MINUTES
TOWN OF HARWICH
FINANCE COMMITTEE
JOINT MEETING WITH THE SELECT BOARD, FINANCE COMMITTEE AND THE CAPITAL OUTLAY COMMITTEE
GRIFFIN ROOM, TOWN HALL
732N MAIN STREET, HARWICH
MONDAY, AUGUST 18, 2025

MEMBERS PARTICIPATING: Bob MacCready, Chair, Scott Norum. Vice Chair, Dana DeCosta, Clerk, Peter Hughes, Dan Tworek, Mark Ameres and Tina Games

MEMBERS NOT PARTICIPATING: Mark Peterson

Ms. Donovan called the meeting of the Capital Outlay Committee to order on Monday, August 18, 2025 at 6:22PM.

Mr. MacCready called the Harwich Finance Committee to order on Monday, August 18, 2025 at 6:22PM. The Chair declared a quorum.

I. Discussion and possible vote on the Budget and Warrant timeline for the 2026 Annual Town Meeting

Don Howell, Select Board Chair expressed his appreciation for the Committees attending a joint meeting.

Mr. Handler requested that each Chair note, for the Minutes, which of their members are present.

Martha Donovan, Chair of the Capital Outlay Committee (COC) listed the other members present: Rich Larios, Michelle Gallucci, Scott Norum and Paul Doane.

Bob MacCready, Chair of the Finance Committee listed the other members present: Dana DeCosta, Scott Norum, Mark Ameres, Michele Gallucci, Peter Hughes, Tina Games and Dan Tworek.

Mr. Howell noted that the timeline before them ties into the Charter provisions. He asked Committee Chairs if there was anything in the timeline they would like to see sooner.

Mr. MacCready noted the presentation of the Comprehensive Budget. He also noted that holding the deadline dates firm is an item of concern.

Ms. Donovan noted having the capital input for the Harwich Elementary School in October. She also suggested getting a Capital Plan and Budget earlier for the whole school system. Ms. Donovan asked if the Select Board wants the COC to review the Capital Plan for the school system. She also noted that she would like to be able to schedule a COC meeting after they submit the Plan in December. Ms. Donovan noted corrections in wording to the document.

Mr. Howell noted that the Capital Plan has to go before the Board to be accepted prior to Town Meeting.

Ms. Donovan described the process that the COC goes through vetting items and working with Department Heads.

Mr. Larios noted that the Charter says that the COC is to support the Town Administrator and described what the procedure has been in the past.

Mr. Howell commented that they have to go back to a Capital Plan that is based on Capital needs in Capital expenditures. He asked that Ms, Donovan put together a draft of what she thinks the document of discussion should look like and get it back to the Select Board. He commented that the Board will coordinate with both the COC and the Finance Committee.

Mr. Piekarski emphasized the need for the Select Board to prioritize getting a Finance Director in place.

Topics discussed by the Select Board, FinCom and the COC were:
Moving all deadline dates back to allow for more time at the end
Communicating sooner with the Regional School Committee regarding what increases Harwich is comfortable with.
Unwinding the Town's addiction to the Revolving Funds
Adhering to deadline dates
The need to see all line items in the Budget
Topics and numbers already committed to which are not yet on the tax base.
Having a five year operating plan

Mr. Howell stated that if one of both of the Committees want to come back for another joint meeting, he would put them on the Agenda. He commented that the Board is committed to creating a Budget message and getting information to the Finance Committee and the COC as soon as possible.

Ms. Donovan noted that the packet included a number of topics the COC would like to discuss as well as site visits they would like to do next year.

II. Update from the Interim Finance Director, Eric Kinsherf, votes may be taken

III. Adjourn

Mr. MacCready adjourned the Finance Committee.

Ms. Donovan adjourned the COC

Respectfully Submitted,

Judi Moldstad
Board Secretary

MINUTES
TOWN OF HARWICH
FINANCE COMMITTEE
SMALL MEETING ROOM, TOWN HALL

732 MAIN STREET, HARWICH, MA
MONDAY, AUGUST 18, 2025 - 5:00PM

MEMBERS PARTICIPATING: Bob MacCready, Chair, Scott Norum, Vice Chair, Dana DeCosta, Clerk, Dan Tworek, Mark Ameres, Peter Hughes and Tina Games

MEMBERS NOT PARTICIPATING: Michele Gallucci and Mark Peterson

I. CALL TO ORDER:

Mr. MacCready called the meeting of the Harwich Finance Committee to order on Monday, August 18, 2025 at 5:00PM and read the Recording Notice.

Approve Minutes of July 10, 2025

No action.

II. NEW BUSINESS:

A. Discussion and comments for the Charter Commission
B. Potential joint meeting with the Select Board and Capital Outlay
C. Finance Committee Priorities

Mr. MacCready noted that the Finance Committee would be discussing the timeline in preparation for Town Meeting at the joint meeting with the Select Board and the Capital Outlay Committee.

Mr. DeCosta commented that the timeline is included in the Charter and was followed at one time. His suggestion was that it be followed to allow for the Finance Committee to get information in a more timely matter.

Mr. Hughes noted that there has to be an improvement in communication for the FinCom to receive information and for the suggestions it makes to be considered and not discarded.

Mr. Tworek expressed concerns regarding a lack of information and not knowing whether our not the schools are in a good financial situation. He suggested having an accounting firm do a presentation for the FinCom with that information.

Ms. Games noted what reports and auditing is done regarding the regional school district.

Members discussed audits, reports and requirements, how things are done now and what changes they suggest.

Ms. Games expressed interest in being the FinCom liaison to the Regional School Committee and agreed to speak with Michael MacMillan about the audits since the last posted one dated 2020, accessibility to those audits and when the 2025 audit is expected to be completed.

Mr. DeCosta moved to appoint Tina Games as the FinCom Liaison to the Monomoy and Regional School Districts. Seconded by Mr. Hughes.

Vote: 7:0 in favor. Motion carried.

Members discussed the proposed timeline and that if it is adhered to, the budget process will go smoothly. Also discussed was the Finance Committee's responsibilities and the need for more specific language in the Charter of the FinCom's ability for oversight.

Regarding the joint meeting and the timeline, members discussed the importance of meeting the deadlines that are being proposed.

It was noted that Agenda items not discussed at this meeting will be discussed at a future meeting.

III. OLD BUSINESS:

A. List of Finance Committee Liaisons

IV. OTHER:

V. ADJOURN:

Mr. DeCosta moved to adjourn. Seconded by Mr. Ameres.

Vote: 7:0 in favor. Motion carried. Meeting adjourned at 5:23PM.

Respectfully Submitted,

Judi Moldstad
Board Secretary

August 18, 2025