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**MINUTES  
CAPITAL OUTLAY COMMITTEE  
WEDNESDAY, OCTOBER 18, 2023 10:00 AM  
HARWICH TOWN HALL, GRIFFIN ROOM  
732 MAIN STREET, HARWICH, MA 02645**

2023 NOV 13 A 10:47

**MEMBERS PARTICIPATING:** Richard Larios, Chairman and Town Administrator Representative, Martha Donovan, Select Board Representative, Mark Kelleher, Finance Committee Representative, Dan Tworek, Finance Committee Representative, Ann Clark Tucker, Planning Board Representative and Paul Doane, Town Administrator Representative

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

**CALL TO ORDER:** Chairman Larios called the meeting of the Harwich Capital Outlay Committee to order on October 18, 2023 at 10:00AM. He welcomed Dan Tworek and Paul Doane to the Committee.

Mr. Larios also commented on the request forms and the projection numbers, well done. He especially noted the highlighted columns which are very helpful and emphasized that they are requests and not part of the Plan until they are approved.

**NEW BUSINESS:**

A. Introduce and Welcome new member, Paul Doane

Mr. Larios welcomed Mr. Doane to the COC.

B. Committee members to reorganize

Mr. Powers noted that the Committee must go through the process of reorganizing per the Charter.

Mr. Doane moved to reorganize in the fashion that the member who presently holds the position of Chair, remain in that position for another term, seconded by Ms. Donovan.

Vote 6:0 in favor Motion carried.

Mr. Larios moved that Ms. Donovan be appointed to Vice Chair, seconded by Mr. Kelleher.

Vote 6:0 in favor. Motion carried.

October 18, 2023

Mr. Larios moved that Ms. Tucker be appointed to Clerk, seconded by Mr. Kelleher.

Vote 6:0 in favor. Motion carried.

C. Approve the Capital Outlay Committee Meeting Minutes for September 22, 2023

The minutes were not included in the packet. The vote will be continued to the next meeting.

Mr. Larios requested adding categories to the Meeting Agenda.

Mr. Kelleher moved to take Item E out of order, seconded by Ms. Donovan.

Vote 6:0 in favor. Motion carried.

E. Discussion on projects beginning Fiscal Year 2029

Mr. Powers distributed handouts relative to the projects in the last year of the Plan that they are building for FY 25 Annual Town Meeting 2024. He noted that this is Draft #1. Mr. Powers introduced Kathleen Barrette, Finance Director and Town Accountant and explained how they will be working together moving forward.

Mr. Powers referred to the documents which include 4 applications for projects not presently on the Plan but that would be scheduled to begin in FY2029. He explained what he had requested of Department Heads regarding their Applications. FY2024-FY2028 was adopted at the Annual Town Meeting. The new Plan will cover FY25-29. He noted the differences between changes and amendments of the Plan. Mr. Powers continued highlighting and explaining in detail changes in some language regarding the newly named Harwich Channel and Wastewater which is now Watershed Management Plan (WMP). Wastewater of a design and construction element is separate from a Wastewater Department which is of operational concerns.

Mr. Doane asked for a description of the role of the Capital Outlay Committee and Mr. Powers responded with a detailed explanation. Mr. Larios also added to the description.

Mr. Powers noted changes that will be made on the documents before the members. They will receive updated documents. He continued with explanations of the 4 applications.

Mr. Powers noted for the record that the purpose of this was to identify projects that will begin in FY29.

D. Discussion and possible vote on meeting schedule

Mr. Powers asked the COC if they were available to meet on November 1st confirming that they will be meeting weekly. Discussion followed regarding the day of the week that members are available to meet. Committee members agreed that Friday is the preferable day.

Mr. Powers asked if they would commit to their next meeting being Friday, November 3rd. Going forward they agreed to Thursday, November 9th and Friday, November 17th. Additional meetings may be scheduled if necessary. He clarified that prior to November 3rd, the COC will receive all of the application documentation for every line on the Plan. They can decide if any site visits are needed following the Nov. 3rd presentation. Ms. Donovan will coordinate site visits.

Discussion followed regarding the process, request priority triage, moving forward and what to expect.

Mr. Larios summarized what had been accomplished at the meeting and asked members to email him if they had suggestions.

Mr. Powers noted that site visits are no longer under the Open Meeting Law. However, the practice is to comport with the Open meeting Law, there may be questions but nothing that would rise to the level of deliberation. The deliberation can happen in the public forum.

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

Vote 6:0 in favor. Motion carried.

Respectfully submitted,

Judi Moldstad  
Board Secretary

October 18, 2023