

CHARTER COMMISSION MINUTES
Thursday, June 5, 2025 @ 10:00 a.m.
Small Hearing Room, Town Hall, 732 Main Street, Harwich, MA 02645

Committee members present: Herb Bell, Linda Cebula, Jon Chorey, Paul Doane, Sandy Hall, Toni London, Judith Underwood, Lou Urbano, Richard Waystack

1. Call to Order - Meeting called to order by Linda Cebula at 10:02 a.m. Toni London offered to take minutes for this meeting. This meeting is being recorded.
2. Election of Chair, Vice Chair, Treasurer, and Clerk
Nominations for Chair – Linda Cebula, motion made and 2nd by Sandy Hall and Jon Chorey.
Vice Chair – Sandy Hall, motion made and 2nd by Judith Underwood and Richard Waystack.
Treasurer – Jon Chorey, motion made and 2nd by Richard Waystack and Linda Cebula.
Clerk – Toni London, motion made and 2nd by Richard Waystack and Judith Underwood.

Unanimous – motion passed

3. Discussion on responsibilities and timelines. Conflict of Interest completion.
 - a. Advertising time lines for meetings and press releases. Responsibilities were discussed. We have 16 months for completion. Linda has requested that individual work begin for each committee member.
 - b. Linda Cebula reminded the committee that the MA Conflict of Interest law will need to be completed.
4. Motion to hold Public Hearing, possible vote
Sandy Hall and Herb Bell made and 2nd a motion **to hold a public hearing on Wednesday, June 25, 2025 starting at 6:00 p.m. in the Town Hall Griffin Room.**

Unanimous – motion passed.

5. Administrative discussion and possible votes.
 - A. Set meeting dates/times/frequency.
 - B. Town email.
 - C. Obtain town web page.
 - D. Hire a recording secretary
 - E. Search for consultant
- A. Discussion of times and dates for our committee meetings. Thursdays are nights that no other Town Committee meets. Committee members calendars were reviewed. Thursday nights at 6:00 will be the Charter Commission meetings.
- B. Natasha (Town Hall) has set up email.
- C. Nathasha has set up the webpage.
- D. There was much discussion regarding the need to hire/not hire a Recording Secretary. Sandy Hall will reach out to follow-up on advertising for the position. Sandy Hall made a motion and 2nd by Herb Bell That **we advertise for a clerk/recording secretary and ask that the front office put it on the website.**

Motion passed - 6 ayes 3 nays
- E. The committee reviewed what they would like to see consultants' tasks might be. Paul Doane will see what other towns state-wide might be reviewing/redoing their town charters.

6. Topics to be considered for changes to Charter.

After all members have reviewed the Charter personally, we will begin discussing topics for discussion. The committee will also review what has been done by the Bylaw/Charter committee.

7. Any other topic that may come before the Commission.

Linda Cebula will be assigning each committee member a Cape town to review their town "workings".

Motion to adjourn by Sandy Hall, 2nd by Paul Doane. Meeting adjourned at 11:34 a.m.

The next meeting is scheduled for Tuesday, June 17, 2025 @ 6:30 p.m. in the small meeting room. Meeting set for July are Tuesday, July 1 and Thursday, July 10th at 6:30 p.m. We anticipate meeting weekly on Thursdays going forward.

Toni London, Clerk approved 06 17 2025