

HARWICH RECREATION & YOUTH COMMISSION MEETING
Tuesday, December 29th, 2020 at 5:30pm
GoToMeeting Credentials - **Please join my meeting from your computer or tablet.**
<https://global.gotomeeting.com/join/880439381>

You can also dial in using your phone [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 880-439-381

AGENDA*

1. **CHAIRMAN'S ANNOUNCEMENT**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the TOWN OF HARWICH Recreation & Youth Commission is being conducted via remote participation. **NO IN-PERSON ATTENDANCE OF MEMBERS OF THE PUBLIC WILL BE PERMITTED**, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order.

- ◆ A reminder that persons who would like to listen to or view this meeting while in progress may do so by Channel 18 simulcast <http://harwich18.dyndns.org/cablecast/public/Live.aspx?ChannelID=1>
or
- ◆ If despite our best efforts, we are not able to provide for real-time access, and we will post a record of this meeting on the city/town's website as soon as we are able.

2. **PUBLIC COMMENTS**

3. **PUBLIC PRESENTATIONS**

4. **RECREATION AND MAINTENANCE MATTERS**

- ◆ Approval of Minutes from 10/27/20.
- ◆ Director's Report
- ◆ Budget Reports
- ◆ Chairman's Report
- ◆ Liaison Reports
 - Community Preservation Committee
 - Facilities Committee

5. **MISC CORRESPONDENCE:**

- ◆ Email from Dan Pelletier – Water Filling Stations in Harwich
- ◆ Email request from Robbin Kelley - Letter of support for CPC Article.

6. **OLD BUSINESS:**

- ◆ 2021 CPC Article Submission Update
- ◆ WHF/Brooks Lighting Update

7. **NEW BUSINESS:**

- ◆ FY2022 Recreation Department Budget Discussion & Vote
- ◆ Next regular meeting to be posted for Tuesday January 26th, 2021, at 5:30 pm.

8. **OPEN SESSION****

9. ADJOURN MEETING

<u>Lee Ames</u> Authorized Posting Officer	Date: <u>12/23/20</u> Posted by: _____ Town Clerk _____
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*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Harwich Recreation and Youth Commission will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Harwich website, at www.harwich-ma.gov. For this meeting, members of the public who wish to watch the meeting may do so in the following manner on Channel 18 or by watching the simulcast at: <http://harwich18.dyndns.org/cablecast/public/Live.aspx?ChannelID=1> NO IN-PERSON ATTENDANCE OF MEMBERS OF THE PUBLIC WILL BE PERMITTED, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Harwich's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

*****Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business" If you are deaf or hard of hearing or a person with a disability who requires an accommodation, contact the Selectmen's Office at 508-430-7513.***

HARWICH RECREATION & YOUTH COMMISSION MINUTES

MEETING DATE, TIME, & PLACE:

Tuesday October 27th, 2020 5:30 PM - Virtual Remote at GoToMeeting
<https://global.gotomeeting.com/join/544343509>

COMMISSION MEMBERS PRESENT:

John Mahan, Frank Crowley, David Nixon, Michael Hurley, Vahan Khachadorian, and John Larivee

RECREATION STAFF PRESENT:

Eric Beebe and Lee Ames

OTHERS PRESENT:

Michael Lach, Nick Nelson, Tom Evans

PUBLIC PRESENTATIONS

RECREATION AND MAINTENANCE MATTERS:

- ◆ Approval of Minutes from 9/8/20 & 10/13/20

A motion was made by Vahan Khachadorian to approve the minutes of 9/8/20 as written; Michael Hurley seconded the motion. Vote is unanimous, 4 in favor, 0 against. One abstains.

A motion was made by Frank Crowley to approve the minutes of 10/13/20 as written; Michael Hurley seconded the motion. Vote is unanimous, 4 in favor, 0 against. One abstains.

Director's Report- Commission Meeting- 10/27/20, Virtual Meeting

- ◆ **Fall Programming** - We have been running a daily after school child care program that currently has roughly 40 children enrolled. It is run out of the cultural center and includes activities like movies, homework, crafts, and any activities that we are permitted to do with social distancing protocol. We also have a field hockey clinic program that has been running behind the community center and currently has 24 sign ups. We have the following adult programs that are currently in progress: Adult Tennis, Adult Pickleball, and Men's Over 55 Basketball.
- ◆ **Winter Programming** - We are starting to look into what we will be able to offer safely for our Winter programming season. We do plan to continue our afterschool childcare programming.
- ◆ **CPC Articles** - CPC article submission deadline is October 30- we will be voting final article submissions for FY2021/22 at tonight's meeting.
- ◆ **CPC Update Meeting** - I was scheduled to virtually attend a CPC update meeting on open articles and their progress last week. This meeting was cancelled due to lack of quorum. There has not been a rescheduled date posted as of yet.
- ◆ **Community Center Halloween Party** - The Community Center will be hosting a "drive thru" Halloween Party on Friday October 30 at 4 separate locations around the building.
- ◆ **Water Filling Stations CPC Article** - I received an email from Patrick Otton. In conjunction with the Harwich Water Department he has an idea to install 3 water bottle filling stations around the Town now that the plastic water bottle ban has been approved at this year's Town Meeting. His proposal calls for filling stations at 3 or 4 locations including possibly Red River Beach, Brooks Park, and the bike trail at Headwaters Drive. He has the support of the Water Department and Director as well as the Chamber of Commerce. He is seeking out the Recreation Commission support for a potential CPC Article submission. I have not received an in depth proposal yet, but I have included the materials received so far in the packet for Commission review.

