BY-LAW/CHARTER REVIEW COMMITTEE

TUESDAY, JANUARY 25, 2022, 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 5:00 pm. In attendance were Sandra Hall, Carol Thayer, Anita Doucette, Raymond Gottwald, Deborah Sementa and Selectman Don Howell, liaison. Also in attendance were Jon Chorey, Finance Committee chair and Bob Nickerson.
2. PUBLIC COMMENT – None.
3. APPROVAL OF MINUTES: Minutes were voted on and approved for the November 9, 2021, meeting.
4. NEW BUSINESS
5. Discussion with Jon Chorey, Finance Committee (FinCom) chair who was invited as a guest to this meeting. The discussion centered on the tightening up of budget deadlines through enforcement of the Charter. Overdue budgets make it difficult for FinCom to complete tasks. Chairman Hall suggested that a workshop be offered to address enforcing timelines in accordance with the Charter. In addition, Chairman Chorey would like to see a mechanism in place for filing a grievance.
6. Discussion with Selectman Don Howell included a general discussion of the Cultural Center and School Committee. Selectman Howell informed the Bylaw/Charter Review Committee that Chairman Michael MacAskill would like to meet with the Committee either the first or third week of February.
7. OLD BUSINESS:
8. There was discussion regarding various topics identified from the October 5, 2021, meeting with Town Administrator Joseph Powers, included but not limited to:
	1. Clarification and potential reconciliation of Section 4 – Responsibility for Appointments by Town Administrator. - In process
	2. Updating Town Code to reflect 2019 change from Water Commission to Water/Wastewater Commission – this has been updated and will be included into the General Code next week. - In process
	3. Inclusion in Charter of a provision for requiring mailing of upcoming ballot questions to include only households with at least one registered voter – Town council’s opinion is that ballots be sent to every household in the census.
	4. Discussion of possible Charter language addressing Special Town meetings. – Nothing new to report.
	5. Clarification of language in Section 4-5-2 creation of new full-time positions – on hold.

B. Continuation of general discussion regarding members’ findings in reviewing Charter, Town Code, and/or Committee Handbook. Chair Sandy Hall will send an invitation to the Capital Outlay Committee to attend the next By-law/Charter Review meeting.

1. ADJOURNMENT – Next meeting scheduled for Tuesday, February 15 at 5:00 pm. Meeting adjourned at 5:57 pm.

Respectfully submitted,

Deborah A Sementa, Recording Secretary