**TOWN OF HARWICH**

**By-Laws/Charter Review Committee**

**MEETING MINUTES**

**Town Hall Library**

**Tuesday, August 7, 2018 @ 6:30 pm**

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

Selectman Liaison: Don Howell.

**1.Call to Order**

The meeting was called to order @ 6:32 pm.

**2. Welcome New Member**

Vice Chair Sandy Hall welcomed Tina Games as the new member of the Committee.

**3. General Orientation Discussion for New Member**

Committee members welcomed Tina and were involved in the discussion to acclimate Ms. Games of the Committee’s purpose and initiatives.

**4. Approval of Minutes**

Minutes from the December 5, 2017 and February 5, 2018 meetings were approved.

**5. Old Business**

There was discussion regarding the current language in the Bylaws for the appointment of ex-officio positions and committee terms. The Committee will work on recommending clarification language. Also, there was discussion on the current structure of the Capital Outlay spreadsheet.

**6. New Business**

The Bylaw/Charter Review Committee would like to invite members from each of the Town’s committees to discuss its portion of the Charter to ensure the language is accurate. In addition, the Town’s accounting will be invited to discuss and clarify her responsibilities. Chairman Hall asked the members to review and be prepared to discuss any recommended Charter changes/revisions.

The next meeting is scheduled for September 11, 2018 @ 6:30pm. Subsequent meeting are tentatively scheduled for October 9, November 13 and December 11.

Meeting adjourned at 7:50pm.

Respectfully submitted,

Deborah A. Sementa

Recording Secretary