MINUTES
Capital Outlay Committee
Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA 02645
Regular Session: 10:00 A.M.
Wednesday, September 17, 2025

MEMBERS PARTICIPATING: Martha Donovan, Chair, Ann Clark Tucker, Vice Chair, Richard Larios, Paul Doane, Scott Norum

PARTICIPATING REMOTELY: Michele Gallucci

ALSO PARTICIPATING: Tony Schiavi, Interim Town Administrator

I. CALL TO ORDER

Ms. Donovan called the meeting of the Capital Outlay Committee to order on Wednesday, September 17, 2025 at 10:00AM and read the Recording Notice. The Chair declared a quorum.

II. CONSENT

A. Approve meeting minutes from August 18, 2025, and August 29, 2025

Richard Larios moved to approve the minutes. Scott Norum seconded that motion.

Ann Clark Tucker noted that her name was misspelled in the August 29 minutes. With that correction, the minutes for both meetings were approved 5-0-1, with Michele abstaining due to her absence from one of the meetings.

III. NEW BUSINESS

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

Mr. Doane noted what he had done in reviewing the Charter and specifically stated his recommendations and suggestions for changes.

Committee members and Mr. Schiavi discussed those recommendations and suggestions, the pros and cons as well as alternate language.

Mr. Doane moved to approve subsection C in 9 and 4.3.2 as presented.

Mr. Norum commented that the wording Mr. Doane used was different from the language the Committee members had received from the Chair the previous day.

Committee members and Mr. Schiavi discussed and clarified language they agreed on.

Mr. Norum moved to approve Mr. Doane's wording with the changes. Seconded by Mr. Doane.

Vote: 6:0 in favor by roll call vote. Motion carried.

Mr. Doane confirmed that, at the request of the Committee, he will withdraw subsection D.

Mr. Doane read and explained his proposed changes to 9.5.2.

Committee member discussed and suggested changes to Mr. Doane's proposed language.

Ms. Donovan confirmed the language.

Mr. Doane moved to approve the changes to 9.5.2 as discussed. Seconded by Mr. Norum.

Vote: 6:0 in favor by roll call vote. Motion carried.

Mr. Doane read and explained his proposed changes to 9.6.1.

Committee member discussed and suggested changes to Mr. Doane's proposed language.

Ms. Donovan confirmed the language.

Mr. Doane moved to approve the changes to 9.6.1 and additions as discussed. Seconded by Mr. Norum.

Vote: 6:0 in favor by roll call vote. Motion carried.

Mr. Doane read and explained his proposed changes to 9.6.4.

Mr. Doane moved to approve the changes to 9.6.2, 9.6.4 and 9.7.1 as discussed. Seconded by Mr. Norum.

Ms. Gallucci sugested a change to 9.6.2A.

Vote: 6:0 in favor by roll call vote. Motion carried.

B. Discussion on the practice of putting items under $50,000 on the Capital Plan; votes may be taken

C. Discussion and vote on future meeting schedule

Committee members and Mr. Schiavi discussed dates for future meetings and how many Department heads would be invited to each. Members agreed on Wednesday, October 22, 2025 at 10:00AM and every Wednesday thereafter until the week prior to Thanksgiving, November 19, 2025.

IV. ADJOURN

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

Vote: 6:0 in favor by roll call vote. Motion carried. Meeting adjourned.

Respectfully Submitted,

Judi Moldstad
Board Secretary