

**Harwich Finance Committee  
Joint Meeting with Board of Selectmen and Capital Outlay Committee  
Monday, December 11, 2017 – 6:30pm  
Donn B. Griffin Room, Harwich Town Hall  
732 Main St., Harwich, MA  
Meeting Minutes**

**Finance Committee Members Present:** Jack Brown (Chair); Dana DeCosta; Edward McManus; Jon Chorey; Laurie Gillespie Lee and Mark Ameres  
**Capital Outlay Committee (COC) Members Present:** Chairman, Rich Larios, Chris Harlow; Bruce Nightingale; Joe McParland; Peter Wall, Dana DeCosta and Ed McManus  
**Selectmen Members Present:** Michael MacAskill; Larry Ballantine; Jannell Brown; Don Howell; **Selectman Member Absent:** Julie Kavanagh  
**Others Present:** Christopher Clark, Town Administrator; Carol Coppola, Finance Director; Charleen Greenhalgh, Assistant Town Administrator; Ed McManus and other audience members.

The meeting was called to order at 7:53pm by Mr. Brown.

**Town Administrator submits the 7-year Capital Plan – FY19 through FY25 – to the Joint Meeting of the Board of Selectmen, Finance Committee and Capital Outlay Committee**

Mr. Clark explained that the packet contains two charts, which represent debt service; both existing and proposed. Generally there is an annual increase of 3½%: 2½ through Prop 2½ and 1% from New Growth. Both Wastewater and the CCTech School are included in the Chart, which runs from 2017 – 2081.

Mr. Clark expressed his appreciation to the department heads who are getting better are showing projects in out years, this provides a better representation.

Mr. Clark then reviewed line-by-line the Capital Plan, noting that this represents both his and the COC recommendations; COC did not necessarily make recommendations for items under \$50,000. Additionally, the CPC will be voting in January on application requests. (*CPC = Community Preservation Committee Funds; FC = Free Cash; OB = Operating Budget; CR = Cemetery Reserves; GF = Golf Fees; DE = Debt Exclusion; WE = Water Enterprise Funds*).

Administration: Albro House (CPC \$2,500) and Rte. 28 Walkway Construction from Harwichport to Saquatucket Harbor (FC \$250,000).

Cemetery: Mt Pleasant Gravestones (CPC \$47,000); Pet Cemetery (CR \$486,000); Animal Cremation Retort (CR \$91,950)

Community Center: Computer Replacement (OB \$15,600); Public Storage Facility (CPC \$62,028)

Conservation: Judah Eldredge Property (CPC \$319,000 & FC \$50,000); Cornelius Pond Property (CPC \$200,000)

Engineering: MS4 (OB \$25,000); Pleasant Lake Ave Crossing Lights (CPC \$27,000)  
Facilities Maintenance: HVAC Energy Mgt Systems (FC \$140,000); Library Preservation (CPC \$300,000); Com Ctr & Town Hall Carpet (FC \$130,000); Albro/Brooks Academy Boilers (FC \$40,000)

Fire: Phase 2 Town wide Radio System (FC \$100,000); Air Pack Replacement program (FC \$15,000 & Grants \$285,000); Ambulance (FC \$340,000); Station 2 (DE \$6,050,000)

Golf: Landscaping & Tree Removal (GF \$35,000); Landscaping & Hardscape (GF \$50,000); Cart Paths (GF \$24,000)

Harbormaster: The request to CPC for funding is not recommended at this time. They are hoping that other grant monies will cover these.

Library: Digitizing *Harwich Oracle* (CPC \$10,340)

Natural Resources: Hinckley's Pond & Public Access (CPC \$525,000 & FC \$150,000); Request for new truck, not recommended.

