

**MINUTES**  
**By-Law Study Committee**  
**February 7, 2017 6:30 PM**  
**Wilbraham Town Hall – Meeting Room 1**

**PRESENT:** John Broderick, Ed Lennon, Bev Litchfield, Dave Sanders, Judy Theocles  
Anna Levine @ 6:35

**Call to order:** Meeting was called to order by Chairman Ed at 6:30 p.m.

- I. Meeting Minutes
  - A. Minutes were not discussed
  
- II. Public Comment: None
  
- III. Old Business:
  - A. Editing Issues Regarding General By-Laws Document
    - 1. Need to incorporate changes into current draft
    - 2. Anna will merge the various documents with noted changes
  - B. Use and purpose of Drafts and Edit List
    - 1. Significant time spent on how to merge and choose content
    - 2. Gold copy kept with change journal
  - C. Formatting General By-Law Document Including Numbering/Typos
    - 1. Consistent dollar format agreed upon
  - D. Consistency of Terminology
    - 1. Mass Gen Law
  
- IV. New Business:
  - a. None

Next meeting: 2-13-17 Monday @ 6:30 in Town Clerk Office

Adjourned at 9:30

Respectfully submitted,

Dave Sanders, Clerk