

**Bylaw Review Committee Minutes
March 30, 2022 by Zoom Video Conferencing Only**

DATE: May 12, 2023
TIME: 8:37 AM

Meeting convened at 7: 37 PM

Members Attending: Joe Hicks, Charles Hamann, Robert McGaw, Ellen O'Brien
Cushman

Members Not Attending: Robert Schafer

Others Attending: Glenn Clancy and Larry Link

No minutes are available for vote.

Stormwater – Glenn Clancy explained that he worked with Town Counsel on the edits the Bylaw Review Committee had previously provided and had resubmitted the text of the proposed Bylaw. The Committee was pleased to see the recommendations were evaluated and considered, many included.

Stormwater Management and Erosion Control Bylaw

§ 60-325 Stormwater Management and Erosion Control.

A. Purposes. The purposes of this **§ 60-325** are:

- (1) To prevent pollutants from entering the Town of Belmont's Municipal Separate Storm Sewer System ("MS4");
- (2) To prohibit illicit connections and unauthorized discharges to the MS4 and to require the removal of all such illicit connections and unauthorized discharges;
- (3) To comply with state and federal statutes and regulations relating to stormwater discharges, including Total Maximum Daily Load requirements, and comply with the General Permit for Stormwater Discharges from Small Municipal Separate Stormwater Systems in Massachusetts, issued by the U.S. Environmental Protection Agency ("EPA") and the Massachusetts Department of Environmental Protection ("MS4 Permit");
- (4) To establish the legal authority to ensure compliance with the provisions of this bylaw through permitting, inspection, monitoring, and enforcement;
- (5) To control runoff and prevent soil erosion and sedimentation resulting from construction site stormwater runoff,
- (6) To promote infiltration and the recharge of groundwater;
- (7) To protect, maintain, and enhance the public safety, environment, health, and general welfare by establishing minimum requirements and procedures to manage stormwater runoff; and

- (8) To ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained.

B. Definitions. For the purposes of this **§ 60-325**, the following definitions shall apply:

ALTERATION

Any activity, that will change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Examples include, without limitation, construction of new structures, earthmoving, paving, and modification of existing vegetation.

BEST MANAGEMENT PRACTICES (BMPs)

Structural, non-structural, and managerial techniques that are recognized to be the most effective and practical means to prevent or minimize increases in stormwater volumes and flows, reduce point-source and nonpoint-source pollution, and promote stormwater quality and protection of the environment.

CLEAN WATER ACT

The Federal *Water Pollution Control Act* (33 U.S.C. §§ 1251 *et seq.*) as it may hereafter be amended.

CONSTRUCTION AND WASTE MATERIALS

Excess or discarded building or site materials that may adversely impact water quality.

including without limitation concrete truck “washout,” chemicals, litter, and sanitary waste at a construction site.

CONSTRUCTION SITE

Any site where activity is proposed or occurs that involves the alteration of more than 2,500 square feet of land.

HAZARDOUS MATERIAL

Any material that, because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious material, acid and alkali, and any substance defined as Toxic or Hazardous under *M.G.L. c.21C* and *c. 21E*, or the regulations at 310 CMR 30.000 or 310 CMR 40.0000.

ILLICIT CONNECTION

A surface or subsurface drain or conveyance that allows an Illicit Discharge into the MS4, including any connection from an indoor drain, sinks, toilet, or laundry

facility, regardless of whether the connection was previously allowed, permitted, or approved before the effective date of this § 60-325.

ILLICIT DISCHARGE

Any direct or indirect discharge to the MS4 or the Waters of the Commonwealth that is not composed entirely of stormwater, including, without limitation, any discharge of a pollutant, sewage, process wastewater, or wash water, except as exempted in Subsection **E(3)**. The term does not include a discharge in compliance with an NPDES Stormwater Discharge Permit or a Surface Water Discharge Permit.

IMPERVIOUS SURFACE

Any material or structure on, above or below the ground that prevents water from infiltrating through to the underlying soil. Impervious surfaces may include, without limitation: paved surfaces, parking lots, sidewalks, driveways, roof tops, and swimming pools.

