

**MINUTES
CHARTER COMMISSION TOWN OF HARWICH
HARWICH CHANNEL STUDIO, 100 OAK STREET
HARWICH, MA
THURSDAY, DECEMBER 11, 2025 - 6:30PM**

MEMBERS PARTICIPATING: Linda Cebula, Chair, Sandra Hall, Vice Chair, Jon Chorey, Treasurer, Lou Urbano, Clerk, Judith Underwood, Herb Bell and Brendan Lowney

MEMBERS NOT PARTICIPATING: Paul Doane and Richard Waystack

1. CALL TO ORDER

Ms. Cebula called the meeting of the Charter Commission to order on Thursday, December 11, 2025 at 6:32PM. The Chair declared a quorum.

2. Approval of minutes for December 4, 2025

Ms. Hall noted a typo, wars instead of was.

Ms. Hall moved to approve the minutes for December 4, 2025 as amended. Seconded by Mr. Urbano.

Vote: 7:0 in favor. Motion carried.

3. Continuing Business

Communications letter

After discussion members decided to send Ms. Hall's letter to the Chronicle.

Mr. Urbano moved to put Ms. Hall's draft letter from the Commission in the Chronicle. Seconded by Mr. Bell.

Vote: 7:0 in favor. Motion carried.

It was noted that it has been difficult for people to find the recordings of the Charter Commission meetings. Ms. Hall gave instructions of how to find the meetings.

C7 Appointed Town Agencies

Ms. Cebula reviewed last week's discussion to have the committees required by Mass General Law and regulatory committees included in the Charter. All others will be in the By-laws. She reviewed a chart with all the Committees, Commissions and Boards divided into categories.

Discussion followed regarding involving the Select Board and getting their input on the proposed division of committees between the Charter and By-laws.

Members discussed having the language for each committee required by MGL, include the citations. Also discussed were the regulatory committees and what is included in their purviews.

Also discussed was the Planning Board and the Local Planning Committee (LPC) possibly working together and having the LPC memorialized rather than disbanding after the Plan is voted. Ms. Cebula will bring that idea to the Planning and Select Boards. She will also ask for the Select Board's input on the elected versus appointed issue.

Ms. Cebula listed and confirmed the six regulatory boards being discussed to be included in the Charter. Others will be referenced in the By-laws.

4. Any other topic that may come before the Commission

Ms. Hall noted the present situation with the Acting Town Administrator and asked members to consider, for a future discussion, extending the time the town can have an Acting Town Administrator.

Also discussed was possibly inviting specific former Select Board members to a meeting for their input.

Ms. Cebula will resend the invitation to Boards and Committees through the town emails. Also discussed was asking Mr. Schiavi about inviting department heads.

Ms. Cebula listed items for next week's agenda including a discussion on the Charter and By-law Compliance Commission. Agenda items were suggested for January including discussion on the open issues.

Members discussed presenting a report at the 2026 Town Meeting.

Mr. Lowney referred to information he had emailed to members, regarding appointed versus elected, which included hyperlinks and a QR code.

5. Public comments

6. Adjourn

Ms. Cebula adjourned the meeting at 8:03PM.

Respectfully submitted, Judi Moldstad Board Secretary
Approved 12 18 2025

December 11, 2025