**Harwich Open Space Recreation Plan (OSRP)**

Meeting Agenda: Steering Committee Meeting  
Date: January 23rd 2024  
Time: 1 pm  
Location: Teams Call  
Time: approx. 1 hr and 30 minutes

Microsoft Teams meeting

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Meeting Goal: Check in on how the subcommittees are doing with their sections/designated work. Discuss the survey outreach process and our February expectations.

1. Attendance

|  |  |  |
| --- | --- | --- |
| **Committee Member** | **Member Title** | **Attendance (Y or N)** |
| Lincoln Hooper | Director of Public Works |  |
| Julie Witas | Council on Aging Director |  |
| John Rendon | Harwich Harbormaster |  |
| Don Yannuzzi | Director of Natural Resources |  |
| Michael Lach | Executive Director, Harwich Conservation Trust |  |
| Kelly Grant | Land Protection Specialist at The Compact of Cape Cod Conservation Trusts, Inc. |  |
| Margo Fenn | Harwich Local Planning Committee & Real Estate and Open Space Committee Member |  |
| Eric Beebe | Director of Recreation |  |
| Amy Usowski | Conservation Administrator |  |
| Christine Flynn | Town Planner |  |
| Kalea Trudeau | OCRP Committee Secretary |  |
| Gordon Leedy, PLA, AICP | Consultant – Tighe & Bond |  |
| Arica McCarthy | Consultant – Tighe & Bond |  |

1. Approve Dec 2023 Meeting Minutes (5 minutes)
   * Discuss whether anyone has edits for the minutes
   * Motion to approve

1. Check in on subcommittees' progress (35-45 minutes)
   * Have subcommittees describe their progress
   * Discuss how groups are managing LCP call outs in their sections, where relevant
   * Discuss any issues with existing tables/appendices
     + Check-in on Appendix D with Section 5 Subcommittee
     + Discuss suggested Rec/OS Facility Inventory labels on OS map and providing a corresponding table in Section 5
     + Discuss other appendices or report tables subcommittees would like to incorporate

1. Public Outreach Status Update (15-20 minutes)
   * Discuss survey draft status and publication expectations

1. Show draft maps for Committee review (10 minutes)
   * Discuss whether any additional maps should be added, per Sections 3 and 4 review (max 1 or 2 additional)
   * Discuss whether any other graphics/charts should be added
2. Upcoming deadlines (5 minutes)
   * Set due date for subcommittee drafts/forms
   * Set February committee meeting

Reminder: Start collecting relevant pictures/graphics for the document