LOW IMPACT DEVELOPMENT or LID

Site planning and design strategies that use or mimic natural processes that result in the infiltration, evapotranspiration, or use of stormwater in order to protect water quality and associated aquatic habitat. LID employs principles to create functional and appealing site drainage that treat stormwater as a resource rather than a waste product, such as preserving and recreating natural landscape features and minimizing effective imperviousness. LID practices include without limitation bioretention facilities, rain gardens, vegetated rooftops, rain barrels, and permeable pavements.

MS4 (MUNICIPAL SEPARATE STORM SEWER SYSTEM)

The system of conveyances, owned or operated by the Town of Belmont, that is designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, swale, culvert, channel, catch basin, outfall, outlet, reservoir, or other drainage structure.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM ("NPDES") STORMWATER DISCHARGE PERMIT

A permit issued by the EPA or jointly with the state that authorizes the discharge of stormwater containing pollutants into waters of the United States.

NEW DEVELOPMENT

Any Alteration creating any impervious cover that occurs on a lot or parcel that has not previously been developed.

NONPOINT SOURCE POLLUTION

Any water pollution having a source that is not a "point source."

NON-STORMWATER DISCHARGE

A discharge into the MS4 that is not composed entirely of stormwater.

OCD

Town of Belmont Office of Community Development

OPERATION AND MAINTENANCE PLAN

A plan setting the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

PERSON

An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POINT SOURCE

Any discernible, confined and discrete conveyance, including, without limitation, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. The term does not include agricultural stormwater discharges and return flows from irrigated agriculture.

POLLUTANT

Any element or characteristic of sewage, agricultural, industrial, or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into Belmont's MS4 or waters of the Commonwealth. Pollutants shall include, but are not limited to:

- (1) Paints, varnishes, and solvents;
- (2) Oil and other automotive fluids;
- (3) Non-hazardous liquid and solid wastes and yard wastes;
- (4) Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- (5) Excess Pesticides, herbicides, and fertilizers;
- (6) Hazardous materials and wastes;
- (7) Sewage, fecal coliform and pathogens;
- (8) Dissolved and particulate metals;
- (9) Animal wastes;
- (10) Rock, sand, salt, silt, soils;
- (11) Construction wastes and residues; and

(12) Noxious or offensive matter of any kind.

RECHARGE

The process by which groundwater is replenished by precipitation.

REDEVELOPMENT

Development, rehabilitation, expansion, demolition, construction, land alteration, or phased projects that disturb the ground surface, including impervious surfaces, on previously developed sites.

RUNOFF

The water from rain, snowmelt, or irrigation that flows over the land surface and is not absorbed into the ground, instead flowing into the MS4 or streams or other surface waters or land depressions.

SANITARY SEWER SYSTEM

A separate underground conveyance system specifically for transporting sanitary waste operated separately and independently from the MS4, to which storm, surface, and ground waters are not lawfully admitted.

STORMWATER

Stormwater runoff, snowmelt runoff, and surface water runoff and drainage.

STORMWATER MANAGEMENT

The use of structural or non-structural practices that are designed to reduce and control stormwater runoff pollutant loads, discharge volumes or peak flow discharge rates. Stormwater Management includes the use of Low-Impact Development (LID) management practices.

STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT

A permit issued by the Town of Belmont Office of Community Development, approving a system that is designed to protect the environment of the Town from the deleterious effects of uncontrolled and untreated stormwater runoff.

STORMWATER MANAGEMENT STANDARDS

The Stormwater Management Standards and accompanying Stormwater Handbook(s) issued by the Massachusetts Department of Environmental Protection or any successor agency, as such Standards and Handbooks may be hereafter superseded or amended.

SUBSTANTIAL DEMOLITION

The demolition of at least 50% of an existing principal structure, measured by the area of the footprint of the structure on the lot.

TOTAL MAXIMUM DAILY LOAD or TMDL

Section 303(d) of the Clean Water Act authorizes the EPA to assist states, territories, and authorized tribes in listing impaired waters and developing a Total Maximum Daily Load ("TMDL") for each of these waterbodies. A TMDL establishes the maximum amount of a pollutant that a waterbody can accept and still meet water quality standards for protecting public health and maintaining the designated beneficial uses of those waters for drinking, swimming, recreation, and fishing. A TMDL includes Waste Load Allocations for point source discharges, Load Allocations for nonpoint sources, and natural background and must include a margin of safety and account for seasonal variations.

