MINUTES
CAPITAL OUTLAY MEETING
Capital Outlay Committee
Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA 02645
Regular Session: 11:00 A.M.
Wednesday, November 19, 2025

MEMBERS PARTICIPATING: Martha Donovan, Chair, Richard Larios, Paul Doane and Ann Clark Tucker (who arrived at 11:15AM)

MEMBERS PARTICIPATING REMOTELY: Michele Gallucci and Scott Norum

ALSO PARTICIPATING: Anthony Schiavi, Interim Town Administrator

I. CALL TO ORDER

Ms. Donovan called the meeting of the Capital Outlay Committee (COC) to order on Wednesday, November 19, 2025, at 11:00AM and read the Recording Notice.

II. CONSENT

A. Approve meeting minutes from November 5, 2025, and November 12, 2025

Ms. Donovan introduced COC members who were participating as well as Mr. Schiavi.

Ms. Donovan noted changes to the November 5, 2025, Minutes specifically changes made by Ms. Tucker. She noted that Ms. Tucker added "Ann Tucker commented with the proposed reduction in the number of Board members that would create a quorum of three people to review the request. Given the size of future capital projects already on the five-year plan, it seems unwise to reduce the number of members as the complexity of the project is increasing and input and oversight from various perspectives will become more important. Ms. Tucker expressed her opinion in favor of keeping the COC as it is now. Ms. Tucker also commented that as a representative from Planning provides specific insight as planning decisions usually impact the town three to five years in the future which corresponds to the growth initiatives in the Capital Outlay Budget cycle.

Mr. Larios moved to accept the Minutes of November 5, 2025, with the noted edits by Ms. Tucker. Seconded by Mr. Doane.

Vote: 5:0 in favor by roll call vote. Motion carried. (Ms. Tucker had not yet joined the meeting)

Ms. Donovan noted that regarding the Minutes of November 12, 2025, Mr. Norum clarified what he was going to ask the Finance Committee to do as it related to wastewater management. She noted that in place of the sentence Mr. Norum commented on the Finance Committee's intent to have a liaison to the Wastewater Implementation Committee once reinstated, he prefers it be stated: Mr. Norum reported that the upcoming Finance Committee's Agenda includes a discussion of reinstating the Wastewater Implementation Committee and having a Finance Committee liaison to that Committee.

Mr. Doane moved to approve the Minutes of the November 12, 2025, meeting with the noted changes Seconded by Mr Norum.

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

Ms. Donovan noted that the Capital Outlay Plan before the COC had been updated by Mr. Schiavi based on discussions at the last COC meeting. She explained the updated information.

Mr. Schiavi noted that he had confirmed with Stephanie Ridenour from DNR, the $90,000 had been moved from FY27 to FY28.

III. NEW BUSINESS

A. Discussion and possible vote on Departmental Capital Fiscal Year 2027 through Fiscal Year 2031 to include Information Technology, Department of Public Works and Facilities Maintenance.

Link Hooper, DPW Director was present with Kyle Edson, Vehicle Maintenance Manager and Sean Libby, Facilities Manager. He noted that Brian Abby, Road Manager was off that week, but Mr. Hooper would cover the road section in his absence.

Mr. Hooper explained why the road maintenance program had been scrapped over the last 4-5 years. He also described, in detail, the road maintenance program moving forward for next year. He suggested that due to the excalation of costs, there should be discussion going forward to up the local contribution. Mr. Hooper noted that the road work for Phase 3 is covered. Their focus tonight for FY27, is to resurrect the five-year road maintenance program.

Ms. Donovan asked questions regarding DPW money that has not been spent which Mr. Hooper answered in detail.

Ms. Tucker joined the meeting at 11:15AM.

In answer to question from members, Mr. Hooper described the road work that will be done other than work connected to the sewer project. Mr. Hooper described what he hopes to put in place for a Transportation Improvement Program (TIP) to receive funding from sources other than the town. Mr. Hooper also described how the work on roads is prioritized and where he feels a TIP project would be beneficial to the town.

Ms. Donovan listed that road work in question going forward through FY31 noting that the costs are in the document.

Mr. Norum questioned if it would be better to have the $8.9 million in the Capital Plan and have the State money reflected as a source.

Mr. Schiavi replied that he would consider that idea and follow-up with Mr. Hooper.

