**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

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| --- | --- | --- |
| **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