

**Town of Dracut
Board of Selectmen
By-Laws**

1. By-Laws and Adoption

- 1.1 These By-Laws are intended to supplement and implement all other controlling statutes and laws, including, but not limited to, Massachusetts General Laws, Roberts Rules of Order, Town By-Laws, Zoning By-Laws and the Town Charter. Any direct conflict or contradiction that these By-Laws create with controlling statutes and By-Laws will be resolved by reference to the controlling statutes or laws.
- 1.2 These By-Laws will take effect immediately upon their adoption by a Supermajority – a 4/5ths vote of the Board of Selectmen (Board). Any subsequent changes will require a 4/5ths vote

2. Meetings

- 2.1 Regularly scheduled meetings will be held on the second and fourth Tuesday of every month. By majority vote in advance, meetings may be eliminated from the schedule, particularly in the summer months.
- 2.2 Special meetings will be held a.) by majority vote of the Board at a regular meeting or b.) by mutual agreement of a majority of the Board, coordinated through the Board's Secretary. Special meetings will only take up those subjects that have been specifically identified as the purpose of the special meeting.
- 2.3 Open Meeting Laws of the Commonwealth of Massachusetts will be completely complied with regarding written notice (posting) of the meeting and public access to the meeting.
- 2.4 Emergency Meetings – meeting that do not conform to normal notice requirements – will only be held in case of an emergency. Emergency is defined as a situation where failing to act may create a significant threat to the life or physical well-being of the Citizens of Dracut, or a significant loss of property by the Town or its Citizens.

3. Agendas

- 3.1 Agendas will be prepared in advance of all regular meetings by the Secretary with the advice and consent of the Chairman. Agenda items may be requested by members through the Chair, or can be directed for a subsequent meeting by a majority vote. The cut-off for agenda items for regular Tuesday meeting is the preceding Thursday at close-of-business.
- 3.2 Items brought up under New Business, and items that are both not on the agenda and have not been subject of direct and recent discussion by the Board, may not be acted upon by Board vote unless there is no objection. A single member can raise an objection. Votes to table an item, schedule a special meeting to consider it, or place it on the agenda for a subsequent regular meeting are not considered “acting upon” an item for purposes of this paragraph and may be taken.
- 3.3 Community Input will be limited to three minutes per individual and fifteen minutes in total. Any individuals wishing to participate must sign up and list the topic for discussion with the Secretary in advance of the beginning of the meeting. Only relevant topics dealing with Town issues may be discussed and absolutely no personal attacks or allegations of criminal misconduct may be discussed without the Board’s approval. There will be no debate or back-and-forth by members of the Board, or anyone else attending the meeting, with the individual providing the input. The three minute limit and the no debate rule can be modified or waived only by a motion to suspend the rules, which requires a Supermajority (4/5ths) vote. The proper place to take up any issue inspired by a Community Input item is under New Business, following the rules in paragraph 3.2 above, if applicable.
- 3.4 Articles for the June and November Town Meetings shall be placed on the agenda for the second to last Tuesday of the prior month’s regularly scheduled Selectmen’s Meeting prior to Town Meeting. The Board will use its best efforts to make its recommendation to Town Meeting no later than at the last regularly scheduled Selectmen’s meeting prior to Town Meeting. If a Supermajority of the Selectmen agree, then the Board may consider a recommendation at its meeting on the day of Town Meeting.

4. Organization

- 4.1 An agenda item covering reorganization will be placed at or near the beginning of the first regular meeting following a Town Election. The then-current Chairman will start the meeting and take up this agenda item. Robert’s Rules will be followed for nomination and election of a Chairman, Vice Chairman and Clerk.

4.2 The Vice Chairman will take up the duties of the Chairman only in the following circumstances: a.) during a meeting when requested by the Chairman, b.) at a meeting when required to do so because of the absence of the Chairman for all or part of the meeting, c.) outside of a meeting to set an agenda for a regular meeting if the Chairman is Out of State or incapacitated, or d.) outside of a meeting to set an agenda for a regular meeting if the Chairman himself indicates, through the Secretary, that he is not available and requests the Vice Chairman to act in his stead.

5. Committees and Sub-Committees

5.1 There are four kinds of Committee and Sub-Committees that the Board of Selectmen utilizes.

5.1.1 Statutory Committees required by State Law or Town Charter. Examples are the Arts Council, Historical Commission and certain members of the Community Preservation Committee. These appointments can only be made by majority vote of the Board during a regular meeting.

5.1.2 Discretionary Standing Sub-Committees are Committees that the Board has deemed fit to constitute for specific purposes where terms are indefinite. An example is the Public Safety Sub-Committee. The exact makeup, character and participants (only Selectmen) require a majority vote of the Board during a regular meeting.

5.1.3 Discretionary Standing Sub-Committees that the Board deemed fit to constitute for specific purpose where terms are indefinite or for at least a year. An example is the Open Space Committee. The exact makeup, character and participants to include Selectmen, other Board Members and Public Citizens require a majority vote of the Board during a regular meeting.

5.1.4 Discretionary Ad-Hoc Committees are Committees consisting of Selectmen, Town Officials, Private Citizens, Member of other Elected or Appointed Boards or any combination thereof, intended to address a short-term issue and reach a resolution. Recent examples include the Committee to study Zoning By-Law changes (with private citizens and members of the Planning Board and Zoning Board of Appeals), the Joint Budget Task Force (with members of the School Committee and the Finance Committee) and various Selectmen Sub-Committees to interview Town Accountant candidates and to study PILOT agreements, TIF agreements and the like. The Committees are limited to a six-month duration and are constituted and appointed by the Chairman at a regularly scheduled meeting. Ad-Hoc Committees can also be formed by a majority vote of the Board. The six-month time limit can be extended by a majority vote of the Board.

