APPROVED

RELEASED

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

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

PARTICIPATING REMOTELY: Michele Gallucci

MEMBERS NOT PARTICIPATING: Martha Donovan

ALSO PARTICIPATING: Tony Schiavi, Interim Town Administrator

I. CALL TO ORDER

Ms. Tucker called the meeting of the Capital Outlay Committee (COC) to order on Wednesday, October 22, 2025 at 11:00AM. Ms. Tucker took attendance for the record.

II. CONSENT

A. Approve meeting minutes from September 17, 2025

Ms. Gallucci noted that her first name is misspelled in the Minutes.

Mr. Norum moved to approve the meeting minutes from September 17, 2025 as amended. Seconded by Mr. Larios.

Vote: 5:0 in favor by roll call vote. Motion carried.

III. NEW BUSINESS

A. Discussion and update on the Capital Outlay Committee role as outlined in section 9 of the Charter

Ms. Tucker noted that item A. under new Business will be postponed until the next COC meeting.

Mr. Doane noted that Ms. Donovan appeared before the Charter Commission and explained the COC's process and thinking behind the changes.

B. Acting Town Administrator to present draft Five-Year Capital Outlay Plan

Ms. Tucker noted to Mr. Schiavi that before the COC adjourns today, they hope to work with Mr. Schiavi to lay out the next meetings, which department heads will appear and when.

Mr. Schiavi noted which departments will take the most time. The present timeline runs through December 10th. He explained why the COC's first meeting with the Select Board will be in January and that it is just beyond the December date stated in the Charter. Mr. Schiavi also noted that the timeline is on the town's website.

Mr. Schiavi began his presentation of the draft Five-Year Capital Outlay Plan. He gave an overview of what he has done with the various departments and how the Plan was built. Mr. Schiavi noted why he anticipates Free Cash to be less than it has been in the past.

Mr. Schiavi referred to the 3 page Capital Improvement Plan and explained how the document is set up and what the columns represent. He explained what specific items are listed differently from previous years as well as items that are new listings.

Committee members asked questions throughout the presentation which Mr. Schiavi answered in detail. Members also made suggestions and recommendations of possible changes to the layout.

Mr. Schiavi noted that there are capital projects that have been funded, that those funds have not been used and the possibility of recapturing those funds. He continued with his presentation and noted specific items and the funding sources.

Mr. Schiavi and Committee members discussed the COC's schedule moving forward. Mr. Schiavi suggested the first meeting with department heads start with the first meeting in November. He also suggested that some departments could be scheduled in groups and others that will take more time should be scheduled separately.

Ms. Tucker noted and agreed with Mr. Schiavi that the next COC meetings for department presentations will be November 5, 12 and 19 and December 3, 10 and 17.

Mr. Schiavi will provide a list of which departments will appear on which dates.

C. Discussions and decisions regarding next steps on Capital Outlay Plan

Ms. Tucker noted that the schedule for the next two moments has been set.

IV. ADJOURN

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

Vote: 5:0 in favor by roll call vote. Motion carried. Meeting adjourned at 12:12PM.

Respectfully submitted,

Judi Moldstad
Board Secretary