

CHARTER COMMISSION FOR TOWN OF HARWICH  
Harwich Town Hall, Small Meeting Room, 732 Main Street Harwich MA 02645  
July 31 2025 6.30 pm

MEMBERS PARTICIPATING: Linda Cebula, Chair, Sandra Hall, Vice Chair, Judith Underwood, Jon Chorey, Treasurer, Richard Waystack and Herb Bell

MEMBERS NOT PARTICIPATING: Toni London, Paul Doane and Lou Urbano.

1 Call to order

Ms. Cebula called the meeting of the Charter Commission to order on July 31, 2025 at 6:30PM. The Chair declared a quorum.

2 Approval of regular minutes for July 24, 2025

Mr. Bell moved to approve the for July 24, 2025. Seconded by Ms. Cebula.

Mr. Bell noted an amendment, a spelling correction to Mr. Urbano's name.

Vote: 5:0:1 in favor with Mr. Waystack abstained. . Motion carried.

3 Continuing Business Discussion and possible votes

Responses re search for consultant

Responses from town agencies for thoughts on Charter

Ms. Cebula noted that there have been no responses yet regarding consultants or from town agencies.

4 Discussion on current Harwich Charter Continuance on budget timelines

Members discussed current timelines and reviewed changes that were suggested at the previous meeting. Also discussed was the possible language to be used in Charter changes to eliminate various interpretations as well as adding definitions. Members also discussed meeting with the Assistant Town Administrator and the Interim Town Administrator to discuss suggested, proposed changes.

Role of Town Administrator Charter C 5

Members discussed how Town Administration is organized; divisions and departments, what they are, what they include and suggestions for changes. Also discussed was whether or not there should be changes to policy regarding their accountability. Members discussed various departments and possibly putting some together as a division. General agreement that there needs to be words added to reflect reporting structure: who or what has authority over the individual divisions.

Divisions suggested: Fire, Police, Department of Public Works, Finance, Library, Community Development (health, planning, conservation, building, engineer), Water & Sewer, Community Center ( building itself, youth and recreation, COA).

5 Any other topic that may come before the Commission

Consensus to skip meeting on 08 07 2025.

Next meeting 08 14 2025 @ Community Center

Next Chapters C3 Select Board C4 Town Administrator

6 Public comments none

7 Motion to Adjourn by Waystack second by Bell 0815pm Vote : 6-0

Approved \_\_\_\_\_ August 14.2025 \_\_\_\_\_

July 31, 2025