Planning: Housing Trust & Housing Coordinator (CPC \$295,000)

Police: Taser Replacement – 5 year program (FC \$36,000)

Public Works: 5 year Road Maintenance (DE \$700,000 & Ch.90 Funds \$700,000); 2 - F350 Dump Trucks (FC \$160,000 total); F250 Truck (FC \$55,000)

Recreation: Transit Van (FC \$35,000); Bank St Beach Parking lot (FC \$80,000); Brook Park Phase 5 Lighting (CPC \$333,500)

Town Clerk: Records Retention (CPC \$40,000 & other funds \$40,000)

Wastewater: Chatham Pump Station Tie-in (DE \$2,150,000); CWMP Implementation Services (OB \$20,000); Pleasant Bay (South) collection system construction (DE \$20,280,000)

Water: Lower County Road Waterline service replacement (WE \$1,018,000); 2- F-350 Trucks (WE \$110,000); Well & Pump Access Asphalt Mgt Plan (WE \$175,000)

Mr. Clark explained that the last page of the plan provides charts and graphs for funding summaries; CPC funds available and funds recommended; Free Cash; Capital Requests by Departments. The total recommendation by the Town Administrator is \$36,533,618. COC recommendations total \$35,303,678, which for the total does not include items under \$50,000 and some CPC requests.

Mr. Clark has been attending the CPC meetings. At the last meeting he was asked by a member to actually rank all the projects (for example 1 to 12). He did provide funding recommendations to the CPC on the requests. He is looking for guidance from the Board as to what they would want him to provide. The Board indicated no change from what Mr. Clark had already present.

Mr. Brown asked for questions/comments from the Finance Committee. Mr. Ameres asked about records retention and whether they will be digitized as well. Mr. Clark explained that digitized documents are not yet recognized as public records, only the paper; however, digitizing will occur. Mr. Chorey asked where the CCTech debt is shown, per Mr. Clark on the two charts provided. Mr. Brown expressed that he is please that both OPEB and Stabilization funds are shown in the plan; however what about a wastewater stabilization fund? Per Mr. Clark, this is a Board discussion and decision.

Selectman MacAskill as for questions/comments from the Board of Selectmen. Selectman Howell questioned the Taser replacement and its place on the Capital Plan. He sees this as an aggregate to reach the \$50,000. Mr. Clark stated that he want to provide full transparency. Selectman MacAskill added that this is a phase preplacement project, with a total over \$50,000. Mr. Larios spoke to the matter indicating that is was also a technology phased replacement.

Mr. Larios thanked all the members of the COC. He explained that there was concern from the Vice-Chair with the change in differences shown in the totals from last year's plan to this year's plan. These differences are a result of the Wastewater and the Fire Station 2. He also noted that the COC votes were for the maximum amounts, including CPC requests. If items come in less than what is on the plan, the COC will not have to re-vote.

Mr. MacAskill appreciated the input that COC has made on the CPC requests and urging the CPC to spend the available funds. Regarding Wastewater, it is important to note that \$12M was spent last year and it would be a waste if the remainder is not approved this year. He did remind the audience that the wastewater calculator is still available on the Town Website for people to calculate the estimated costs associated with the wastewater project.

Mr. MacAskill asked if the COC discussed the new vehicles. Per Mr. Larios, vehicles only have a certain lifespan and per Mr. Clark, there will be no net increase in the number of vehicles. Mr. MacAskill then asked about the \$200,000 for the walkway. Mr. Clark expressed that the State has committed to the constructions; however that could be 2 years or 20 years. This funding could help to expedite the project. Mr. McManus, who is a member of the Mass Municipal Association policy committee stated that he has been promised this project for years and that the State Legislators and Mass DOT should be encourage to discuss this project.

Mr. DeCosta stated that the working document is tremendous. He does recommend that this be provided in whole and in color for the ATM Warrant, rather than the smaller black and white version.

Mr. Brown noted that there are three additional CPC articles which were not voted on by COC. Mr. Clark explained that these were private requests and were not included in Town infrastructure. The COC did not discuss or take a vote. Mr. Brown would like COC to take

action. Mr. Larios said the COC will take it under advisement. He also noted that the Plan is a working fluid document.

Mr. DeCosta noted that the Charter Review Committee has found some errors/typos relative to definitions of amounts in these topic areas, which they will be bring to the Selectmen.

There was not further discussion.

The Joint Meeting Adjourned at 8:44pm. The Regular Board of Selectmen meeting continued.

Respectfully Submitted,

Charleen Greenhalgh