Property Maintenance Report - A current maintenance report was given to Commission Members.

Budget Reports - A current budget report was given to Commission Members.

Chairman's Report –

- ❖ John Mahan spoke to Brian Albee at DPW and found out the broken bench at the Brooks Park playground can be repaired.

Liaison Reports -

- ◆ Community Preservation Committee - David Nixon
 - ❖ David gave Commission members the current CPC funding report which stated that the estimated FY22 undesignated funds balance is \$1,339,692 and with total funds estimated at \$2,790,556.
 - ❖ Friday at 4:00 pm is the final deadline for CPC applications for FY22.
- ◆ Facilities Committee – Vahan Khachadorian. No Facilities Committee meetings took place but Vahan did speak with Carolyn and she said they are going to begin setting up a regular schedule for virtual meetings soon.

MISC CORRESPONDENCE:

- ◆ Email from Patrick Otton – Town Water Stations - *See New Business & Directors Report.*

OLD BUSINESS:

- ◆ Harwich Conservation Trust Support Letter -

A motion was made by Vahan Khachadorian to write a letter in support of the Bank Street ADA Access Walking Trail Project for the Harwich Conservation Trust; David Nixon seconded the motion. Vote is unanimous, 5 in favor, 0 against.

- ◆ 2020 CPC Article Submissions, Final Vote –
Priority 1 -BROOKS PARK LIGHTING PROJECT PHASE 2 - \$125,000
INCLUDES - FUNDING FOR THE REMAINDER OF BROOKS LIGHTING PROJECT ACCORDING TO
ENGINEERING AND DESIGN PLAN ISSUED

A motion was made by Vahan Khachadorian to approve the submission of an Article for CPC funding for the Brooks Lighting Project for an additional \$125,000; Frank Crowley seconded the motion. Vote is unanimous, 5 in favor, 0 against.

Priority 2 -WHITEHOUSE FIELD LIGHTING PROJECT PHASE 2 - \$100,000
INCLUDES - FUNDING FOR THE REMAINDER OF WHITEHOUSE LIGHTING PROJECT ACCORDING
TO ENGINEERING AND DESIGN PLAN ISSUED.

A motion was made by Vahan Khachadorian to approve the submission of an Article for CPC funding for the Whitehouse Field Lighting Project for an additional \$100,000; Frank Crowley seconded the motion. Vote is unanimous, 5 in favor, 0 against.

Priority 3 - SAND POND REVITALIZATION PROJECT PHASE 2 - \$83,500
INCLUDES - REMOVAL OF BOATHOUSE, PLAYGROUND STRUCTURES, SPLIT RAIL FENCING,
FAMILY PICNIC AREA, LANDSCAPING BEAUTIFICATION, STANDARD PROJECT CONTINGENCY %

A motion was made by Vahan Khachadorian to approve the submission of an Article for CPC funding for Revitalization of Sand Pond Phase 2 for \$83,500; Frank Crowley seconded the motion. Vote is unanimous, 5 in favor, 0 against.

Priority 4 - SENIOR MEMORIAL FENCING PROJECT - \$40,181
INCLUDES - ALL NEW FENCING FOR SENIOR MEMORIAL SOFTBALL FIELD, STANDARD PROJECT
CONTINGENCY %

A motion was made by Vahan Khachadorian to approve the submission of an Article for CPC funding for Senior Memorial Fencing for \$40,181; Frank Crowley seconded the motion. Vote is unanimous, 5 in favor, 0 against.

Priority 5 - BROOKS PARK IRRIGATION PROJECT - \$35,075
INCLUDES - IRRIGATION TO GRASSY AREA NEAR PICKLE BALL COURTS (\$5500), LOAMING AND SEEDING OF AREA (\$6500), WELL FOR WATER FOR AREA (\$7000), 12 ADDITIONAL TREES FOR PARK (\$4500), 4 MEMORIAL STYLE STANDARD BENCHES (\$6400), AND 15% STANDARD CONTINGENCY FOR PROJECT (\$4575).

No motion was made. This article will be postponed.

NEW BUSINESS:

- ◆ Outdoor Hands Free Water Refill Stations – Eric received information that Mr. Otton and the Water Department are going to move forward with a CPC request for the proposed water refill stations throughout the Town. They are requesting a letter of support from the Recreation Commission.

A motion was made by Vahan Khachadorian to write a letter of support for this project; Frank Crowley seconded the motion. Vote is 4 in Favor 1 opposed. Motion carries.

- ◆ Next regular meeting to be posted for Tuesday November 24th, 2020, at 5:30 pm.

OPEN SESSION:

- ◆ Frank Crowley told members the filler for the cracks in the tennis courts at Brooks Park has been received and DPW is hoping for some warmer dryer weather so they can repair them now before winter hits and they worsen.
- ◆ David Nixon asked Eric if he could look into extending the height of the tennis backboard at Brooks Park.

