APPROVED

RELEASED

MINUTES
CAPITAL OUTLAY COMMITTEE MEETING
Capital Outlay Committee
Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA 02645
Regular Session: 10:00 P.M. 10:00 A.M.- time edited
Friday, August 1, 2025

RECEIVED
TOWN CLERK
HARWICH, MA
2025 SEP -1 P 3:35

MEMBERS PARTICIPATING: Martha Donovan, Chair, Paul Doane, Scott Norum, Michele Gallucci and Rich Larios

MEMBERS NOT PARTICIPATING: Ann Clark Tucker

ALSO PARTICIPATING: Meggan Eldredge, Acting Town Administrator

I. CALL TO ORDER

Ms. Donovan called the meeting of the Capital Outlay Committee to order on Friday, August 1, 2025 at 10:11AM. She invited members to introduce themselves for the record.

II. CONSENT

A. Approve meeting minutes from March 20, 2025

Mr. Larios moved to approve the minutes from March 20, 2025. Seconded by Mr. Doane

Vote: 4:0:1 in favor with Ms. Gallucci abstained. Motion carried.

III. NEW BUSINESS

A. Welcome
B. Vote to reorganize per the Charter; Chair, Vice Chair and Clerk

Mr. Larios moved that Ms. Donovan continue as Chair. Seconded by Mr. Norum

Vote: 4:0:1 in favor with Ms. Donovan abstained. Motion carried.

Mr. Larios moved that Ms. Tucker continue as Vice Chair. Seconded by Mr. Doane.

Vote: 5:0 in favor. Motion carried.

Mr. Doane nominated Mr. Norum as Clerk. Seconded by Mr. Larios.

Vote: 5:0 in favor. Motion carried.

C. Debrief on site visit to Harwich Elementary School

Ms. Donovan gave a brief description of the site visit to the Harwich Elementary School that she and Ms, Gallucci participated in. She noted the issues that had been discussed with Michael MacMillan, Business Manager of the Monomoy School District.

D. Discussion on potential topics for future agendas

Members discussed potential topics for future agendas and agreed on the following topics:

Debt forecast schedule
Debt servicing
Capital Exclusion - explore the use of
Items on the Capital Plan less than $50,000
The Charter - Review the COC's Charge
Cost per $1,000 for each piece of debt for residents

E. Discussion on potential site visits (not a public meeting)

Members discussed potential site visits and agreed on the following sites:

Police Station
Fire Stations
DPW
Beaches/parking lots/ramps
Harbor

Mr. Larios exited the meeting

F. Discussion and review on outstanding Capital Projects

Ms. Eldredge gave an overview of the document she had provided for the COC's discussion on outstanding Capital Projects.

Members asked both general questions and questions specific to certain Projects which Ms. Eldredge answered in detail.

Ms. Donovan noted that the next meeting is a joint meeting with the Select Board and is scheduled for Monday, August 18, 2025 at 6:00PM in the Griffin Room.

Members discussed and agreed to meet on August 22, 2025 at 11:00AM in the Griffin Room.

IV. ADJOURN

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

Vote: 4:0 in favor. Motion carried. Meeting adjourned.

Respectfully submitted,

Judi Moldstad
Board Secretary