**TOWN OF HARWICH**

**By-Laws/Charter Review Committee**

**MEETING MINUTES**

**Town Hall Library**

**Thursday, November 2, 2017 @ 6:30 pm**

In attendance: Committee Members Joe Powers, Sandra Hall, Anita Doucette, and Deborah Sementa; Absent: Katie O’Sullivan.

Audience members: Board of Selectman liaison Don Howell, Linda Cebula, Bob McCready

**1.Call to Order**

Chairman Joe Powers called the meeting to order @ 6:35 pm.

**2. Approval of Minutes**

Minutes from the September 26, 2017 and October 10, 2017 meetings were approved.

**3. Reports**

Chairman Joe Powers provided background information on the structure of Provincetown’s Enforcement Commission. This Commission is now defunct, but still noted in the town’s Charter; however, no members are currently serving. Mr. Powers is waiting for a follow up from Darlene Van Alstyne, Town Clerk.

**4.Old Business**

**A. Planning for 2018 Annual Town Meeting**

**a. Bylaw/Charter Review Committee member input:** Selectman Howell requested, through the Board of Selectmen (BOS), that the Bylaw/Charter Review Committee (BCRC) draft a Water/Wastewater Policy. There was discussion regarding the directive and responsibilities of the BCRC, which is to oversee adherence to bylaws and regulations and not to write policies and/or procedures. Mr. Howell will report back to the BOS.

**5.New Business**

1. **Bylaw Change for CPC**: No action taken.
2. **Capital Outlay Plan**: The invited guest was a no show. This item was tabled.
3. **Ex-Officio Positions**: There was discussion regarding the inconsistent language between the Charter and Bylaws. The Committee will review both documents and recommend the appropriate language changes.

**6. Upcoming Meeting Schedule.**

The next meeting is scheduled for Tuesday, December 5, 2017 @ 6:30pm.

**7.Adjournment**

Meeting adjourned at 8:13pm.

Respectfully submitted,

Deborah Sementa

Acting Recording Secretary