ADJOURN MEETING

A motion was made by Vahan Khachadorian to adjourn the meeting at 6:45 pm; Frank Crowley seconded the motion. Vote is unanimous, 5 in favor, 0 against.

Submitted by:

Lee Ames, Executive Assistant
Harwich Recreation & Youth
Secretary to the Commission

Director's Report- Commission Meeting- 12-29-20

- ◆ **FY2022 Budget** - We have prepared a fully level funded FY22 Recreation Department Budget as requested by the Town Administrator and Board of Selectmen. The Budget will be part of this meeting's packet for the Commission's review.
- ◆ **CPC Projects** - We have met with the Community Preservation Committee twice for presentations on this year's proposed project funding requests. We have also had several meetings with associated parties regarding future projects and ongoing projects especially focused on Brooks Park and Whitehouse Field lighting projects. This will be further reviewed with the Commission during the Old Business section of the Commission Meeting.
- ◆ **Recreation Programming** - We continue to run programming allowed under the current Covid restrictions and guidelines. This includes a daily after school childcare program being run out of the Cultural Center. We also have adult pickleball, adult tennis, and over 55 basketball running at this time. We continue to monitor the up to date Covid restrictions and regulations to adapt our programs to what is permitted.
- ◆ **Recreation Department staffing** - We have entered a new phase of Covid restrictions where office space and staff attendance needs to be closely monitored. Until we reach an advanced stage, staff (other than Director) will be periodically alternating working from home in order to meet all regulations of office safety and distancing guidelines. We will also continue to monitor these regulations and take direction from Town Administrator, Health Department Director, and Board of Selectmen.
- ◆ **Winter Programming** - In meeting with the Lower Cape Recreation Group, it has been determined that there will not be a winter travel basketball season this year due to Covid restrictions on what we can do. We continue to monitor the situation and hope to get back to "somewhat normal" programming for the spring or summer recreational seasons.
- ◆ **Field Bookings** - We will still be accepting field bookings starting February 1 for the Spring/Summer Seasons as we normally do. All groups or organizations booking Recreation jurisdiction properties/fields/parks/beaches will have to submit a Covid plan describing their plans on how to run their activity while following all regulated guidelines.

MONTHLY MAINTENANCE REPORT

<u>PROPERTY</u>	<u>REPLACEMENT/REPAIR/MAINTENANCE</u>	<u>EST. COST</u>	<u>CURRENT STATUS</u>	<u>FUNDING SOURCE</u>
VETERANS MEMORIAL COMPLEX	1-TRACK FIT STATIONS PROJECT	\$13,500	DONE	CPC
	2-REMOVE TREES DAMAGED FROM TORNADO	NA	DONE	NA
BASSETT FIELD	1-WEED INFIELD	NA	DONE	NA
	2- CONVERT FIELD TO STONEDUST-ADD BASE PLUGS	TBD	TBD	?
CROWELL FIELD	1- RE-WEED INFIELD	NA	DONE	NA
POTTER FIELD	1-NEW FENCE CAP	\$1,000	AWAIT INSTALLATION	REV FUND
	2- REMOVE GRAFFITI FROM DUGOUTS	NONE	DONE	HWY
SENIOR MEMORIAL FIELD	1- NEW FENCING	\$39,000	AWAIT CPC DECISION	CPC?
	2- NEW RESTROOM FACILITY	TBD	POSSIBLE CPC ARTICLE	TBD
MCPHEE FIELD	1- NEW WELL FOR FIELD IRRIGATION	\$8,300	DONE	REV FUND
	2-REMOVE IN-GROUND GOALS	NONE	DONE	NA
WHITEHOUSE FIELD	1 NEW SCOREBOARD	\$25-30K	AWAIT TOWN ENGINEER	CPC ART?
	2 ADDITIONAL SAFETY NETTING	\$5,750	AWAIT MARINER PRESENT	CPC ART?
	3 NEW LIGHTING SYSTEM	\$380,360	AWAIT CPC ON ADD. FUNDING	CPC
	4 WHITEHOUSE MASTER PLAN	NA	DESIGN FIRM HIRED	MARINERS
BROOKS PARK AND FIELD	1 NEW FENCING FOR BASEBALL FIELD	\$41,000	APPROVED-AWAIT CPC	CPC?
	2 NEW LIGHTING FOR COURTS	\$333,500	AWAIT FINAL RFP FROM ADM	CPC
	3 REPAIR CRACKS IN TENNIS/BBALL COURTS	\$450	DONE	REV FUND
	4 NEW RESTROOM FACILITY	\$77,750	NEW ADA PLAN NEEDED	CPC
BANK ST. BEACH	1 RE-PAVE PARKING LOT	\$80,000	DONE	CAP ARTICLE
	2 LINE PARKING LOT	NA	DONE	CAP ARTICLE
RED RIVER BEACH	1 RE-PAVE PARKING LOT	\$125,000	DONE	CAP ARTICLE
	2 NEW BULKHEAD	TBD	FUTURE PHASED CAP ART.	POTENTIAL ARTICLE
PLEASANT RD BEACH	1 RE-PAVE PARKING LOT	\$111,359	DRAINAGE WORK STARTED	CAP ARTICLE
	2 REPAIR OF SECOND LIFEGUARD STAND	TBD	DONE	TBD
EARLE ROAD BEACH	1 WALKWAY FOR BEACH	NONE	DONE	NA
	2 BEACH RE-NOURISHMENT	NONE	DONE	COUNTY DREDGE
LONG POND	1 POTENTIAL PICNIC AREA/PLAYGROUND AREA	NONE	ADDED PICNIC TABLES	N/A
	2 REMOVE SWIM DOCKS	NONE	DONE	NA
	3 ADDRESS PARKING LOT ISSUES	NONE	DONE	NA
SAND POND	1 BEACH UPGRADES/PLAYGROUND/RESTROOM?	\$83,500	AWAIT CPC DECISION	CPC
	2 NEW RESTROOM FACILITY	\$125,000	AWAIT FINAL RFP FROM ADM	CPC ART
OTHER BEACHES	1 ALL NEW LIFEGUARD STANDS	\$37,950	EARLE ROAD STAND DONE	CPC
	2 SEASONAL STORAGE FACILITY FOR KAYAKS ETC.CAHOONS	TBD	RESEARCHING COST/OPTIONS	TBD
DOANE PARK	1 IRRIGATION SYSTEM REPLACEMENT	\$480	DONE	HAR GARDEN CLUB, DPW& HAR REC
OTHER PARKS/MEM.SQUARES	NONE AT THIS TIME			

