MINUTES
CHARTER COMMISSION FOR TOWN OF HARWICH
HARWICH TOWN HALL, SMALL MEETING ROOM
732 MAIN STREET, HARWICH, MA 02645
THURSDAY, DECEMBER 18, 2025 - 6:30PM

MEMBERS PARTICIPATING: Linda Cebula, Chair, Sandra Hall, Vice Chair, Jon Chorey, Treasurer, Lou Urbano, Clerk, Brendan Lowney, Paul Doane, Judith Underwood and Richard Waystack

MEMBERS NOT PARTICIPATING: Herb Bell

1. CALL TO ORDER
Ms. Cebula called the meeting of the Charter Commission for the Town of Harwich to order on Thursday, December 18, 2025 at 6:30PM. The Chair declared a quorum.

Mr. Waystack noted that the Assessors were not included in the Committees to the Charter. He noted the responsibilities of the Assessors.

Members agreed that the Assessors should be included in the Charter.

2. Approval of regular minutes for December 11, 2025
Ms. Hall moved to approved the Minutes for December 11, 2025. Seconded by Mr. Waystack. Vote: 7:0 in favor. Motion carried.

3. Continuing Business - Discussion/Possible Votes
Extension on time to appoint Acting Town Administrator
Ms. Cebula noted how long the extension period is currently and members discussed whether or not it should be extended beyond the 90 days plus 90 days.

Ms. Hall noted the present situation with the Acting Town Administrator and the need to extend the time to appoint.

Members discussed the pros and cons of an extension and how many 90 day extensions should be allowed. Also discussed was the Assistant Town Administrator's (ATA) roll and the option of the ATA temporarily acting as the Town Administrator.

Members agreed to removed specific language after "the 90 days". Also discussed was whether or not to leave the language regarding the Acting Town Administrator where it is now. It was agreed to move it to 4-13.

Annual report draft

Ms. Cebula had written a draft report and previously distributed it to the members.
Mr. Lowney noted two corrections, the spelling of his name and using the word "elected".
Members agreed that the report should be submitted to the Select Board with noted corrections.

Charter/By-law Compliance concept

Members discussed if it should be Charter Compliance or Charter/By-law Compliance. Also discussed was the process for deciding when compliance should be required, if there could be an educational component, when and if legal counsel should get involved and what penalty, if any, should be imposed. Members discussed having a Compliance Commission with the By-law Charter Review Committee being separate.

Members agreed that the Compliance Commission is an elected Commission with 5 members. They also discussed having the Charter By-law Charter Review Committee being a Commission and also being the Compliance Committee. Discussed was whether or not the Charter Commission should be involved with the Compliance Commission and how often the Charter should be reviewed. Members discussed the responsibilities of the Charter Compliance Commission, what the process would be and what action could be taken.

Members agreed to put the question regarding legal action to the consultant. They agreed that there should be a Charter Compliance Commission that acts on written complaints by more than one person, has a process and also that there be an educator component. There was discussion regarding the number of Commission members and members generally agreed there should be five elected members. Members also agreed that a grievance should have ten signatures before being filed with the Compliance Commission.

4. Any other topic that may come before the Commission

Ms. Cebula noted that the Charter Commission letter went to the editor with her name on it. She also put out requests to Department Heads and Committee Chairs again.

Ms. Cebula referred to the letter from a member of the public that refers to the issue of people who have an agenda getting put on or applying for Boards, Committees and Commissions. Also discussed was having the Chair of the Select Board change in a rotation for a specific amount of time. The discussion on term limits on Chairs will be on a future agenda.

Members discussed sending invitations to all former Select Board members to attend one specific meeting. Mr. Urbano will get the names and addresses of the former Select Board members.

Ms. Cebula noted that she has a running list of what they have agreed on and she suggested that the Commission focus on open questions at the first meeting in January. Also on the agenda will be the list that Mr. Urbano creates regarding invitations including what will be sent and who it will be sent to.

5. Public comments

6. Adjourn

Ms. Hall moved to adjourn. Seconded by Mr. Doane. Vote: 7:0 in favor. Motion carried.
Meeting adjourned at 8:07PM.
Respectfully submitted,

Judi Moldstad Board Secretary approved Jan 8, 2026