MINUTES
CAPITAL OUTLAY MEETING AGENA
Capital Outlay Committee
Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA 02645
Regular Session: 11:00 A.M.
Wednesday, November 5, 2025

MEMBERS PARTICIPATING: Martha Donovan, Chair, Ann Clark Tucker, Vice Chair and Paul Doane

MEMBER NOT PARTICIPATING: Richard Larios

PARTICIPATING REMOTELY: Michele Gallucci, and Scott Norum

ALSO PARTICIPATING: Tony Schiavi, Interim Town Administrator

I. CALL TO ORDER

Ms Donovan called the meeting of the Capital Outlay Committee (COC) to order on Wednesday, November 5, 2025 at 11:00AM.

II. CONSENT

A. Approve meeting minutes from October 22, 2025

Ms. Tucker moved to approve meeting minutes from October 22, 2025. Seconded by Mr. Doane.

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

III. NEW BUSINESS

A. Discussion and possible vote on Departmental Capital Fiscal Year 2027 through Fiscal Year 2031 to include the Water Department and Wastewater Department, and Police Department

Noreen Donahue, Chair of the Water/Wastewater Commission introduced Judith Underwood, also a Commissioner. Seated with her were Jason Trepanier, Superintendent and Sandy Seagull, Comptroller.

Ms. Donovan asked to move to item E of the agenda before the Water/Wastewater discussion. No objections.

E. Ms. Donovan referred to the Select Board's Budget Message, how it applies to reviewing items on the Capital Plan and gave an overview of the goals and directives.

Mr. Schiavi noted that in addition to the Select Board's general policy guidance, he created specific guidance for departments, which he will send to the COC members.

Ms. Donahue gave an update on the Route 28 water main replacement.

She continued with a comparison of the Water/Wastewater section of the FY26 Capital Plan compared to the Capital Plan from FY26 through FY30. Ms. Donahue explained the differences in those years in detail. She noted and explained the additions for this year.

Committee members asked questions about the well projects as well as other projects in the Capital Plan which Mr. Trepanier and Ms. Donahue answered in detail.

Also discussed was the $500 million overall for the sewer project and the need for detail on the timing over the years.

Mr. Schiavi noted that the Comprehensive Wastewater Management Plan (CWMP) is being updated at this time.

Ms. Donahue referred to the fleet details which she explained in detail.

Committee members asked questions which Mr. Trepanier answered in detail.

Ms. Tucker clarified for the record that in the Wastewater Plan, the town is only sewering 50%.

Chief Kevin Considine and Deputy Chief Adam Hutton were present. Chief Considine noted that there were no additions. He explained and described in detail the Police Department's capital requests. Chief Considine did adjust downward the number of cruisers in FY 27 from three to two and reduced the requested dollars from $215k to $143k.

Committee members asked questions about the requests which Chief Considine answered in detail.

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

Ms. Donovan gave an update noting that she has presented, to the Charter Commission, the topics that the COC had discussed regarding the Charter. She also noted that the feedback from the Select Board Liaison, Peter Piekarski, was questioning if the $50,000 is still a good number for the limit for capital. She explained why she thinks it is a good number. Ms. Donovan also noted that the Commission members do not want to change that the COC votes at Town Meeting on the Capital Plan. Regarding changing the number of members on the COC, Ms. Donovan explained why she prefers to keep it as it is now.

Mr. Doane explained his reasoning for changing the number of COC members to five.

Ann Tucker commented with the proposed reduction in the number of board members that would create a quorum of 3 people to review the requests. Given the size of future capital projects already om the 5-year plan, it seems unwise to reduce the number of members as the complexity of the projects is increasing and input and oversight from various perspectives will become even more important.

Ms. Tucker expressed her opinion in favor of keeping the COC as it is now. Ms. Tcler also commented that a representative from Planning provides specific insight as Planning decisions usually impact the Town 3 to 5 years in the future which corresponds to the growth initiatives in the Capital Outlay budget cycle.

Ms. Tucker expressed her opinion in favor of keeping the COC as it is now.

C. Discussion on potential site visits (not a public meeting)

Ms. Donovan suggested that potential site visits be pushed off until the spring unless absolutely necessary.

D. Discussion and vote on future meeting date

After discussion it was decided that the December 3rd meeting date will be changed to December 2nd.

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

Ms. Donovan referred to the town email addresses noting that they expect to have the COC members set up by Friday. She encouraged all members to use the town email addresses as soon as possible.

Mr. Schiavi will send Ms. Donovan the departments scheduled to come before the COC at the next meeting. He also noted changes on the documents before the COC that he had made based on last week's meeting. Mr. Schiavi noted that he will be meeting with the schools and what he will be discussing with them regarding the Capital Plan.

IV. ADJOURN

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

Vote: 5:0 in favor by roll call vote. Motion carried. Meeting adjourned at 12:51PM.

Respectfully submitted,

Judi Moldstad
Board Secretary