RECREATION & YOUTH EXPENSES
Budget Worksheet FY22

Description	Budget	Budget	Budget	Budget	Budget	Department	Department	Town
	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2021</u>	<u>Request</u>	<u>Administrator</u>
						<u>Use to Date</u>	<u>FY2022</u>	
5179 SHOE ALLOWANCE, EDUCATION	500.00	500.00	500.00	500.00	500.00	434.00	500.00	
5211 ELECTRIC UTILITY	8,200.00	8,200.00	8,400.00	8,400.00	8,500.00	2,525.00	8,500.00	
5212 GAS UTILITY								
5241 VEHICLE REPAIR SERVICE								
5242 OFFICE EQUIPMENT REPAIR	400.00	400.00	400.00	400.00	400.00		400.00	
5243 OTHER MAINT/REPAIR SERVICE								
5270 RENTALS & LEASES	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,370.00	4,000.00	
5290 OTHER PROPERTY RELATED SERV								
5304 ENGINEERING ARCHITECH. SVS								
5309 PROFESSIONAL/TECH. SERVICE								
5341 ADVERTISING	300.00	300.00	150.00	100.00	100.00		100.00	
5344 TELEPHONE	900.00	900.00	950.00	1,000.00	1,100.00	323.00	1,100.00	
5349 OTHER COMMUNICATION SERVICE								
5380 OTHER PURCHASED SERVICE	600.00	600.00	1,250.00	1,250.00	1,250.00		1,250.00	
5420 OFFICE SUPPLIES	2,800.00	2,800.00	2,500.00	2,500.00	2,500.00	728.00	2,500.00	
5430 MAINT/REP SUP-BLDGS&EQUIPMENT	1,500.00	1,500.00	1,000.00	1,000.00	800.00		800.00	
5450 CUSTODIAL SUPPLIES								
5481 BULK FUEL	1,800.00	1,700.00	1,700.00	1,700.00	1,700.00	429.00	1,500.00	
5500 MEDICAL & SUPPLIES								
5530 PUBLIC WORKS SUPPLIES	4,200.00	4,300.00	4,550.00	4,550.00	4,550.00	1,452.00	5,475.00	
5580 UNCLASSIFIED SUPPLIES	10,100.00	10,100.00	10,000.00	10,000.00	10,000.00	6,620.00	9,275.00	
5730 DUES/SUBSCRIPTIONS/TRAVEL	175.00	175.00	175.00	175.00	175.00		175.00	
5780 UNCLASSIFIED	10,100.00	10,100.00	10,000.00	10,000.00	10,000.00	2,725.00	10,000.00	
5850 ONE TIME CAPITAL EXPENDITURE	12,000.00	12,000.00	12,000.00	12,000.00	MOVED TO DPW			
TOTALS:	57,575.00	57,575.00	57,575.00	57,575.00	45,575.00	19,606.00	45,575.00	