VEGETATION

Trees, shrubs, bushes, and ground cover, including grass.

WATERS OF THE COMMONWEALTH

All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

C. Administration.

- (1) The Select Board shall adopt, and may periodically amend, rules and regulations relating to the requirements, procedures, administration, and enforcement of this **§ 60-325**, after conducting a public hearing to receive comments on any proposed rules and regulations.
- (2) The OCD shall be responsible for the day-to-day administration of this **§ 60-325** and shall be the Stormwater Management and Erosion Control Permit Granting Authority.
- (3) The OCD shall have the authority to investigate suspected illicit discharges and to require the elimination of illicit discharges.

D. Permit Process.

- (1) A completed application for a Stormwater Management and Erosion Control Permit shall be filed with the OCD. A permit shall be obtained prior to the commencement of any work regulated by § 60-325.
- (2) Some permit applications may require the OCD to secure the services of a Licensed Professional Engineer with expertise in stormwater management and erosion control to assist with the administration of § 60-325. These services shall be paid for by the Applicant prior to the issuance of the Stormwater Management and Erosion Control Permit.
- (3) The OCD shall take final action on an application for a Stormwater Management and Erosion Control Permit within 30 days from the receipt of a complete

application. The OCD may approve the application; approve the application with conditions; or disapprove the application. Failure by the OCD to take final action on an application within 30 days following the receipt of a complete application shall be deemed to be approval of the application, unless this timeframe is extended by mutual agreement of the OCD and applicant.

- (4) The applicant, or an agent thereof, shall obtain the approval of the OCD prior to any change or modification of an activity authorized in a Stormwater Management and Erosion Control Permit. The OCD may approve the request if it determines that the change or modification is consistent with the Regulations promulgated pursuant to Subsection **E** of § 60-325, the Stormwater Management Standards and Best Management Practices. The OCD has the right to amend the existing permit and require additional stormwater runoff and erosion control measures prior to approval of the change or modification.

E. Discharges to the Municipal Separate Storm Sewer System (MS4).

- (1) Applicability. This Subsection E shall apply to all direct or Indirect Discharges to the municipal storm drain system and to any activities that might obstruct the municipal storm drain system.

(2) Prohibited Activities.

(a) Illicit Discharges. No person shall commence, allow, conduct, or continue any illicit Discharge into the MS4 or into the Waters of the Commonwealth. Nothing in this **§ 60-325** shall be construed to exempt stormwater discharges from regulation under the National Pollutant Discharge Elimination System ("NPDES") stormwater program where applicable.

(b) Illicit Connections. No person shall construct, use, allow, maintain, or continue any Illicit Connection to the MS4, regardless of whether the connection was permissible under applicable law, regulation, or custom at the time of connection.

(c) Obstruction of Municipal Storm Drain System. No person shall obstruct or interfere with the normal flow of Stormwater into or out of the MS4 without prior written approval from the OCD.

- (3) Regulated Activities. No person shall connect a pipe or other appurtenance to the Town of Belmont Sanitary Sewer System or the MS4, or otherwise perform any modification, repair, rehabilitation, or replacement work on either system, without a [Sanitary Sewer and Storm Drain Connection](#)^[ZJ1] Permit.

- (4) Exemptions. The following Non-Stormwater Discharges are exempt from the requirements of Sections **D** and **E** of this Section except if the OCD determines,

after notice and an opportunity for hearing, that the source is a significant contributor of a Pollutant to the MS4 or Waters of the United States:

