BY-LAW/CHARTER REVIEW COMMITTEE

TUESDAY, OCTOBER 5, 2021, 5:00 P.M.

SMALL MEETING ROOM, TOWN HALL

732 MAIN STREET, HARWICH, MA 02645

**MINUTES**

1. CALL TO ORDER – the meeting was called to order at 5:00pm. In attendance were Sandra Hall, Carol Thayer, Deborah Sementa, Anita Doucette, and Ray Gottwald. Also attending were Ginny Hewitt and Bob Nickerson. Town Administrator Joseph Powers attended as an invited guest.
2. APPROVAL OF MINUTES: Minutes were approved for the August 10, 2021, and September 4, 2021, meetings.
3. NEW BUSINESS
4. Discussion with Town Administrator Joseph Powers included a general overview of how the town administrator’s responsibilities align with the charter. There appears to be a conflict with Chapter 4 Section 4. Town Administrator Powers will review and present to the Board of Selectmen and then come back to the By-law/Charter Review Committee for approval. No votes taken.
5. There was discussion regarding requirements for mailing town meeting warrants and notices of charter revisions for upcoming Town Meetings. No votes taken.
6. Discussion of overlap in current town boards and committees and potential consolidations – The Town Clerk and Ellen Powell are working together regarding possible overlaps.
7. Possibility of a Municipal Calendar – Carol Thayer distributed to the group a draft of a municipal calendar. Joe Powers noted that his office is responsible for creating a fiscal calendar and is the responsibility of the Town Administrator’s office. Mr. Powers would like to come back to this committee to review the completed calendar.
8. OLD BUSINESS:
9. Continuation of general discussion by members regarding findings in reviewing charter, town code and committee handbook – it was suggested the Town Clerk’s office review the Town’s Committee Handbook. Sandra Hall recommended the By-law/Charter Review Committee continue to review the bylaws and charter.
10. ADJOURNMENT – Next meeting is scheduled for Tuesday, November 9 at 5:00 pm in Town Hall’s Library. Meeting adjourned at 6:11 pm.

Respectfully submitted,

Deborah A Sementa

Recording Secretary