

**MINUTES  
TOWN OF HARWICH  
FINANCE COMMITTEE  
SMALL MEETING ROOM @ TOWN HALL (upstairs)  
732 MAIN STREET, HARWICH, MA 02645  
THURSDAY, AUGUST 10, 2023 - 6:00PM**

**MEMBERS PARTICIPATING:** Peter Hughes, Chair, Bob MacCready, Vice Chair, Mark Kelleher, Clerk, and Dan Tworek and Michele Gallucci (remotely) Mr. Ameres joined later as noted in the minutes.

**CALL TO ORDER:** Chairman Hughes called the meeting of the Harwich Finance Committee to order on August 10, 2023 at 6:00PM and read the Open Meeting Notice. Mr. Hughes noted that he and the following members are present in the small meeting room: Dan Tworek, Mark Kelleher and Bob MacCready. Michele Gallucci is participating remotely. The Chair declared a quorum.

**APPROVAL OF MINUTES OF JULY 13, 2023 MEETING:**

Mr. Kelleher moved to approve the minutes off the July 13, 2023 meeting, seconded by Mr. Tworek.

Vote 3:0:2 in favor with Mr. Tworek and Michele Gallucci abstaining as they was not present at that meeting. Motion carried.

**REVIEW LIST OF DOCUMENTS TO BE REQUESTED OF FINANCE DIRECTOR:**

Mr. DeCosta was to provide the list of documents noted and was unable to attend tonight's meeting. This item will be continued to the September agenda.

**NEW BUSINESS:**

First order of new business noted was the Annual Report. Mr. Hughes described how and when each Department compiles their Annual Report which is to be included in the Town's Annual Report.

Mr. Tworek noted how the Strategic Plan was created. He suggested that the FinComm review the Strategic Plan to decide if they will adopt it as is or make modifications. He proposed that once that is completed, they consider including it in the Annual Report.

Mr. Hughes took the Strategic Plan out of order for discussion.

August 10, 2023

## **DISCUSS STRATEGIC PLAN**

Discussion followed regarding each part of the Strategic Plan, what should be eliminated or modified.

At this point there was a question of whether or not the meeting was being recorded and the machine was reset. Chairman Hughes again read the Open Meeting Notice. He noted that Mark Ameres has joined the meeting. He again noted that Michele Gallucci is participating remotely. There are now 6 members participating.

Discussion continued regarding the Charter. Mr. Hughes suggested changes in the description of “who they are”. Discussion continued to the Mission Statement and suggestions of changes were made.

Mr. Hughes noted that it is not his intent to vote on these changes tonight but that Mr. Tworek will create a new Strategic Plan reflecting the agreed upon changes including changing the title of the document to “Your Finance Committee”.

Mr. Hughes asked if, in the interest of time, Mr. MacCready and Mr. Tworek would work on a draft to share before the next meeting which they agreed to do.

## **ANNUAL REPORT:**

Mr. Hughes noted that once the Strategic Plan is revised, the Committee will discuss which parts, if any will be included in the Annual Report.

## **OTHER BUSINESS:**

Mr. Hughes noted that the Capital Outlay members have been identified as Mark Kelleher and Dan Tworek. As of now, there has been no communication from the Capital Outlay Committee to the two FinComm members.

Ms. Gallucci noted that she will bring her suggestions of changes that should be made to the website, to the September meeting.

It was noted that the Finance Committee has one available position.

The next meeting is September 14, 2023 at 6:00PM in the small meeting room.

## **ADJOURNMENT:**

The Chair declared the meeting adjourned.

August 10, 2023

Respectfully submitted,

Judi Moldstad

August 10, 2023