MINUTES
Capital Outlay Committee
Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA 02645
Regular Session: 10:00 A.M.
Friday, August 29, 2025

MEMBERS PARTICIPATING: Martha Donovan, chair, Anne Clark Tucker, Vice Chair, Scot t Norum, Clerk, Rich Larios and Paul Doane

MEMBER NOT PARTICIPATING: Michele Gallucci

ALSO PARTICIPATING: Anthony Schiavi, Acting Town Administrator.

I. CALL TO ORDER

Ms. Donovan called the meeting of the Harwich Capital Outlay Committee (COC) to order on Friday, August 29, 2025 at 10:00AM. Members introduced themselves for the record.

II. CONSENT

A. Approve meeting minutes from August 22, 2025

Mr. Norum moved to approve the meeting minutes from August 22, 2025 as amended with the corrected spelling of "Schiava" throughout the document. Seconded by Mr. Larios

Vote: 5:0 in favor. Motion carried.

III. NEW BUSINESS

A. Debrief on site visit to the Department of Public Works

Ms Donovan gave an overview of the site visit to the Department of Public Works, what they saw and the information they received. Members discussed the option of solar panels on the building or the property, the pros and cons.

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

Ms. Donovan gave an overview of the information she gathered by researching other towns' Charters and how she incorporated them into the Harwich Charter regarding the COC.

Members discussed the size and composition of the Committee and language pertaining to the Capital Budget, a five year plan and what should include. Also discussed was the Operating

Budget impact of the Capital Outlay Plan. Member discussed the Charter including 9.6.1, 9.6.2, 9.6.3, 9.6.4, and 9.7.1 made suggestions for language changes, additions and strikes. Other aspects of the Charter were also discussed.

Ms. Donovan asked the members send her their proposed language.

Mr. Larios suggested that Ms. Donovan contact the Select Board regarding another member for the COC.

Ms. Donovan related an update on a possible candidate for the position. She will followup for next meeting.

C. Discussion and vote on future meeting schedule

Members discussed possible agenda items and possible site visits. They agreed that the next meeting of the COC will be on September 17, 2025.

IV. ADJOURN

Mr. Norum moved to adjourn. Seconded by Mrs Tucker

Vote: 5:0 in favor Motion carried. Meeting adjourned.

Judi Moldstad
Board Secretary