MINUTES
Capital Outlay Committee
Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA 02645
Regular Session: 11:00 A.M.
Tuesday, December 2, 2025

MEMBERS PARTICIPATING: Martha Donovan, Chair, Ann Clark Tucker, Vice Chair, Richard Larios and Paul Doane

PARTICIPATING REMOTELY: Scott Norum and Michele Gallucci

ALSO PARTICIPATING: Anthony Schiavi, Acting Town Administrator

I. CALL TO ORDER

Ms. Donovan called the meeting of the Capital Outlay Committee to order on Tuesday, December 2, 2025 at 11:00AM and read the Recording Notice. She asked all participants to identify themselves for the record.

II. CONSENT

A. Approve meeting minutes from November 19, 2025

Mr. Norum moved to approve the minutes from November 19, 2025. Seconded by Mr. Larios.

Vote: 5:0 in favor by roll call vote. Motion carried.

III. NEW BUSINESS

A. Discussion and possible vote on Departmental Capital Fiscal Year 2027 through Fiscal Year 2031 to include:

* Brooks Free Library

Ginny Hewitt, Library Director was present with two trustees, Linda Cebula and Joan McCarty. Ms. Hewitt noted current projects that are being moved back a year. She explained that the project is not a Facility's project at this stage. She noted the purpose of the project noting modest changes to the floor plan within the existing building. It will become a Facility's project once the construction begins. She gave an over view of and explained the benefits of the renovation in detail.

Committee members asked questions which Ms. Hewitt answered.

* Planning

Christine Flynn, Director of Planning and Community Development as present. She explained the Planning Department's initiative to update the Town Zoning Map and explained that the request is to begin that process by hiring a professional Engineer and Land Surveyor. Ms. Flynn explained the benefits and need for having an updated and accurate Zoning Map. Ms Flynn noted that the Zoning Map will need to be updated from time to time but not on a regular basis.

Paul Doane joined the meeting at 11:10AM.

Committee members asked questions about zoning, the map and the process which Ms. Flynn answered.

* Conservation Department with the Department of Natural Resources and Harbormaster

Amy Osowski, Conservation Administrator was present. John Harker, Harbormaster and Stephanie Ridenour, Natural Resource Director were present and in the audience. Ms. Usowski explained the Herring River Storm Water Retrofit Project in detail. She noted the purpose of the project as well as the process of design and permitting to improve the current conditions. Ms. Usowski noted grants that had been applied for and the intent to pursue more grants in the future. Ms. Usowski described how fragile the Herring River is at this time noting the Total Maxim Daily Load (TMDL).

Committee member asked questions regarding the project which Ms. Usowski answered.

Mr. Harker noted that the ramp construction is inevitable and necessary to have the lot construction done.

Ms. Ridenour noted that the Herring River is a primary access point for the commercial shellfish permit holders.

At this time, the representative of Monomoy Regional School District had not yet arrived.

Ms. Donovan asked Mr. Schiavi about some changes in funding sources.

Mr. Schiavi noted changes. He explained the Sinking Fund aka Registered Receipts Reserved and how that money will be used. Mr. Schiavi also noted that he will be making other changes and that they do not yet have a figure for Free Cash.

Ms. Donovan noted that the COC will be voting on the Plan next Wednesday the 10th and asked Mr. Schiavi if he expects to have the funding finalized by that date.

Mr. Schiavi expects to have the funding finalized but unsure if he will know the Free Cash number. He also gave an overview of the timelines for funding requests.

Committee members asked Mr. Schiavi questions about the Budget including what items have been reduced and the process for requesting that unused money be authorized for repurposing.

Ms. Donovan noted that next week the COC will vote on the Plan and the funding sources. They will also review the changes in the Plan that will be submitted to the Select Board at the joint meeting.

* Harwich Elementary School presented by representatives from the Monomoy Regional School District

Scott Carpenter, Superintendent for Monomoy Regional School District and Michael MacMillan, School Business Manager for Monomoy Schools were present.

Ms. Donovan noted that this is the first year for the COC to discuss the Regional District as a total.

Mr. MacMillan referred to the letter he had sent with the packet. He noted that they are funded for capital and debt through the assessment.

Mr. Carpenter noted that they will be looking for guidance on how to address a project, new boilers, at Harwich Elementary School.

Mr. MacMillan referred to the schedule of their needs and their priorities.

Mr. Norum asked questions about exempt debt within a district budget which were answered by Mr. Carpenter and Mr. Schiavi.

Mr. MacMillan reviewed the list of projects, the status and urgency of each.

Committee members asked questions on various items including the Middle School roof replacement and boiler replacement which Mr. MacMillan and Mr. Carpenter answered.

Mr. Larios exited the meeting at 12:20PM.

Mr. Norum exited the meeting at 12:30PM.

Members discussed the decrease in student population and options for using the buildings for other educational projects.

Mr. MacMillan referred to the boilers for the Harwich Elementary School noting that Monomoy was accepted into the Massachusetts School Building Authority Program for replacing the Harwich boiler.

Mr. Carpenter explained why Harwich would want to make a decision regarding the boilers soon and noted how the regulations have changes.

Committee members and Mr. Schiavi discussed current projects, funding, debt and adding in the school projects.

Ms. Donovan asked if Mr. MacMillan could identify a $1.15 million number from FY25 that was projected out in FY29. Mr MacMillan will get that information to Ms. Donovan.

Ms. Donovan asked how Monomoy decides what is a capital item versus what is not. She noted the Capital item differences between Chatham, Harwich and Monomoy Regional District.

Mr. Carpenter gave a brief history of how capital items were designated.

Mr. MacMillan described how capital items are incorporated into the budget and the five and ten year plans.

Mr. Carpenter noted a Capital Project that is not on the list. He explained the possible need to renovate and replace tennis courts. He explained the project in detail and the need for further discussion.

B. Discussions and decisions regarding next steps on Capital Outlay Plan

Ms. Donovan noted that the next meeting is December 10th at 11:00AM. The COC will be voting the Plan and the funding as well as reviewing the change worksheet.

IV. ADJOURN

Ms. Tucker moved to adjourn. Seconded by Mr. Doane.

Vote: 4:0 in favor by roll call vote. Motion carried. Meeting adjourned at 1:10PM.

Respectfully submitted,

Judi Moldstad
Board Secretary