

Harwich Recreation & Youth Commission Minutes
Tuesday, October 25, 2022 at 5:30 PM

Recreation Business Office,
Community Center, 100 Oak Street, Harwich, MA 02645

Recording and Taping Notification: As required by law the Town may audio or video record this meeting. Any person intending to either audio or video record this open session is required to inform the chair.

1. CALL TO ORDER

Commission Chairman called the meeting to order at 5:30 PM having established a quorum of the members. Members present: Chair John Mahan; Francis Crowley; David Nixon; Michael Hurley. Members absent: Vahan Khachadorian; Janet Bowers, Leigh Mercurio. Others Present: Eric Beebe, Director of Recreation and Youth; Elaine Banta, Executive Assistant.

2. RECREATION AND MAINTENANCE REPORTING

- a.) Director's Report – Eric provided the report to the members along with a copy of the Board of Selectmen's "Facilities naming Policy", adopted November 14, 2005.
- b.) Property Maintenance Report – Dave added line items for Cahoon's Landing and others to the maintenance report. Eric to seek clarification from Administration on paving Requirements of Handicap Parking (HP) spaces at Oak Street Pickle Ball courts.
- c.) Budget Report – Revolving Fund (1540) reported on October 25, 2022 as Revenues \$53,119.51 and Expenses \$72,422.19 noting field revenues of \$8,555.
- d.) Chairman's Report – New business will include a discussion for a change to the current warrant signing policy. Monday [yesterday], the annual Commission report was presented to the BOS. Tennis Courts lighting needs timing reset. Alan Hall is looking for a memorial [Christmas tree] location with lighting for his father. NW location at Great Western and Depot Street. Wiring costs received are high to very high. Alan to gift money toward costs of lighting. Solar lighting may be an option. Creation of recreation handbook will be on and future agenda. Whitehouse Field User Report postponed.
- e.) Liaison Reports -
 - o Community Preservation Committee (CPC) – Dave reports 15 applications town-wide were received. Recreation to present their articles on 10/10/2022.
 - o Facilities Committee – none.

3. CORRESPONDENCE

- Letter received from Cape and Islands Rowing Association with program suggestions; Eric to set up a meeting with them for discussion. Topics to review include Equipment, Storage, Insurance and Costs, etc.

4. OLD BUSINESS

- Whitehouse Field User Report- Discussion postponed.

5. NEW BUSINESS

- a.) CPC Pavilion Project – The costs have increased beyond the funds available and Eric recommends the project be pulled. All others CPC projects to remain. Duly made and seconded motion to remove the project unanimously carried.
- b.) Warrant Signatures/ Accounts Payable change in Commission Policy – All invoices will be signed by the Director and all members will receive a copy of the warrant. Duly made and seconded motion for the policy change unanimously carried.
- c.) No meeting Tuesday, November 22, 2022. Next meeting will be scheduled for December 27, 2022.

6. OPEN SESSION

Staff will begin to research online software programs and costs to automated registration of programs.

7. ADJOURNMENT

A motion to adjourn was made by F. Crowley, seconded by D. Nixon. Motion passed at 6:29 PM.

Documents Used at Meeting:

- Director's Report
- Monthly Property Maintenance Report
- Budget Report

Respectfully submitted,

Elaine Banta

Approved: January 3, 2023