APPROVED

RELEASED

CAPITAL OUTLAY MEETING MINUTES
Capital Outlay Committee
Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA 02645
Friday, August 22, 2025
Regular Session: 11:00 A.M.

MEMBERS PARTICIPATING: Martha Donovan, Chair, Ann Clark Tucker, Vice Chair, Rich Larios, Paul Doane, Michele Gallucci and Scott Norum.

ALSO PARTICIPATING: Anthony Schiavi, Acting Town Administrator

RECEIVED TOWN CLERK HARWICH, MA
2025 SEP -4 PM 3: 34

I. CALL TO ORDER

Ms. Donovan called the meeting of the Capital Outlay Committee (COC) to order on Friday, August 22, 2025 at 11:03AM and noted that Scott Norum is not present but may join the meeting.

Members introduced themselves to Mr. Schiavi and for the record.

Mr. Norum joined the meeting at 11:06.

Mr. Sciavi introduced himself to the Committee.

II. CONSENT

A. Approve meeting minutes from August 1, 2025

Mr. Doane moved to approve the meeting minutes from August 1, 2025. Seconded by Mr. Norum.

Vote: 6:0 in favor. Motion carried.

III. NEW BUSINESS

A. Discuss the Capital Outlay Committee role as outlined in section 9 of the Charter

Ms. Donovan noted that the members have had time to get their comments and suggestions to her for discussion. She noted that based on a previous discussion, the COC's role in the Town of Harwich needs to be better defined in the Charter.

Mr. Sciavi offered suggestions of what changes he would like to see noting having a five year plan and working with Department Heads on Capital requests.

Members and Mr. Sciatica discussed Debt Service, what should be included, whose responsibility it is to track and the current policy.

Ms. Donovan directed the conversation to the Charter, section 9.51 which pertains to the COC.

Members expressed their opinions and made suggestions regarding the language describing the COC's role in developing the Capital Outlay Plan and the need for it to be more definitive. Discussion followed regarding the responsibilities of the COC and authority of the Select Board.

Ms. Donovan gave an example of a past situation and expressed concerns about the process and lack of communication between the Select Board and the COC.

Members discussed and suggested that the intent of the Article was to include the COC in the formulation of the five year plan. They commented on the process as it is now and suggested changes in the process.

Mr. Sciavi participated in the discussion, made suggestions and gave examples of previous experiences and ideas for specific changes. He also suggested that comparing the Harwich Charter to other towns regarding the COC might be helpful in creating new language.

Members returned to the discussion of changing specific language, not making the language too restrictive as well as the expectations of the COC. Suggestions of specific changes were made and members expressed their opinions of those changes, both pros and cons. Also discussed was the Operating Forecast for five years and the need for a five year Capital Plan. Adding language to prevent prior situations regarding projects that are not included in the Capital Plan was discussed. Members discussed their COC's Annual Report and the impact of that report.

After discussion it was decided that Committee members would send their comments and suggestions to Ms. Donovan for her to synthesize and bring them to the next meeting.

Members agreed that they were comfortable with having seven members.

Mr. Sciavi exited the meeting.

Discussion continued to 9.62, suggestions were made for language changes. Members agreed to strike the words "during any budget year". Regarding 9.71- Publishing- members discussed adding the words "as well as by electronic means".

B. Discussion with the Acting Town Administrator about the Capital Planning process for fiscal year 2027

C. Discussion and vote on future meeting schedule

Ms. Donovan noted items to be discussed at the next meeting; Items on the Capital Plan that are less than $50,000 and finalizing the changes for the Charter Commission. Ms. Donovan will look into doing a site visit to the DPW building that needs replacement.

The next meeting of the COC will be held on Friday, August 29, 2025, 9:00AM for the site visit and 10:00AM for the meeting.

IV. ADJOURN

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

Vote: 6:0 in favor. Meeting adjourned.

Respectfully submitted,

Judi Moldstad
Board Secretary