LEVEL FUNDED

FY22

Grade	# Positions	Start Date	End Date	Seasonal Employee Budget Worksheet	Includes Step Increase & rates at 70% FY 2022 Request	FY 2021 FINAL	FY 2020 FINAL	FY 2019 FINAL
S10A	1	6/15	9/7	Beach Supervisor 82 days x 9 hrs/day = 738hrs x \$21.50 /hr = \$15,867 x .70	\$ 11,107	\$ 10,849	\$ 10,930	\$ 10,835
S9A	1	6/22	9/7	Assistant Beach Supervisor 77 days x 9 hrs/day = 693 hrs x \$18.50 /hr = \$12,636.00 x .70	\$ 8,975	\$ 8,845	\$ 8,600	\$ 8,505
S8D	28	6/25	9/7	Lifeguards 74 days x 7.5 hrs/day = 555 hrs x \$17.00 /hr = \$9435 x 21 guards /day = \$198,135 x .70 =	\$ 138,695	\$ 136,434	\$ 139,108	\$ 136,435
S4H	7	6/25	9/7	Gateguards 74 days x 7.5 hrs/day = 555 hrs x \$14 /hr = \$7770 x 7 gates /day = \$54,390 x .70 =	\$ 38,073	\$ 38,589	\$ 39,256	\$ 38,588
S9C	1	6/22	8/21	Waterfront Director 45 days x 9 hrs/day = 405 hrs x \$18.50 /hr = \$7492.50 x .70 =	\$ 5,245	\$ 5,103	\$ 4,857	\$ 4,762
S8B	1	6/25	8/21	Water Safety Instructors 42 days x 7.5 hrs/day = 315 hrs x \$17.00 /hr = \$5355 x .70 = \$3748.50	\$ 3,749	\$ 10,915	\$ 10,681	\$ 10,395
S5	1	6/25	9/7	Parking Enforcement Officer 51 days x 7 hrs/day = 357 hrs x \$16.00 /hr = \$5,712 x .70 =	\$ 3,999	\$ 4,025	\$ 3,990	\$ 3,895
S5	1/2	6/25	9/7	Parking Enforcement Officer (PART TIME) - 4 Days/Week 43 days x 7 hrs/day = 301 hrs x \$16.00 /hr = \$4,816 x .70 =	\$ 3,371	\$ 3,266	\$ 2,667	\$ 2,571
					\$ 213,214	\$ 218,026	\$ 220,091	\$ 215,986

Down 1.02%

(\$4,812)

FY22

NAME	STEP	DATES	CONTRACTUAL RATES		52 WKS 1 DAY	FY22		FY20		
	AS OF		% LONGEVITY				52 WKS 1 DAY			
PROGRAM SPECIALIST II	7/1/2020	JULY 1, 2021 - JUNE 30, 2022	\$33.11	\$ 69,133.68	2088 HRS	LONGEVITY	\$ 3,443.44	LONGEVITY	\$2,727.30	
FULL TIME	Gr.8/Step 6	LONGEVITY	5%	\$ 3,443.44		REGULAR	\$ 69,133.68	REGULAR	\$ 68,444.64	
ANNIVERSARY	July 1st	40 HRS / WK				TOTAL	\$ 72,577.12	TOTAL	\$ 71,171.94	
EXECUTIVE ASSISTANT	7/1/2020	JULY 1, 2021 - JUNE 30, 2022	\$31.48	\$ 65,730.24	2088 HRS	LONGEVITY	\$ 4,583.48	LONGEVITY	\$ 4,538.36	
FULL TIME	Gr.7/Step 6	LONGEVITY	7%	\$ 4,583.48		REGULAR	\$ 65,730.24	REGULAR	\$ 65,082.96	
ANNIVERSARY	Feb 23rd	40 HRS / WK				TOTAL	\$ 70,313.72	TOTAL	\$ 69,621.32	
DIRECTOR	7/1/2020	JULY 1, 2021 - JUNE 30, 2022	\$1,819.07	\$ 94,955.00	52.2 WKS	LONGEVITY	\$ -	LONGEVITY	\$ -	
FULL TIME	M4M/S10	LONGEVITY	0%			REGULAR	\$ 94,955.00	REGULAR	\$ 92,694.00	
ANNIVERSARY	July 1st	SALARY				TOTAL	\$ 94,955.00	TOTAL	\$ 92,694.00	
PROGRAM SPECIALIST	7/1/2020	JULY 1, 2021 - DEC 31, 2021	\$28.66	\$ 10,469.50	365.3 HRS	LONGEVITY	\$ -	LONGEVITY	0	
PART TIME	Gr.6/Step 5	JAN 1, 2022 - JUNE 30, 2022	\$29.99	\$ 10,952.35	365.2 HRS	REGULAR	\$ 21,421.85	REGULAR	\$ 20,394.19	
ANNIVERSARY	Jan 1st	14.0 HRS / WK				TOTAL	\$ 21,421.85	TOTAL	\$ 20,394.19	
SICK BONUS							\$ 700.00	SICK BONUS		\$ 1,050.00
TOTAL							\$ 259,967.69	TOTAL		\$ 254,931.45

Lee Ames

From: Eric Beebe
Sent: Wednesday, December 23, 2020 12:11 PM
To: Lee Ames
Subject: FW: Water Filling Stations - Water Bills for RR Beach & Brooks Park

From: Dan Pelletier [mailto:dpelletier@harwichwater.com]
Sent: Thursday, December 10, 2020 11:03 AM
To: Eric Beebe <ebeebe@town.harwich.ma.us>
Subject: Water Filling Stations - Water Bills for RR Beach & Brooks Park

Hi Eric,

I presented the Water Bottle Filling Station application to CPC last week. They are inquiring as to who would be paying the water bill. Where the units at Red River Beach and Brooks Park are proposed to be connected to the existing bathrooms this would result in additional usage on your existing accounts. Would you be able to address this with the Rec Commission to see if they would be willing to absorb the additional consumption/bill increase? I am working to get some estimated usage from other communities to better understand what that cost will look like. I will keep you posted.