- 5.1.5 Discretionary Committees constituted under 5.1.2 and 5.1.3 must render a report to the Board as necessary, but at least once each calendar quarter and the end of their charters.

(See Attached)

Economic Development Committee – Charter approved by Board on September 13, 2016

Education Sub-Committee – Charter approved by Board on September 13, 2016

Housing Sub-Committee – Charter approved by Board on September 13, 2016

Open Space Committee – Charter approved by Board on September 13, 2016

Original Board of Selectmen By-Law: VOTED: 5-0 Approval August 12, 2003

Section 3.3 Amended: VOTED: 5-0 Approval April 10, 2012

Section 3.4: VOTED: 5-0 Approval February 3, 2015

Section 5.1 Amended: VOTED: 5-0 Approval August 16, 2016

Dracut Economic Development Committee

Charter:

The Economic Development Committee is a seven (7) member committee that is charged with developing a vision for the business community of Dracut.

Committee meetings are open to the public - we encourage you to attend and share your thoughts with us.

Mission Statement:

The Dracut Economic Development Committee will work to galvanize local businesses and to create a center for commercial activity. Our efforts will focus on enhancing existing business conditions and attracting new and complimentary businesses to the area and maintain the character of Dracut.

Committee Goals:

- To develop, with the help and direction of NMCOG, the Dracut Economic Development Strategy.
- To develop municipal initiatives that support existing and future businesses.
- To maintain and leverage the community's inherent character.
- To work in conjunction with NMCOG to help develop and promote the overlay district in Dracut Center.
- To strengthen existing business relationships.
- To attract new business that is compatible with the community, meets the needs of residents, and captures lost community revenues.

Membership (7)

Two, Board of Selectman Representatives
Planning Board Representative
ZBA Representative
Board of Health Representative
Conservation Commission Representative
Community Member at Large

Non-Voting Participants

Jim Duggan, Town Manager
Betsy Ware, Director of Community Development
Jay Donovan, NMCOG

Meeting Schedule

3rd Monday of the Month at 6:00 p.m. at Town Hall

Dracut Education Sub-Committee

Charter:

The Dracut Education Sub-Committee is a (4) four member committee established to foster and maintain a collaborative and mutually beneficial relationship between the Dracut Board of Selectmen and Dracut School Committee.

The Dracut Education Sub-Committee is an informative forum which does not have voting authority. Items discussed will be shared with each respective board for consideration.

Meetings are open to the public and residents are encouraged to attend.

Mission Statement:

The Dracut Education Sub-Committee will strive to improve communication, facilitate transparency, and provide a forum for open discussion between the Board of Selectmen and School Committee.

Committee Goals:

- To strengthen the relationship between the Board of Selectmen and the School Committee.
- To explore opportunities to collaborate with Municipal and School Departments to benefit the Town of Dracut.
- To provide an opportunity to discuss topics that impact both Municipal and School Departments.

Membership (4):

(2) Board of Selectmen Representatives

(2) School Committee Representatives

Meeting Schedule:

3rd Monday of the Month at 5:00 p.m. at Town Hall

DRACUT HOUSING AUTHORITY AND DRACUT BOARD OF SELECTMEN
JOINT HOUSING SUB-COMMITTEE

CHARTER:

The Dracut Housing Authority and Dracut Board of Selectmen Joint Housing Sub-Committee is a four-member sub-committee that was established for the purpose of promoting communication between each board for the combined goal of developing additional affordable housing in the Town of Dracut.

Sub-committee meetings are open to the public.

MISSION STATEMENT:

The Joint Housing Sub-Committee's mission is to cultivate communication between the Dracut Housing Authority and the Board of Selectmen in regards to affordable housing in the Town of Dracut.

COMMITTEE GOALS:

- To meet, as necessary, to update the Board of Selectmen's sub-committee members on progress being made in regards to the construction of affordable housing in the Town. Sub-committee members will report to their larger boards on these updates.

MEMBERSHIP (4)

Two, Board of Selectmen Representatives
Two, Dracut Housing Authority Representatives

OTHER PARTICIPANTS

Mary T. Karabatsos, Executive Director
Kelley Szymanski, Assistant Executive Director

MEETING SCHEDULE

As necessary.

Approved by Dracut Housing Authority Board of Commissioners – July 18, 2016

Dracut Open Space Committee

Mission Statement

The Dracut Open Space Committee is committed to encouraging and facilitating the preservation and appreciation of Dracut's natural, farm, and recreational lands. By working with municipal and state organizations we integrate local conservation and environmental goals with state and regional initiatives.



Our mission is sustained through several activities including, but not limited to, those listed here:

Advising the selectmen on the retention or sale of tax lien property as it becomes available

Community education through informational fliers, public forums, and field trips

Promoting Dracut conservation projects by working with town boards and personnel

Coordinate with Intra-State organizations that encourage open space preservation

Increasing Dracut's open space by informing local landowners of, and helping to secure, land preservation options

Engaging in **conservation advocacy** and campaigning for preservation or funding, specifically in the news media and at town meetings

Active **open space stewardship**, including trail-building, trail maintenance, and signage

Strategic **long term planning** by contributing to the Dracut Open Space and Recreation Plan

The following is not part of the mission statement per se but should be included on the web site.

Meeting Frequency	Second Thursday of the Month 6:30 to 8 PM at Dracut Town Hall.
Meeting Description	Discuss issues and ideas concerning preserving open space in the community.
Contact information	Board of SelectmenTown of Dracut 62 Arlington StreetDracut, Ma 01826
Phone	(978) 452-1908
FAX	(978) 452-7924