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**MINUTES  
CAPITAL OUTLAY COMMITTEE  
FRIDAY, NOVEMBER 17, 2023, 10:00 AM  
HARWICH TOWN HALL  
GRIFFIN ROOM  
732 MAIN STREET, HARWICH, MA 02645**

**MEMBERS PARTICIPATING:** Rich Larios, Chair, Martha Donovan, Ann Clark Tucker, Paul Doane, Dan Tworek and Mark Kelleher.

**I. CALL TO ORDER:** Mr. Larios called the meeting of the Capital Outlay Committee to order on November 17, 2023, at 10:00 AM. Members participating stated their names for the record.

**II. NEW BUSINESS:**

A. Approve the Capital Outlay Meeting Minutes for November 9, 2023

Ms. Donovan moved to approve the Capital Outlay Committee (COC) Minutes for November 9, 2023, seconded by Mr. Doane.

Vote 5:0 in favor. Motion carried.

Mr. Larios noted that the Committee Members had returned from site visits early that morning and he thanked Joseph Powers, Town Administrator, for driving and for the use of the vehicle.

Mr. Powers noted, for the record, that the COC was operating under the Open Meeting Law Exemption which allows public bodies to do site visits, it was not a meeting. Having these items on the agenda allows the COC to deliberate.

B. Debrief on site visits to:

1. Harwich Disposal Area, 2089 Queen Anne Road, Harwich, MA 02645
2. 204 Sisson Road, Harwich, MA 02645
3. Saquatucket Municipal Harbor, 715 Main Street, Harwich, MA 02645

Mr. Larios noted that the numbers for FY25 are still subject to change. He added that until the numbers are final, they are able to do site visits and reopen the request.

Board members discussed the advantages of site visits and possible visits to the Elementary School during the summer.

Mr. Powers expressed his thanks to the COC members, noting that it speaks to their commitment to the Committee and to the process as well as their desire for information. He offered to work with staff to arrange future site visits when the COC has requests.

Mr. Doane had questions regarding the Plan for FY25 and future years including the process and procedures. Mr. Powers answered in detail noting how he, the Select Board, the Finance

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Committee and COC work together as part of the process. Mr. Doane also asked questions regarding funding requests and how that translates to taxes. Mr. Powers answered in detail.

Mr. Kelleher joined the meeting and asked questions regarding the process of getting bids for a specific project, which Mr. Powers answered in detail.

Ms. Donovan asked questions regarding money that is approved but not entirely spent. Mr. Powers explained the process for those funds in detail.

A question was asked about the process for the request for funds for the Community Preservation Committee which Mr. Powers answered in detail.

### **III. OLD BUSINESS:**

#### **A. Discussion regarding revised fiscal Year 2027 and fiscal Year 2028 projects from Facilities Maintenance for Brooks Free Library**

Mr. Powers noted that this is one of two errors by omission, one he is presenting now and the other at the meeting on November 28, 2023. Mr. Powers referred to the forms in the packet for the Brooks Free Library. He explained the error and the correction. He noted that it has no impact on the budgetary concept for FY25 for Brooks Free Library.

#### **B. Discussion on future meetings scheduled for November 28, 2023, at 10:00 AM and the joint Select Board, Finance Committee meeting on December 4, 2023, at 6:00 PM**

Mr. Larios asked to change the time of the November 28, 2023, meeting to 9:00 AM. He noted what he would like to accomplish at that meeting.

Mr. Powers will check the availability of the room. He is hoping to present the funding sources that will support the projects at the meeting on the 28th.

Mr. Larios noted what information they should have and what should be accomplished on November 28th for their COC to be prepared for the joint meeting with the Select Board.

Mr. Powers suggested that the meeting on the 28th be at 10:00AM to allow him time to follow up with the Finance Director on the funding.

The meeting on November 28, 2023, will remain scheduled for 10:00AM.

Mr. Powers thanked the COC and wished them a happy Thanksgiving.

### **IV. ADJOURN:**

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

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Vote 6:0 in favor. Motion carried.

Meeting adjourned.

Respectfully submitted,

Judi Moldstad  
Board Secretary

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