- (a) Water line flushing;
- (b) Landscape irrigation;
- (c) Diverted stream flows;
- (d) Rising ground waters,
- (e) Uncontaminated ground water infiltration (as defined at 40 CFR 35.2005[20]);
- (f) Uncontaminated pumped ground water;
- (g) Discharges from potable water sources;
- (h) Foundation drains;
- (i) Air conditioning condensation;
- (j) Irrigation water and springs;
- (k) Water from basement, cellar, and crawl space pumps;
- (l) Footing drains;
- (m) Lawn watering;
- (n) Car washing undertaken by individual residents at their homes;
- (o) Flows from wetland resource areas;
- (p) De-chlorinated swimming pool discharges;
- (q) Street wash water and residential building wash waters, without detergents;
- (r) Discharges or flows from firefighting activities;
- (s) Dye testing, if written approval is given by the OCD prior to the time of the test;
- (t) Non-Stormwater Discharges permitted under an NPDES permit, waiver, or waste discharge order administered under the authority of the U.S. Environmental Protection Agency, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
- (u) Discharges necessary to protect public health, safety, welfare or the environment, for which advanced written approval is received from the OCD.

- (5) Emergency Suspension of Storm Drain System Access. The OCD may suspend MS4 access to any person or property without prior written notice when such suspension is determined to be necessary to prevent or terminate a threatened or actual discharge of Pollutants that presents imminent risk of harm to the public

health, safety, welfare or the environment. In the event that any person fails to comply with an emergency suspension order issued pursuant to this section, the OCD may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare, or the environment.

(6) Additional Prohibited Pollutants

Pet Waste: The Town of Belmont is subject to a Pathogen TMDL, and dog feces are a major component of stormwater pollution. In addition to the requirements of § 60-200. Dog feces shall not be disposed in any public or private storm drain, catch basin, wetland, or water body or on any paved or impervious surface

F. Stormwater Management and Erosion Control.

(1) Regulated Activities. A Stormwater Management and Erosion Control Permit shall be required prior to undertaking any land disturbance that involves:

- (a) An alteration that will result in land disturbances of 2,500 square feet of total area or more, or that is part of a common plan of development that will disturb 2,500 square feet or more;
- (b) An alteration that will increase the amount of a lot's impervious surface area to more than 25% of the lot's total area; or
- (c) Storage or permanent placement of more than 100 cubic yards of excavated material, fill, snow or ice.

(2) Exempt Activities. Alteration on lots with one, two, or three-dwelling units existing as of the effective date of the Article shall be exempt from Subsections **D** and **F**, except for Alteration on any such lot greater than one acre of land or associated with the Substantial Demolition of such dwelling unit(s) and Alteration on such lot thereafter. In addition, the following activities shall be exempt from Subsection **F**:

- (a) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this bylaw;
- (b) Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture, or the use, expansion, or reconstruction of existing structures for the primary purpose of agriculture, horticulture, floriculture, or viticulture, to the extent protected under the Zoning Act, M.G.L. c. 40A, § 3;
- (c) Customary cemetery management;
- (d) Stormwater discharges that are authorized by an Order of Conditions issued by the Conservation Commission that meet the requirements of the Massachusetts Stormwater Standards;
- (e) Customary landscaping, gardening, and lawn care activities;
- (f) Activities not expressly regulated by Subsection **F(1)**;
- (g) Normal maintenance of Town-owned public land, ways, public utilities, and appurtenances; and

(h) Emergency activities necessary to protect public health or safety

(3) General Requirements

- (a) An Operation and Maintenance Plan shall be submitted to the OCD for approval prior to the issuance of a Stormwater Management and Erosion Control Permit. The Operation and Maintenance Plan shall be designed to ensure compliance with the Stormwater Management and Erosion Control Permit, this Section, and the Massachusetts Surface Water Quality Standards, 314 CMR 4.00, in all seasons and throughout the life of the system.
- (b) As-built drawings shall be submitted to the OCD at the completion of a project. The as-built drawings must depict all on-site controls, both structural and non-structural, designed to manage the stormwater associated with the completed site.
- (c) The OCD may require the applicant to contribute to the cost of design, construction, and maintenance of a public or shared stormwater facility in lieu of an onsite stormwater facility where the OCD determines that there are not sufficient site conditions for onsite Best Management Practices that will satisfy the design criteria set forth in Subsection **F(4)** of this bylaw and the performance standards set forth in the regulations promulgated under this bylaw. Funds so contributed may be used to design, construct, and maintain stormwater projects that will improve the quality and quantity of surface waters in Belmont by treating and recharging stormwater from existing impervious surfaces that is now discharged to said waters with inadequate treatment or recharge. The amount of any required contribution to the fund shall be determined by the OCD pursuant to standards established in the Regulations adopted pursuant to this Section.