Thank you,

Dan Pelletier | Superintendent of Water & Wastewater
o. (508) 432-0304 x.110 | c. (774) 722-7963 | e. dpelletier@harwichwater.com
[196 Chatham Road Harwich, MA 02645](http://196ChathamRoadHarwichMA02645) | <http://harwichwater.com>



* The Commonwealth of Massachusetts Secretary of State has determined that e-mail is a public record

CPC Article

Veterans Memorial Circle at Evergreen Cemetery

New Total \$48,385

Flag poles and flags \$ 17,838

Electrical Service to the Flag Pole \$ 26,148.17

Contingency \$43,986.17 x (10% 4,398.62)

Updated 12/22/2020

Veterans Memorial Circle Evergreen Cemetery



Application # _____
For Administrative Use Only

**TOWN OF HARWICH - COMMUNITY PRESERVATION
COMMITTEE 2020 CPA PROJECT FUNDING REQUEST
APPLICATION
FISCAL YEAR 2021-2022**

Submission Date: 10/30/2020

APPLICANT INFORMATION

Applicant: Cemetery Department

Town Committee, Board or Organization: Cemetery Commission

Legal Mailing Address: 732 Main Street, Harwich, MA 02645

Phone: 508-430-7549 Email Address: rkelley@town.harwich.ma.us

Project Manager: Robbin Kelley

Legal Mailing Address: 10 Glen Road, Harwich, MA 02645

Phone: 508-430-7549 Email Address: rkelley@town.harwich.ma.us

Second Contact Person: Cynthia A. Eldredge, Cemetery Commission Chair

Legal Mailing Address: 9 Forsythia Drive, Harwich, MA 02645

Phone: 508-432-096 Email Address: itsasin@comcast.net

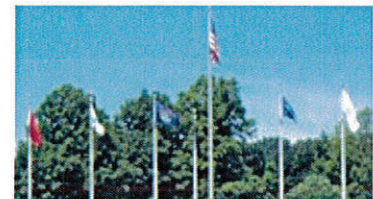
PROJECT INFORMATION

PROJECT TITLE: Veterans Memorial Circle at Evergreen Cemetery

PROJECT AMOUNT REQUESTED: \$28,209 **New Totals \$48,385 (12/22/2020)**

PROJECT DESCRIPTION: Installation of Flag Poles in Veterans Memorial Circle at Evergreen.

1. Installation of American Flag and 6 Service Flags for each branch of the military. Army, Navy, Air Force, Marines, Coast Guard and Space Force
2. Electricity installed to Veterans Circle.
3. Installation of lighting for flags.



Phase I of II for the Veterans Memorial Circle.

ESTIMATED START DATE: August 2021

ESTIMATED COMPLETION DATE: November 2022

Three years from the release of funds (July 2021) funds may be rescinded automatically; waivers may be sought.

2020 CPA Project Funding Request Application Page 1

CPA CATEGORY

APPLICANTS PLEASE TAKE NOTE **please check boxes for all that apply**

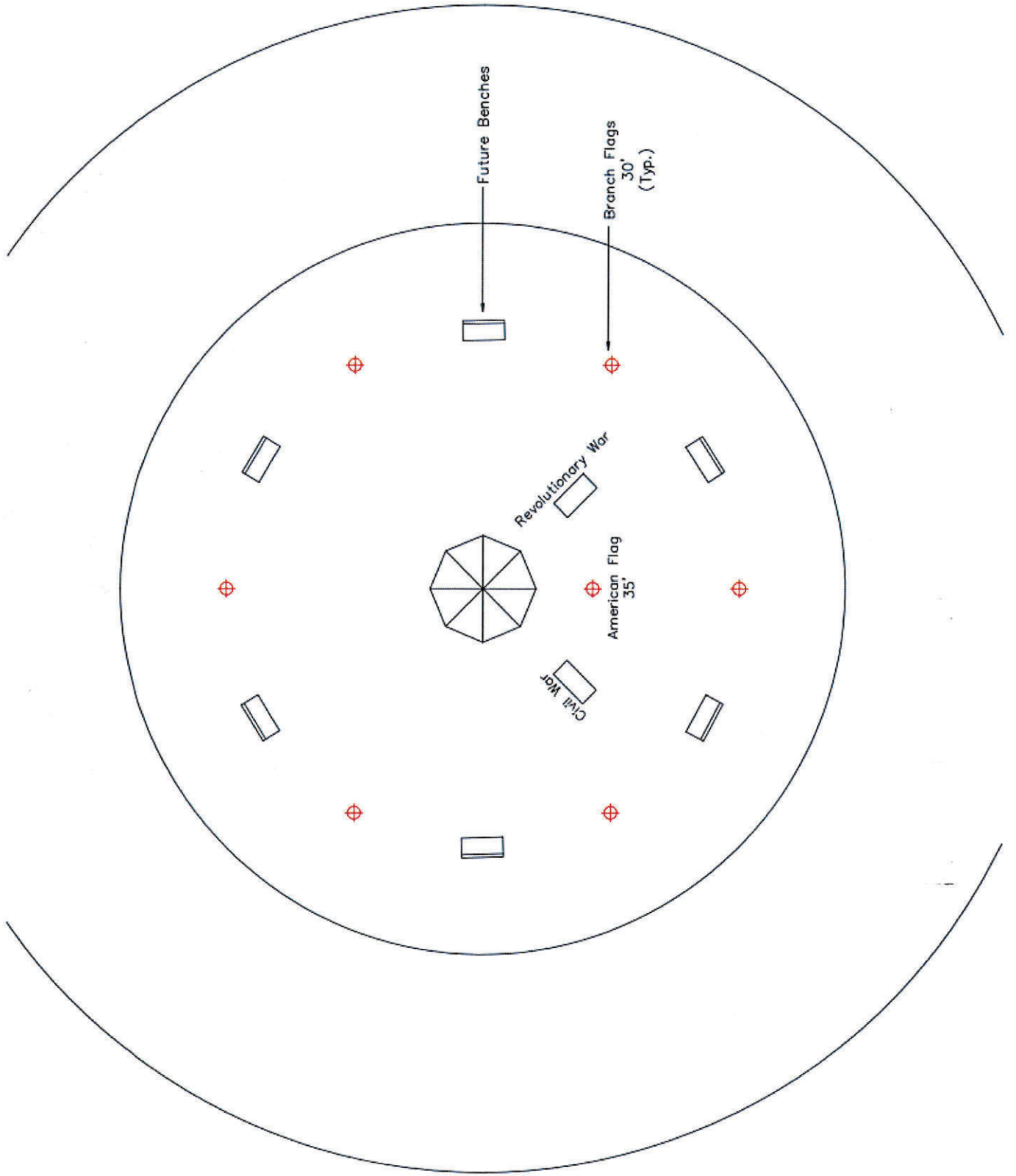
- Open Space:** This application is for the “**acquisition, preservation, rehabilitation and/or preservation of open space**”.
- Historic:** This application is for the “**acquisition, preservation, rehabilitation and/or restoration of historic resources**”. Please provide the date on which the HDHC reviewed and endorsed this application.
- Community Housing:** This application is for the “**acquisition, creation, preservation and/or support of community housing**”.
- Recreation:** This application is for the “**acquisition, creation, preservation, rehabilitation and/or restoration of land for recreational use**”.