Ms. Donovan noted, regarding the vehicle replacement plan, that the numbers on Mr. Schiavi's Capital Plan and the DPW summary are different. She went through the list and clarified numbers.

Kyle Edson listed and described the vehicles he is replacing and answered Committee members' questions about those vehicles.

Ms. Donovan noted the difference in numbers on the sheet, for 2030 it should say $745,000.

Ms. Donovan and Mr. Hooper commented on Mr. Edson's abilities and knowledge regarding the vehicles and maintenance.

Mr. Hooper described the challenges Mr. Edson deals with and emphasized that he gets every bit of utility out of the vehicles.

Members discussed the pros and cons of listing the mileage of the vehicles.

Mr. Epson answered Ms. Donovan's question regarding the Green Communities and the effect it has on the vehicles.

Mr. Libby offered information regarding the Green Communities.

Mr. Hooper explained in detail why he was in opposition to the Green Communities as it pertains to vehicles.

Mr. Libby left the meeting to help with a plumbing issue at Town Hall.

Ms. Donovan asked Mr. Schiavi questions regarding the Albro House.

Mr. Schiavi explained how the Albro House is being utilized by the town and why he is moving offices out of the building. He anticipates future discussions regarding that building.

Ms. Gallucci asked about the upkeep of the building.

Mr. Schiavi responded that the building needs some investment and that would be part of future discussions.

Mr. Libby returned to the meeting and began with the Community Center Generator, and he described why it needs to be replaced. He is working to keep it running as long as possible. He continued to the roof and described that situation.

Members asked questions about the roof, the cost and possible solar panels, which Mr. Libby responded to in detail.

Mr. Schiavi described the benefits of solar initiatives other than on a roof.

Mr. Libby noted that he had handed out a revised, updated estimated from a consultant for the DPW building. He explained the changes and cost increases in detail.

Mr. Schiavi noted the benefits to having a professionally engineered plan and cost estimate.

Mr. Norum questioned if this project could be combined with the Chatham Road storage facility for one larger building versus two buildings and asked if that could be analyzed as a possibility.

Mr. Libby responded that they are not asking for a replacement but for an addition. The current building will be utilized.

Mr. Doane asked Mr. Schiavi questions regarding Free Cash.

Mr. Schiavi responded with an explanation of which projects are generally paid for with Free Cash, how decisions are made on other items and how projects can be spread out over years.

Mr. Libby continued with FY28, the recycling area and what needs to be done. He continued with the library air handling units and public safety-Fire Station I window replacements. Mr. Libby continued with FY29. He described what needs to be done at the Albro House including issues with lead paint. He continued to the Town Hall, the section of the roof that needs to be replaced and the rooftop units that also need to be replaced. Mr. Libby continued to FY30 and air conditioning units that need to be replaced. He continued with the electric upgrade for White House Field and described that project. Mr. Libby continued to FY31, a roof top air conditioning unit for 204 Sisson Road for the auditorium only.

Mr. Doane asked for and received clarification about the situation with lead paint at the Albro House.

Ms. Donovan commented on the need for a good facilities capital master plan.

Sarah Eaton, IT Director, explained the two items she has on the Capital Plan beginning with the digital scanning of the records which she described in detail. She noted grant money they had received and how much money is still unspent. Ms. Eaton commented that, based on the money still available, this could be pushed off until FY27.

Members discussed the available funds and options for skipping a year, either FY27 or FY28.

Ms. Eaton continued with the technology reinvestment which she described in detail. She noted the grants that she had applied for each project.

Mr. Schiavi and members discussed the challenges of IT being a one-person department.

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

Ms. Donovan noted that the COC meets on December 2nd at 11:00AM in the Griffin Room. The COC will be reviewing the Harwich Elementary School and School District. Ginny Hewitt will be talking about the library projects.

Mr. Schiavi noted dates for the joint meeting with the Finance Committee and the Select Board and suggested either December 22nd or December 29th.

Members agreed to December 22nd.

IV. ADJOURN

Mr. Doane moved to adjourn. Seconded by Mr. Larios.

Vote: 6:0 in favor by roll call vote. Motion carried. Meeting adjourned at 1:05PM.

Respectfully submitted,

Judi Moldstad
Board Secretary