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**MINUTES  
CAPITAL OUTLAY COMMITTEE  
FRIDAY, NOVEMBER 3, 2023 - 10:00 AM  
HARWICH TOWN HALL  
GRIFFIN ROOM  
732 MAIN STREET  
HARWICH, MA 02645**

**MEMBERS PARTICIPATING:** Richard Larios, Chairman, Martha Donovan, Mark Kelleher and Paul Doane

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

**CALL TO ORDER:** Chairman Larios called the meeting of the Capital Outlay Committee to order on Friday, November 3, 2023, at 10:00AM.

**NEW BUSINESS:**

- A. Approve the Capital Outlay Meeting Minutes for September 22, 2023, and October 18, 2023

Ms. Donovan moved to accept the Capital Outlay Meeting Minutes for September 22, 2023, and October 18, 2023. She had a question on the September 22nd meeting. There was no second to the motion. No action taken.

Mr. Larios began the review of Department Applications.

- B. Review Department Applications
  1. Facilities Maintenance

Lincoln Hooper, Department of Public Works Director and Sean Libby, Maintenance Manager, addressed the Application for Facilities Maintenance. Mr. Libby began with the Community Center, describing the Application in detail noting two air conditioners.

Committee members asked questions which Mr. Libby answered.

Mr. Libby referred to the Application for Cranberry Golf Course, FY26 describing the Application in detail and noting an AC system for the Pro Shop.

Mr. Powers joined Mr. Hooper and Mr. Libby for the presentation.

Mr. Libby referred to the Application for Public Safety, FY25, describing the Application in detail and noting sidewalk work.

Committee members asked questions which Mr. Libby answered.

November 3, 2023

Mr. Libby continued regarding Public Safety, FY28, describing the Application in detail and noting windows.

Committee members asked questions which Mr. Libby answered.

Mr. Libby referred to the Application for 204 Sisson Road, FY25, describing the Application in detail and noting the roof and gutters.

Committee members asked questions which Mr. Libby answered.

Mr. Libby referred to the Application for 204 Sisson Road, FY26, describing the Application in detail and noting doors and split face block.

Committee members asked questions which Mr. Libby answered.

Mr. Libby referred to the Application for a new DPW building, FY27, describing the Application in detail and noting the design of the building.

Committee members asked questions which Mr. Libby answered.

Mr. Libby referred to the Application for the Transfer Station and Recycling Center, describing the Application in detail and noting compactors.

Committee members asked questions which Mr. Libby answered.

Mr. Libby referred to the Application for the Alboro House, FY29, describing the Application in detail and noting an engineering study of the foundation.

Committee members asked questions which Mr. Libby and Mr. Powers answered.

Mr. Libby referred to the Application for the Town Hall, FY28, describing the Application in detail and noting the roof and air handling units.

Committee members asked questions which Mr. Libby and Mr. Powers answered.

Mr. Libby referred to the Application for the Library, FY28, describing the Application in detail and noting air handling units.

Committee members asked questions which Mr. Libby and Mr. Powers answered.

Mr. Libby referred to the Application for Brooks Academy, FY25, describing the Application in detail, noting siding, windows, and other items.

Committee members asked questions which Mr. Libby and Mr. Powers answered.

November 3, 2023

Mr. Libby referred to the Application for the Harbormaster, describing the Application in detail and noting generator insulation.

Committee members asked questions which Mr. Libby answered.

Mr. Powers noted that the Town is well served by Mr. Libby as the Maintenance Manager and expressed his gratitude.

## 2. Water Department

Dan Pelletier, Water/Wastewater Superintendent and Noreen Donahue, Water/Wastewater Commissioner and John Gough, Waste/Wastewater Commissioner addressed the Application. Mr. Pelletier referred to the Application regarding Water, FY25 noting vehicle replacements.

Committee members asked questions which Mr. Pelletier answered.

Mr. Pelletier referred to the Application regarding Water, FY25, noting equipment replacements.

Committee members asked questions which Mr. Pelletier answered.

Mr. Pelletier referred to the Application regarding Water, FY25, Pleasant Lake water storage tank painting.

Committee members asked questions which Mr. Pelletier answered.

Mr. Pelletier referred to the Application regarding Water, FY25, noting well rehab and maintenance.

Committee members asked questions which Mr. Pelletier answered.

Mr. Pelletier referred to the Application for Water, FY27, noting new well construction and water treatment plant upgrades.

Mr. Pelletier referred to the Application for Water, FY27, noting West Chatham Road improvements.

## 3. Wastewater Department

Mr. Pelletier referred to the Application for Wastewater, FY25, noting collection system improvements.

Committee members asked questions which Mr. Pelletier answered.

Mr. Pelletier referred to the Application for Wastewater, FY26, noting a new vehicle purchase.

Committee members asked questions which Mr. Pelletier answered.

November 3, 2023

#### 4. Public Works Department

(Taken out of order after Facilities)

Lincoln Hooper, Director of Public Works Director and Kyle Edson, Vehicle Maintenance Director addressed the Application for Vehicles for five years. Mr. Hooper noted the vehicle replacement plan and their strategy.

Committee members asked questions which Mr. Hooper and Mr. Edson answered.

Mr. Powers commented and noted Mr. Hooper and Mr. Edson great work and expressed his gratitude.

Mr. Powers noted that Chris Nickerson, (not in attendance) is the Highway Manager. Mr. Nickerson is retiring soon, and Mr. Powers thanked him for his efforts.

Mr. Hooper referred to the Application for Public Works, Road Maintenance Plan. He explained the Plan in detail.

Committee members asked questions which Mr. Hooper and Mr. Powers answered. Discussion continued regarding the Plan and various scenarios. Mr. Hooper responded with answers.

#### 5. Watershed Management Plan (WMP) (formerly CWMP)

Mr. Powers gave an update on the WMP. He noted what has been done, what is being worked on at this time and what the next steps will be.

#### **OLD BUSINESS:**

A. Discussion on ongoing calendar: the next meeting is scheduled for; Thursday, November 9, 2023, at 10:00AM and Friday, November 17, 2023, at 10:00 AM. A joint meeting is tentatively scheduled for Monday, December 4, 2023, with the Select Board and Finance Committee.

Mr. Powers commented that representatives from the following will be presenting their Applications on November 9, 2023.

Public Safety - Fire Department and Police Department  
Public Education  
Channel 8 - The Harwich Channel

Still unscheduled:

Golf  
Harbormaster  
Information Technology.

November 3, 2023

Mr. Larios suggested starting the meeting at 9:00AM to include all Departments in that meeting and reserving November 17, 2023, for site visits and an administrative meeting with Mr. Powers.

Members discussed and agreed on Mr. Larios' suggestions.

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

Vote 4:0 in favor. Motion carried, meeting adjourned.

Respectfully submitted,

Judi Moldstad  
Board Secretary

November 3, 2023