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**MINUTES
CAPITAL OUTLAY COMMITTEE
THURSDAY, NOVEMBER 9, 2023 - 9:00 AM
HARWICH TOWN HALL
GRIFFIN ROOM
732 MAIN STREET,
HARWICH, MA 02645**

MEMBERS PARTICIPATING: Richard Larios, Chair, Martha Donovan, Vice Chair, Dan Tworek, Mark Kelleher, and Ann Clark Tucker

CALL TO ORDER: Ms. Donovan called the meeting of the Capital Outlay Committee to order on Thursday, November 9, 2023 at 9:03 AM noting that Mr. Larios would be arriving late.

NEW BUSINESS:

A. Approve the Capital Outlay Meeting Minutes for November 3, 2023

Mr. Kelleher moved to approve the Capital Outlay Committee (COC) Meeting Minutes for November 3, 2023, seconded by Ms. Tucker.

Vote 3:0:1 in favor with Mr. Tworek abstaining. Motion carried.

Ms. Donovan asked Mr. Powers to provide a completed copy of the October 18, 2023 meeting. It appeared that the Committee did not have all pages at the last meeting.

B. Review Department Applications

Mr. Powers noted and emphasized that the document before each member captures the changes, if any, made at the last meeting. It is the third draft version for this November 9, 2023 meeting.

1. Channel 8 (The Harwich Channel)

Jamie Goodwin, Director Channel 8, the Harwich Channel, was present and described the application in detail.

Mr. Powers noted for the record that Ms. Goodwin runs the Harwich Channel exceptionally well. He suggested a correction on the form from "desirable" to "essential" and gave his reasons.

2. Fire Department

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Mr. Kelleher requested that the information be given to Committee members sooner to allow them time to prepare.

Mr. Powers replied that information is distributed as soon as it is available.

Chief David LeBlanc and Deputy Chief Craig Thornton of the Harwich Fire Department were present and explained their application in detail.

Committee members asked questions, primarily regarding vehicles and cost increases, which Chief LeBlanc and Deputy Chief Thornton answered in detail.

Mr. Larios joined the meeting.

3. Golf

Roman Greer, Director of Golf and Sean Fernandez, Superintendent of Golf were present and explained their application in detail.

Mr. Powers noted, for the record that there are dedicated funding sources within the Golf Department and they would be relying, specifically on the Golf Improvement Fund, for this particular appropriation. He asked the Director to confirm on the record that the Fund can support this ask.

Mr. Greer responded. He has worked closely with Kathleen Barrette, Finance Director and she is working the debt for this project, to be taken from the Golf Improvement Fund.

In response to a question regarding fee adjustments, Mr. Powers replied that the Director and the Superintendent evaluate their rate structures every year and within the year. He noted that the Select Board has just adopted the Budget Message for FY25 and he anticipates an on-going conversation regarding rates.

Committee members asked questions which Mr. Greer and Mr. Fernandez answered in detail. Mr. Greer and Mr. Fernandez also explained the benefits to holding golf championships.

Mr. Powers commended Mr. Greer and Mr. Fernandez and noted that under their leadership Cranberry Valley continues to be an excellent source for Harwich.

4. Harbormaster

John Rendon, Harbormaster was present and explained his application in detail.

Committee members asked questions which Mr. Rendon answered in detail. There was discussion regarding the percentages of residential and commercial revenues.

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Mr. Kelleher asked a question regarding the bulkhead project and the effect on the abutters..

Mr. Powers noted that the Select Board, Administration and the Harbormaster are actively responding to inquiries on the projects and suggested that a conversation on those issues should take place at a further date. He explained the process and noted that the Facilities Maintenance Director is applying for the procurement noted.

Mr. Larios confirmed with Mr. Powers that Mr. Kelleher will be able to seek an answer to his question.

5. Information Technology

Sarah Eaton, Director of Information Technology was present and explained the application in detail. She also gave an update on what has been accomplished regarding IT and what will be done moving forward. Ms. Eaton is working with the Departments to ensure that they have updated software.

Committee members asked questions which Ms. Eaton answered in detail.

Mr. Powers commented on the benefits to the upgrading and updating of IT. He also gave a description of possible scenarios going forward that will benefit both the employees and residents.

Also discussed was the updating of the website and the possibility of a town wide newsletter.

Mr. Larios suggested that time be set aside to explain to the residents and teach them how to use the new technology that will be available to them.

Mr. Powers responded that there are programs in place that may be expanded along with other resources that could be utilized in that effort.

6. Police Department

Police Chief David Guillemette and Deputy Chief Kevin Considine were present. Lieutenant Hutton and Lieutenant Goshgarian were also present. Deputy Chief Considine described the application in detail.

Committee members asked questions which Deputy Chief Considine and Chief Guillemette answered in detail.

Mr. Powers acknowledged Chief Guillemette who has announced his retirement. He recognized the stewardship that Chief Guillemette has provided, giving examples of his leadership. He also expressed his gratitude and noted that he will miss Chief Guillemette.

Committee members also expressed their gratitude to Chief Guillemette.

7. Harwich Elementary School

Dr. Carpenter, Superintendent of Schools for the Monomoy Regional School District and Michael McMillan, Business Manager for the Monomoy Regional School District were present and explained the application and the Capital needs of the Elementary School in detail.

Mr. Powers explained that Article 5 is the Town of Harwich appropriating the town's assessment obligations to the Monomoy School District. The funding source for the FY25 asks will be part of the Harwich assessment that will appear in Article 5 for that appropriation.

Committee members asked questions which Mr. McMillan and Mr. Carpenter answered in detail.

OLD BUSINESS:

A. Discuss next steps and site visit locations

Ms. Donovan noted that Committee members had discussed meeting on Friday, November 17th at 9:00AM and gave a list of the sites that they could visit. There will be a meeting scheduled for 10:30AM after the site visits. The Committee members will be discussing what they had seen on the site visits and appropriating Articles for FY25.

Mr. Powers noted that, at the next meeting, the Committee can speak on the record of what they saw on the site visits. He will provide proposed funding sources on December 4, 2023 at the joint meeting with the Capital Outlay Committee and the Select Board.

Committee members agreed to have a meeting on November 28, 2023 at 10:00 AM if needed. The December 4, 2023 meeting is scheduled for 6:00PM.

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

Vote 5:0 in favor. Motion carried. Meeting adjourned.

Respectfully submitted,

Judi Moldstad
Board Secretary

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