How does this project fit into Harwich’s Local Comprehensive Plan and/or other Plan?

This project is part of the Cemetery Commission’s Master plan, which includes Planning, Assessments and Inventories of all the cemetery properties. The Veterans Circle in Evergreen has been designed to showcase the American Flag and the 6 branches of service surrounding the circle. In the future we hope to install benches for seating, memorials for the Town’s Revolutionary War Veterans, Civil War Veterans and World War I Veterans. The Cemetery Department has been working with groups of volunteers to make sure we have accurate accounting of all of our Harwich Veterans. This will be in Phase II of this project.

How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why?

Each November 11th we have a Veterans Day Ceremony at Island Pond Cemetery, It is a beautiful setting, and however it is on a sloping hill and is difficult for older veterans to navigate. We are hoping to create an open park area for our Veterans at Evergreen Cemetery. A place where they all can go and attend services. Veterans will be able to park and walk safely to public events. Veterans Day is to thank the living veterans for their service to our country, to be able to acknowledge that their contributions for our national security are valued. Not only for the ones who have died but for all who have sacrificed for their duty to our country. It is our hope that all our Veterans will be able to attend at the Evergreen Veteran Memorial Circle.



Wilfred Remillard
542 Queen Anne Road
Harwich, MA 02645

Harwich Cemetery Commission
Harwich Community Center
100 Oak Street
Harwich, MA 02645

RE: Evergreen Cemetery Flagpole Project

Dear Commission Members

Please consider my support for your project to Community Preservation Committee to place flagpoles at the Veteran's Section of the Evergreen Cemetery in East Harwich.

As a Veteran and a Retired Veterans Service Officer for the District Barnstable, I support this project in the strongest possible terms.

As I understand, the scope of this project will consist of a central prominent pole for the American flag, flanked by five poles representing all branches of our Armed Forces; Army, Navy, Marines, Air Force and Coast Guard.

This array of flags will serve to honor all of our Nation's Veterans and to display the pride and patriotism of our community.

Thank you for the opportunity to support this meaningful project.

Sincerely,



Wilfred Remillard, VSO Retired

Robbin Kelley

From: Jeffrey Beatty <jeffrey.k.beatty@gmail.com>
Sent: Thursday, December 10, 2020 3:17 PM
To: Robbin Kelley
Subject: Re: Veterans Memorial circle

Dear Robbin and Commission,

First of all thank you for this beautiful project. It is truly reflective of how Harwich views its Veterans and I salute the entire town for that. You were kind enough to let this Wash-ashore (1973-2018) speak at two occasions at the Memorial Day Ceremony and it was truly one of the greatest honors of my life, a son of Harwich delivering the Memorial Day address. Thank you.

I would make one suggestion. The Department of Defense recently added a new Branch of Service, The U.S. Space Force. it would be correct to include this equal branch of our Armed Forces in your tribute and I hope you will do so.

Thank you again for all you do to honor our Veterans.

Sincerely,

Jeffrey K Beatty

Major US Army Retired

Delta Force Purple Heart Veteran

2426 Bayberry Court
The Villages, FL 32162
352-600-0334

Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering:

<u>Commissions/Boards/Committees/Organizations</u>	Please have them initial here after their review
The Harwich Cemetery Commission	
Recreation Commission	

Describe their response, or provided written comments/input:

PROJECT BUDGET: Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project's projected operating expenses, including maintenance.

