

APPROVED

RELEASED

MINUTES
Capital Outlay Committee Meeting
Donn B. Griffin Room, Town Hall
732 Main Street, Harwich, MA 02645
Regular Session: 11:00 A.M.
Wednesday, November 12, 2025

RECEIVED
TOWN CLERK
HARWICH, MA

2025 NOV 20 P 2:53

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

MEMBERS PARTICIPATING REMOTELY: Michele Gallucci and Scott Norum

MEMBERS NOT PARTICIPATING: Richard Larios

ALSO PARTICIPATING: Anthony Schiavi, Interim Town Administrator

I. CALL TO ORDER

Ms. Donovan called the meeting of the Capital Outlay Committee (COC) to order on Wednesday, November 12, 2025 at 11:05AM. She noted the members who were participating remotely and the members participating in person. Ms. Donovan read the Recording Notice.

Ms. Donovan noted that there are no Minutes on the Agenda to vote as there are some corrections that need to be made. The Minutes will be corrected and on next week's Agenda.

II. NEW BUSINESS

A. Discussion and possible vote on Departmental Capital Fiscal Year 2027 through Fiscal Year 2031 to include Golf, Harbormaster, Natural Resources, and Fire Department

Ms. Donovan invited the members of the Golf Department to come forward and introduce themselves and to clarify which projects are new.

Roman Greer, Director of Golf and Sean Fernandez, Golf Course Superintendent were present. Mr. Greer noted that they have nothing on the Capital Outlay Plan this year and two projects on the five-year plan which he described in detail.

Members discussed the sequence of replacement of the three buildings across the entire town in the five-year plan. Mr. Schiavi suggested that the discussion on sequencing would be more for the projects beyond the five-year plan.

Mr. Greer answered questions from COC members regarding the financing of the building replacement, the specifics of the new building, maintenance of the clubhouse and the amount of money generated by Golf to fund their projects.

Mr. Greer noted that in this past year the golf course sold 1,300 season passes including all categories, 44,000 rounds with a charge of \$90.00 each round for greens fees and \$26.00 for cart fees.

Mr. Schiavi explained the long-range facilities building plan that he would like to put in place.

Stephanie Ridenour, Director of Natural Resources, explained the two new projects. The first being a vehicle replacement. There was discussion regarding the fact that vehicles can no longer be passed from one department to another.

John Harker, Harbormaster, joined Ms. Ridenour for the discussion and explained the need for the truck.

Ms. Ridenour explained that second project which is related to an initiative related to pond water quality. She described the benefits of diagnostic testing in detail.

Members asked questions about the project which Ms. Ridenour answered.

The Committee asked questions about similar projects for other ponds and how those might impact the Capital Plan in the future. Where there is currently a sewer project, Phase 3A, associated with the Great Sands Lakes, would sewer around other ponds potentially be the outcome of this work. Mr. Norum reported that the upcoming Finance Committee's agenda includes a discussion of reinstating the Wastewater Implementation Committee and having a Finance Committee liaison to that Committee, once reinstated. Which is an oversight body that meets quarterly to review the progress of approved projects and to review alternatives over the remaining phases of the existing Wastewater Management Plan.

Ms. Ridenour clarified that the request for the vehicle is FY27 and the west reservoir is FY28 because she is pursuing alternative funds.

Discussion followed regarding the two projects and possibly keeping on them on the same fiscal year.

Ms. Donovan commented that the Committee will want to do a site visit but it will not be until the spring.

Mr. Harker, Harbormaster gave updates on the turnover of employees and new hires. He also noted that the Harbor generated \$1.57 million in revenue. He noted that they have three existing projects that have been on past Capital Outlay Plans (COP). Mr. Harker began with a description of the shellfish lab, the structure being the responsibility of the harbormaster and the operation of the lab being under the Dept. of Natural Resources.

