

APPROVED

RECEIVED  
TOWN CLERK  
HARWICH, MA

**MINUTES  
CAPITAL OUTLAY COMMITTEE  
FRIDAY, SEPTEMBER 22, 2023 - 10:00 AM  
HARWICH TOWN HALL  
GRIFFIN ROOM  
732 MAIN STREET  
HARWICH, MA 02645**

2023 NOV 13 A 10:47

**MEMBERS PARTICIPATING:** Richard Lorios, Chairman and Account Administrator's Office, Mark Kelleher, Finance Committee, Dan Tworek, Finance Committee, Martha Donovan, Select Board and Ann Tucker, Planning Board

**ALSO PARTICIPATING:** Joseph Powers, Town Administrator

**CALL TO ORDER:** Mr. Lorios called the first meeting of the Harwich Capital Outlay Committee for 23/24 to order on Friday, September 22, 2023 at 10:00AM. There are presently five members with two openings remaining, one from the Town Administrator and one from the Select Board. Mr. Lorios invited anyone in the public who may be interested in joining the Committee to contact the Administrator's Office. The Chair declared a quorum.

**NEW BUSINESS:**

A. Welcome new members

Mr. Lorios welcomed Mr. Tworek, a new member.

B. Review the current Capital Outlay Plan

and

C. Discussion on the future Capital Outlay Plan

Mr. Lorios referred to the two spreadsheets before each member. He also noted the process for this year which is the easiest way possible.

Mr. Powers referred to Chapter 4 and Chapter 9 of the Charter which are the reasons that they are meeting. He noted that the FY2025 Operating Budget is being developed, noted what is included in that and his next major step. He will be meeting with all Department Heads. He went on to describe steps beyond that meeting and what he is required to accomplish. It is his goal for the Town Administrator and the Capital Outlay Committee to meet jointly with the Select Board and the Finance Committee on Monday, December 4, 2023.

September 22, 2023

Mr. Powers referred to the spreadsheet before the members, Appendix C, from the 2023 Annual Town Meeting Warrant. That is the current Capital Outlay Plan in effect. He also described in detail the definition of an amendment and the differences between FY24 and the planned document for FY25-29. He noted that the deadline for Departments to submit applications is Friday, October 13th and the COC could have their first meeting with multiple Departments on Friday, October 20th.

Conversation continued regarding scheduling meeting, the value of site visits and also the purview and responsibilities of the COC.

Mr. Larios gave an overview of the document noting specific items. He noted that there COC's time between Mr. Power's explanation of the FY.

In response to a question, Mr Powers described the procedure if emergency funds are needed which are not included in the Capital Outlay Plan.

Mr. Larios reviewed:

- October 2nd is a 5 year Financial Plan to the Selectmen
- October 13th is the due date for Department requests to the Town Administrator
- October 20th is the first review of the 29 requests
- November is the "work through" month
- December 4th (subject to change but remaining in December) COC's presentation of the Capital Plan to the Select Board and there Finance Committee

D. Discussion and possible vote on meeting schedule

Mr. Powers reviewed possible meeting dates for the COC through November and possibly December 1st. The COC discussed possible dates and multiple meetings within a week, deciding that the first meeting date will be Wednesday, October 18th at 10:00AM. Mr. Powers also noted that Reorganization should be on the next Agenda as well as other suggested topics.

**ADJOURN:**

Mr. Kelleher moved to adjourn, seconded by Ms. Tucker.

Vote 5:0 in favor. Motion carried.

Meeting adjourned.

Respectfully submitted,

Judi Moldstad  
Board Secretary

September 22, 2023