COST ESTIMATE(S): \$ 27,656.17 **New Total \$48,385 (43,986.17 + 10% Contingency)**

Attach cost estimates or firm quotes (if available) for all projects.

LAND and/or BUILDING ACQUISITION PROJECTS: The following **must** also be submitted, as applicable:

- Surveys and/or plot plans for the property
- Appraisals and agreements, if available.
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor's property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

 By signing below, the Applicant represents and warrants that all the information included is true and correct to the best of the signer's knowledge and belief. Further, the Applicant acknowledges in the event that the Community Preservation Committee agrees to grant funds to Applicant (and subject to Town Meeting approval), this application together with any Terms and Conditions

Hamco Flagpoles and Flags

508-778-6822
capecodflagpole@gmail.com



ADDRESS

Evergreen Cemetary (New)
273 Queen Ann Rd.
Harwich, Ma 02645

SHIP TO

Evergreen Cemetary (New)
1403 Orleans Rd
Harwich, MA

Quote 1472

DATE 10/21/2020

PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
35I Aeolus Series	35' Standard Duty/Commercial Internal Halyard Gold anodized aluminum ball - Polyester halyard* Wire core retaining ring Vinyl covered counterweight Stainless steel and nylon internal cam cleat - hand hole door with security system Security driver to access hand hole Composite flash collar Brass snaps with vinyl covers Internal stationary single sheave fiberglass truck Fiberglass ground sleeve	1	2,650.00	2,650.00T
30I Aeolus Series	30' Standard Duty/Commercial Internal Halyard Gold anodized aluminum ball - Polyester halyard* Wire core retaining ring Vinyl covered counterweight Stainless steel and nylon internal cam cleat - hand hole door with security system Security driver to access hand hole Composite flash collar Brass snaps with vinyl covers Internal stationary single sheave fiberglass truck Fiberglass ground sleeve	6	2,150.00	12,900.00T
35' Aeolus Series Installation w/Sleeve		1	550.00	550.00
30' Aeolus Series Installation	Standard Ground Set	6	450.00	2,700.00

Proud to be Cape Cod's flagpole for over 30 years!
Visit us at www.hamcoflagpoles.com

PRODUCT/SERVICE DESCRIPTION	QTY	RATE	AMOUNT
5 X 8 Service Flag Army/Navy/Marine Corps/Coast Guard/Air Force/Space Force-Annin	6	79.00	474.00T
6 X 10 Nylon USA Annin NyGlo	1	119.00	119.00

Tax exempt	SUBTOTAL	19,393.00
10% discount off multiple flagpole order	TAX	0.00
Upon acceptance of this estimate please remit deposit amount of \$7500.00	DISCOUNT	-1,555.00

Please allow 2 weeks once deposit has been received and processed for installation/service.
 Deposits can be made securely online or please mail payment to:
 32 Cranberry Ln.
 Centerville, MA 02632

TOTAL \$17,838.00

Accepted By

Accepted Date

Haarman Electric, Inc.

18 Holmes Road
Harwich, MA 02645

508-789-5410
Rick@HaarmanElectric.com

Quote

DATE	Quote NO.
10/24/2020	665

NAME / ADDRESS
Harwich Cemetery Commission 732 Main St Harwich, MA 02645

PROJECT

DESCRIPTION	QTY	U/M	COST	TOTAL
Electricians Labor Charge	30		100.00	3,000.00
Electricians Helpers labor	30		25.00	750.00
2" PVC SCH-40	1,150	ft	1.12555	1,294.38
2" COUPLING	16	ea	0.96645	15.46
2" 45 SWEEP	8	ea	4.041	32.33
2" 24X90 SWEEP	24	ea	13.4895	323.75
20"X12"X15" Hand Hole	3	ea	345.00	1,035.00
#2-XHHW-2 AL	2,250	ft	0.66999	1,507.48
#10 THHN Stranded Green Conductor	1,250	ft	0.2205	275.63
120V PHOTO CELL	1	ea	24.1425	24.14
Underground Flag pole Light (LED)			265.00	265.00
Trenching			4,000.00	4,000.00
Wiring permit From town			75.00	75.00
Trenching (can not get done for that price)			-4,000.00	-4,000.00
Corrected trenching cost			17,550.00	17,550.00
50% Deposit required on Trenching (\$8775.00)				
~~~~~ CHANGE ORDER ~~~~~				
November 18, 2020				
> Added 1 Sales. (-\$4,000.00)				
> Added 1 Sales. (+\$17,550.00)				
Total change to estimate +\$13,550.00				
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Thank you for your business.	TOTAL	\$26,148.17
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Contractor Signature	Customer Signature
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Committee. Further, Applicant acknowledges and agrees to execute any additional grant agreements should the Community Preservation Committee so request.

ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature - Chief Executive Officer or Board Chair

Title



Cemetery Administrator

Printed Name Robbin Kelley

Date 30 October 2020

APPLICATIONS MUST BE RECEIVED BY OCTOBER 30, 2020 NO LATER THAN 4 PM

Must submit eight (8) paper copies and if possible, a thumb drive (USB memory stick) containing a digital copy of the Application in a PDF file format.