BY-LAW CHARTER REVIEW COMMITTEE MINUTES

February 20, 2024 @ 5:00 p.m.

Small Hearing Room, Town Hall, 732 Main Street, Harwich, MA 02645

Committee members present: Linda Cebula, Noreen Donahue, Anita Doucette, Sandy Hall, Deborah Sementa. Select Board Liaison-Jeff Handler.

1. Call to Order - Meeting called to order by Chair Cebula at 5:00 p.m. This meeting is being recorded. Meeting was originally posted for February 13, but was postponed due to inclement weather.
2. Public Comments - None.
3. Approval of minutes for Janaury 9, 2024. Motion to approve with inclusion of noted revisions by Hall, seconded by Doucette. Accepted 5-0.
4. Continuing Business

Chair Cebula updated this Committee on the meeting with the Select Board (SB) on January 22, 2024. She presented a draft report of the By-Law/Charter Review Committee (BLCR) charge. The document outlines the responsibilities of the group’s understanding of the BLCR Committee’s scope and purpose. The SB did not take any action at that meeting. However, this document was approved at the SB’s February 5, 2024 meeting.

The Committee agreed we continue with review of the bylaws. Thus far, the review and recommended revisions of Chapters 1 through 4, TOWN INCORPORATION, FORM OF GOVERNMENT, AND POWERS; TOWN MEETING; BOARD OF SELECTMEN; and THE TOWN ADMINISTRATOR, respectively, and associated general bylaws is complete. Anita Doucette will present her recommendations to Chapter 6 (ELECTED OFFICERS AND AGENCIES), §4-Town Clerk for the next meeting.

5. New Business

 By a vote taken at the January 2, 2024 Select Board meeting, Board member Jeff Handler has requested the BLCR

Committee write/recommend language regarding a dual reporting process for a Human Resource director

reporting to both the Select Board and the Town Administrator. Chair Cebula presented a draft of such language

to be reviewed by the BLCR Committee. The Committee discussed recommendations to the document and felt

there is a time crunch to get this document properly written and then approved for the May 2024 Town Meeting.

A motion was made by Sandra Hall to delay addressing this document that will be presented at the 2024 Fall

Town meeting, seconded by Noreen Donahue. Motion carries 5-0.

1. Other Business – Chair Cebula suggested an extra meeting be scheduled in early March to review the Bylaws/Charter changes for the May Town meeting warrant. The Town Administrator has 14 days to complete the review and return it to the BLCR chair. The deadline is this Friday, Feburary 23, 2024.

Motion to adjourn by Hall, second by Doucette. Meeting adjourned at 6:31 p.m. Next meeting is scheduled for Tuesday, March 4, 2024 @ 4:00 p.m.

Deborah Sementa, Recording Secretary