MINUTES
CAPITAL OUTLAY COMMITTEE
DONN B. GRIFFIN ROOM, TOWN HALL
732 MAIN STREET, HARWICH, ,MA 02645
REGULAR SESSION - 6:00PM
MONDAY, AUGUST 18, 2025

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

MEMBER NOT PARTICIPATING: Ann Clark Tucker

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