1 member of the public**

TOWN CLERK  
13 NOV 18 PM 1:27  
DUXBURY, MASS.

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Meeting called to order by the Chair, Judi Barrett, at 7:38 pm.

### **Discussion of Anderson & Kreiger Proposal**

Judi Barrett reported on the meeting she had scheduled with the town manager, Rene' Read, along with Tom Broadrick, Scott Lambiase, and George Hall to revise the proposal, as suggested at the September 4<sup>th</sup> meeting by ZBRC, and negotiate a contract. The meeting, which occurred last Wednesday morning, September 25, 2013, proved to be unproductive, as the town manager questioned the process recommended by ZBRC and asked that Scott Lambiase call the Inspector General's office to confirm that we do not need to go through the RFP procurement process. It was not until earlier today that Judi received an email from Rene Read stating his conclusion that there is "tremendous value in hiring our legal counsel for this purpose". He also conveyed the opinion of the Inspector General that the exemption existing in Massachusetts General Law allows the town to hire a consultant outside of the Request for Qualifications process. At this time there have been no revisions made to the proposal.

Some contract administrative procedures to be resolved include the question of who will sign off on the invoices. The ZBRC Committee would like to be involved in this process. Judi Barrett will make a list of such issues to send to Diane Grant.

### **Kickoff Meeting**

The next step after executing the proposal is to schedule a kickoff meeting. It will be penciled in for the first Wednesday in November. George Hall would like some time to go through the bylaw. The various town boards, including the Planning Board, ZBA, Design

Review Board, Historical Commission, Conservation Commission, and the Town Manager, Planning Director and Director of Municipal Services, will be invited to the kickoff meeting.

Judi will tell Diane Grant that we will be expecting a crowd so she can find a large enough room for the meeting.

Judi Barrett will ask George Hall for a proposed schedule for review at the kickoff meeting. She will also ask what input would be needed from us before the kickoff meeting so that we can be prepared. If necessary, the committee will meet on October 30<sup>th</sup> to prepare for the kickoff meeting.

Minutes

The minutes from September 4th were approved with one spelling correction.

Next Meeting

The next meeting is tentatively scheduled for Wednesday, October 30th.

Meeting adjourned @ 8:30 pm.

**List of Documents and Other Exhibits Used at the Meeting:** None

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