(4) Design Criteria. Each New Development and each Redevelopment shall satisfy the following design criteria:

- (a) Compliance with all applicable provisions of the Stormwater Management Standards, regardless of the proximity of the development to resource areas or their buffer zones, as defined by the Wetlands Protection Act, M.G.L. c. 131, § 40, and its implementing regulations.
- (b) Erosion and sediment controls must be implemented to prevent adverse impacts during disturbance and construction activities.
- (c) There shall be no change to the existing conditions of abutting properties from any increase in peak flows or volumes of stormwater runoff or from erosion, silting, flooding, sedimentation or impacts to wetlands, ground water levels, or wells.

- (d) When any proposed discharge may have an impact upon streams, wetlands, or storm sewers, the OCD may require minimization or elimination of this impact based on site conditions and existing stormwater system capacity.
 - (e) Compliance with all applicable provisions of the MS4 Permit, including performance standards for New Development and Redevelopment.
- G. Severability. If any provision of this **§ 60-325** shall be found invalid for any reason in a court of competent jurisdiction, such invalidity shall be construed as narrowly as possible, and the balance of the Section shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof, as set forth in Subsection **A**.
- H. Enforcement. The OCD shall enforce this bylaw, and any regulations, orders, violation notices, and enforcement orders made pursuant to this **§ 60-325**, and may pursue all civil and criminal remedies for such violations.
 - (1) The OCD may issue a written order to enforce the provisions of this bylaw or the regulations thereunder, which may include (but are not limited to) an order to:
 - (a) Eliminate illicit connections or discharges to the MS4;
 - (b) Perform monitoring, analyses, and reporting;
 - (c) Cease and desist unlawful discharges, practices, or operations; and
 - (d) Remediate contamination in connection therewith.
 - (2) If the OCD determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the OCD may, at its option, authorize such work, and the expenses thereof shall be charged to the violator in an amount not exceeding the penalty specified in Subsection **H(5)**.
 - (3) If the OCD performs the work described in Subsection **H(2)**, the violator and the property owner shall be notified of the costs incurred by the OCD, including administrative costs, within 30 days after completing all measures necessary for the abatement or remediation. Within 30 days of receipt of such notification, the violator or property owner may file with the Town Administrator a written protest objecting to the amount or basis of the costs incurred. Upon receipt of such a protest, the Town Administrator may adjust the amount of the costs to be charged to the violator pursuant to Subsection **H(2)**.
 - (4) If a person violates the provisions of this bylaw, or any regulation, permit, notice, or order issued thereunder, the OCD, with the approval of the Select Board, may seek injunctive relief in a court of competent jurisdiction to restrain such person

from activities that would create further violations or to compel the person to perform abatement or remediation of the violation.

- (5) As an alternative to criminal remedies set forth in this Section, the OCD may elect to utilize non-criminal disposition procedures set forth in M.G.L. c.40, § 21D. The penalty for the first violation shall be \$100.00. The penalty for the second violation shall be \$200.00. The penalty for the third and subsequent violations shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- (6) To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the OCD, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this section and regulation, and may make or cause to be made such examinations, surveys, or sampling as the OCD deems reasonably necessary.
- (7) The remedies set forth in this Subsection H are not intended to be exclusive of any other remedies available under applicable federal, state, or local law.

On a motion by Ellen, seconded by Joe, the Committee approved the language as to form and placement by the following vote: Charles – Yes, Joe – Yes, Bob – Yes, Ellen – Yes

4 - Yes, 0 – No, 0 - Abstain

Committee Membership – The committee members reviewed the final text as proposed with just a changes recommended by Town Counsel - add a comma. Final text follows:

On a motion by Ellen, seconded by Joe, the Committee approved the new proposed language with the two changes as to form and placement by the following vote: Charles – Yes, Joe – Yes, Bob – Yes, Ellen – Yes 4 - Yes, 0 – No, 0 – Abstain

General Bylaws,

Chapter 40, Article 1

General Provisions

§ 40-100 Applicability; definitions.

