BY-LAW/CHARTER REVIEW COMMITTEE

TUESDAY, JUNE 14, 2022, 5:00 P.M.

TOWN HALL SMALL MEETING ROOM

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; Deborah Sementa. Absent: Raymond Gottwald. Guests: Joseph Powers, Rich Larios.
2. PUBLIC COMMENT – None.
3. APPROVAL OF MINUTES: Minutes were voted on and approved for the April 19, 2022, meeting.
4. NEW BUSINESS
5. There was discussion regarding the town’s Capital Outlay plan and procedures with Rich Larios, Capital Outlay Committee (COC) Chair and Town Administrator (TA), Joe Powers. Mr. Larios noted the COC has gone through five iterations of the plan and that TA Powers has been very involved with the Committee than other TAs in the past. The Capital Outlay plan is now a 5-year plan vs. the previous 7-year plan. It was agreed that the COC should work closely with the Finance Committee when developing the Capital Outlay plan. Chair Sandy Hall recommended having a Charter Review Committee member as a liaison to the COC. There will be further discussion on this topic at a future meeting.
6. OLD BUSINESS:
7. Continuation of general discussion regarding members’ findings in reviewing charter, town code, and committee handbook. The By-laws and Charter Review Committee members continue to review. Chapter 7 Section 16-1 states in part “…The committee shall regularly review the by-laws of the town and submit proposed revisions to the town meeting at least once every 5 years…” It was noted that since this is a new committee, members will continue to review and present any amendments in accordance with the by-laws.
8. Agendas for upcoming meetings. Town Administrator Joe Powers will be back at a future meeting to discuss possibly hiring a consultant to review the Charter; however, no funds are available until 2024.
9. ADJOURNMENT – Next meeting scheduled for Tuesday, July 12 at 5:00 pm. Meeting adjourned at 6:05 pm.

Respectfully submitted,

Deborah A Sementa

Recording Secretary