**TOWN OF HARWICH**

**By-Laws/Charter Review Committee**

**MEETING MINUTES**

**Town Hall Library**

**Tuesday, February 19, 2019 @ 6:30 pm**

In attendance: Committee Members Sandra Hall (Chairman), Anita Doucette, Tina Games, Deborah Sementa, Carol Thayer.

**1.Call to Order**

The meeting was called to order @ 6:30 pm.

**2. Approval of Minutes**

Minutes from the January 22, 2019 meeting were voted on and approved.

**3. Old Business**

1. **Update on response of Board of Selectmen (BOS) to recommendations contained in letter submitted in hand on January 29, 2019** – No update. Chairman Sandy Hall updated the Committee and reported she has not yet heard back from the BOS.
2. **Discussion of latest proposed amendment(s) to Revolving Fund By-Law** – There is an amendment regarding funds for the proposed pet cemetery. There was discussion that there is the possibility of imposing caps regarding revolving funds in the future.

**4. New Business**

1. **Discussion of referral by Board of Selectmen regarding proposed change of name from “Board of Selectmen” to “Select Board” and impact on Charter & By-Laws. Referral was voted by Board of Selectmen at February 4, 2019 regular meeting** – According to Chairman Sandy Hall, we have not received any notice regarding this proposed name change. There was discussion among the committee members as to the impact to updating the Charter and By-Laws, which would be an administrative task to change both documents. Anita Doucette informed the Committee that 84 out of 360 plus towns have made the change from “Board of Selectmen” to “Select Board.” Section 16 (7-16-2) of the By-Laws states:

*The by-law/charter review committee shall also be responsible for reviewing all articles proposing to change the by-laws or charter, and all such articles shall be submitted by the board of selectmen to the by-law/charter review committee not later than 14 days after the deadline for submission of articles.*

This article was requested by Linda Cebula and Jannell Brown.

1. **Discussion of Charter amendment procedures and hearing requirements under Massachusetts General Law Title VII Chapter 43B** – According to the Home Rule Procedures,

*…At the earliest convenient time not later than three months after the date any suggested amendment is file with the city or town clerk, the city council or board of selectmen shall order a public hearing to be held thereon before it or before a committee selected or established by it for the purpose… Such a hearing shall be held not later than four months after the filing date of any suggested amendment to be considered, and at least seven days notice of such public hearing shall be published in a newspaper of general circulation in the city or town… in the case of a town, not later than the first annual town meeting held at least six months after such filing date…*

**5. Set next meeting date**

The next meeting is scheduled for Tuesday, March 19 @ 6:30pm.

**6. Adjournment**

Meeting adjourned at 6:54 pm.

Respectfully submitted,

Deborah A. Sementa

Recording Secretary