- A. Except as otherwise provided by law, or by these bylaws, or by specific vote of the Town Meeting, all Town boards shall be subject to the provisions of this article.
- B. As used in this article, the following terms shall have the following meanings:

APPOINTED BOARD

A board any of the members of which are appointed by an appointing authority.

APPOINTING AUTHORITY

The Moderator, the Select Board or any other officer or board of officers, or combination thereof, responsible for the appointment of members of an appointed board.

BOARD

Any board, committee, commission or other body of the Town, however named or constituted, which is composed of two or more members and has been or is established pursuant to statute, these bylaws, vote of the Town Meeting or vote of the Select Board.

ELECTED BOARD

Any board the members of which are elected by all the voters of the Town at the Town Election.

PERMANENT APPOINTED BOARD

An appointed board the purpose of which is ongoing and is not limited to one or more specifically defined objects culminating in the filing of a report or the completion of an authorized or delegated assignment.

RESIDENT: A natural person who resides in the Town; a Post Office Box address or address used exclusively for mailing purposes is not sufficient.

§ 40-105 Term of office for members of permanent appointed boards.

The members of each permanent appointed board shall be appointed for a term of three years ending on June 30 of the third year following the year of appointment, except that, when appointing the initial members of a newly established permanent appointed board or when appointing the members of a permanent appointed board established prior to the effective date of this article the members of which had been appointed for a term of one year, the appointing authority shall appoint as nearly 1/3 of the members as possible for terms expiring on June 30 of the first, second and third years, respectively, following the year of appointment. The members of permanent appointed boards shall serve until their respective successors are appointed and qualified.

§ 40-110 Vacancies on appointed boards.

If a vacancy occurs in the membership of an appointed board, the appointing authority shall appoint a new member to serve for the balance of the unexpired term.

§ 40-115 Officers; records; annual report; conduct of meetings.

- A. Every board, including every elected board, shall annually select a chair, a clerk or secretary and such other officers, if any, as the board shall deem necessary. The clerk or secretary may, but need not, be a member of the board.
- B. The clerk or secretary shall keep an accurate record of each meeting of the board and shall file such records with the Town Clerk following their approval by the board. All rules and regulations adopted by a board shall likewise be filed with the Town Clerk.
- C. Every board shall annually file a report of its activities, in form suitable for printing in the Annual Town Report, on or before such date as may be fixed by the Select Board.
- D. Every board shall conduct its meetings in accordance with the Open Meeting Law of the Commonwealth.

§ 40-120 Grounds for removing members from appointed boards.

A. Failure to attend meetings.

The chair of each appointed board shall report to the appointing authority the name of any member who fails to attend any three successive meetings of the board. The appointing authority may thereupon declare the office of such member vacant and appoint a successor to fill such vacancy in accordance with § 40-110..

B. Failure to comply with Conflict of Interest training requirement.

If under State law, members of a board are required to comply with the training requirements of the State Conflict of Interest (Ethics) Law (M.G.L. c. 268A, § 28, or law of like import or effect), the Town Clerk shall notify the members of such requirements, and shall report to the appointing authority the name of any member who fails to comply with such requirements. The Town Clerk shall make at least two documented attempts to secure compliance by the member before making such report. Upon receipt of such report, the appointing authority may thereupon declare the office of such member vacant and appoint a successor to fill such vacancy in accordance with § 40-110.

C. Failure to maintain resident status.

Only a Resident, as defined in § 40-100B, may be a member of an appointed board, unless the written charge of the board allows for an exception. A member of an appointed board who ceases to be a Resident shall promptly notify the board's appointing authority. Upon receipt of such report, or upon otherwise learning that a member of a board has ceased to be a Resident, the appointing authority shall thereupon declare the office of such member vacant and appoint a successor to fill such vacancy in accordance with § 40-110.

D. Inapplicability to ex officio members.

Subsections 40-120.A-C shall not apply to board members who are paid or unpaid employees or officers of the Town, and serving as members of the board in question solely because of their other Town employment or office.