Ms. Ridenour explained the importance and operations of the lab as well as her responsibilities as a one-person department. Both Ms. Ridenour and Mr. Harker described the issues with the existing building and the need for the reassessment for planning and engineering and the next

steps, which will depend on the results of the assessment. Ms. Ridenour noted that she is pursuing alternative funding including grants.

Mr. Harker referred to the three projects that were on the original COP from last year, which he listed and noted the changes to those requests. He spoke about the Saquatucket bulkhead and gave a brief history of the events that changed a replacement to repairs. Mr. Harker noted that of the \$770,000 voted at Town Meeting, \$73,900 was spent on engineering and design for the repair. The balance still sits in the Article. Discussion followed regarding possible scenarios for repurposing the balance of the money.

Mr. Harker continued with the Allen Harbor jetty replacement, gave a brief history of the options for the harbor and noted that an agreed upon plan is in place and has increased in cost. In response to Mr. Doane's questions about contributions from private owners at the harbor and sharing the cost, Mr. Harker explained how the mooring fees are used to benefit everyone who uses the harbor.

Mr. Norum commented on more fairly allocating funds, either capital or operating to those small sections of the population. He commented that he will be bringing up the subject with the Finance Committee as a subject they should explore.

Mr. Harker continued with the Herring River Route 28 boat ramp replacement confirming that there have been no changes. He then moved to the new dredging article. He explained how the dredging has been done in the past, the unpredictability of the need for dredging as well as the cost, noting the present significant increase. He explained why having an article will be best for the department.

Discussion followed regarding leaving the funding for dredging in the Operating Budget versus in an Article.

Mr. Harker continued with the request of a vehicle replacement and why it is necessary. He also mentioned a crane truck which will be added to the five-year plan. Mr. Harker continued to the water vessels and the request to replace the Boston Whaler. He explained what the boat is used for, the rescue partnership with the Fire Department and the plan for the vessels and safety moving forward.

Mr. Harker continued with Allen Harbor boat ramp repairs, engineering and permitting. He explained the current proposal with another proposal in two to three years for the repair.

Ms. Donovan noted that there are two projects in FY28 for engineering and design without an estimate for the actual construction that may happen within a few years.

Mr. Schiavi commented that he will add language that would say when these two projects would be likely to be started and if possible add an estimate of the project cost to the Plan if starting before FY31.

Discussion followed regarding costs of projects that go up by the time project is ready to be completed. Mr. Harker commented that he will work with Mr. Schiavi to have a number as accurate as possible.

David LeBlanc, Fire Chief and Deputy Chief Craig Thornton were present. Deputy Chief Thornton pointed out the new requests including a new engine in FY28 and a Fire Inspector car replacement for FY29. They also added a brush forestry truck replacement to FY31. Deputy Chief Thornton also referred to the other requests that are on the five-year plan.

Chief LeBlanc explained the process for replacing ambulances.

Deputy Chief Thornton explained the request for the pumper truck which is on for FY28. He also gave a brief history and an overview of the fleet of the different Fire Department vehicles as it is now and the plans for the fleet in the future.

Deputy Chief Thornton described need for and the possible renovations to the existing headquarters. He noted the number of employees including admin, the space that they have and how reconfiguring the headquarters would be helpful. He then went on to describe the brush truck and why it will need to be replaced.

Chief LeBlanc described the technology they have now and how it could be expanded.

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

Ms. Donovan noted that the next meeting is on Wednesday, November 19, 2025 at 11:00AM and then another on December 2, 2025. She also noted that the COC vote will be on December 10, 2025. The joint meeting is scheduled for December 15, 2025.

Mr. Schiavi noted that he met with Michael MacMillan, Monomoy Business Manager, last week. The plan reflects the projects as they currently exist for the elementary school. He also noted that he will get the updated plan from Mr. MacMillan prior to his presentation on December 2nd.

III. ADJOURN

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

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

Meeting adjourned at 1:25PM.

Respectfully submitted,

Judi Moldstad
Board Secretary

November 12, 2025