E. Notice and Hearing

Before removing any board member pursuant to the provisions of § 40-120A, B or C, the appointing authority shall provide the board member reasonable notice and an opportunity to be heard on whether grounds for removal as set forth in this section are present.

§ 40-125 Use of Town materials.

No Town officer or member of a Town board shall use any paper, stationery or other article bearing the Town Seal or representation thereof or bearing the name of a Town board for other than official Town purposes regardless of whether private payment has been made for such use.

Comprehensive Capital Budget Committee - The committee was informed that the recommended text was presented to all of the other related Town Committees and they approved the recommended text. Therefore, the final text is ready for final review and approval by the Bylaw Review Committee.

On a motion by Ellen, seconded by Joe, the Committee approved the new proposed language with the two changes as to form and placement by the following vote: Charles – Yes, Joe – Yes, Bob – Yes, Ellen – Yes 4 - Yes, 0 – No, 0 – Abstain . Final Text below:

§ 40-405 CAPITAL BUDGET COMMITTEE

To see if the Town will vote to amend § 40-405 of the Town's General Bylaws titled Capital Budget Committee, by striking out the current subsections A. through C. and replacing them with subsections A. through E., as follows:

§ 40-405. Comprehensive Capital Budget Committee.

A. The Capital Budget Committee shall henceforth be named "Comprehensive Capital Budget Committee" ("the Committee") composed of nine voting members and two non-voting members: the Vice-Chair of the Select Board, the Chair of the Warrant Committee (or a member of that Committee designated by its Chair), the Chair of the Energy Committee (or a member of that Committee designated by its Chair), the Chair of the School Committee (or a member of that Committee designated by its Chair), and five registered voters of the Town who shall be appointed by the Moderator. The Moderator-appointed members shall serve for staggered three-year terms and shall be eligible for reappointment. The Town Administrator and the Superintendent of Schools, or their designees, shall serve as the non-voting members.

B. The Committee shall prepare (and annually update) a Long-Term Capital Improvement Plan ("the Plan"). As used in this § 40-405, the term "capital improvement" shall refer to spending to acquire, lease, construct, rehabilitate, or upgrade long-lived assets such as buildings, infrastructure, vehicles, major pieces of equipment, and technology, and the acquisition by purchase or taking of land, easements, and other long-term interests in real estate, and such projects are referred to in this § 40-405 as "Capital Projects."

C. The Plan shall include one-year, five-year, and 30-year components, as hereinafter described. The Plan's one-year component shall include recommended appropriations for the next fiscal year, which shall consider the capital expenditure requests from each department head made through the Town Administrator and the Superintendent of Schools. The Plan shall also specify a program of capital expenditures by fiscal year over a period of five years. The Plan for one-year and five-years shall include recommendations for sources of funds the Town can utilize to pay for Capital Projects. Beginning with the second Long-Term Capital Improvement Plan, each Plan shall also include the Committee's analyses and recommendations for the anticipated capital improvement needs over a 30-year period following the date of the Plan.

D. The Committee shall coordinate with the Town Administrator to implement the Plan in accordance with the Town's Comprehensive Financial Policies and other governing plans of the Town adopted by the Select Board, as they may be amended from time to time. The Committee shall create procedures to be used by the Town and the Committee to review and prioritize Capital Project requests and ensure that full life-cycle costs and potential funding sources are identified for each Capital Project, including the establishment and updating of a comprehensive inventory of capital assets, and including coordination with related Town committees.

E. The Long-Term Capital Improvement Plan shall be provided annually to Town Meeting, including specific recommendations for appropriations and funding sources for the following fiscal year. The Plan shall be submitted to the Town Clerk in sufficient time for distribution to Town Meeting Members at least 14 days prior to the commencement of the Town Meeting session at which the capital budget is to be considered. The Plan shall be available at the Town Clerk's office and posted on the Town's website for distribution to the public. The Plan shall also be included in the Town of Belmont Annual Report. or in any way act thereon.

Leaf Blower Bylaw – to be proposed by Roy Epstein, not ready.

Adjourned 9:10 PM

Respectfully Submitted,

Ellen O'Brien Cushman, Town Clerk & Ex-officio Member

