

HARWICH RECREATION & YOUTH COMMISSION MEETING

Tuesday, March 23rd, 2021 at 5:30pm

100 Oak St., Harwich, MA

GoToMeeting Credentials - **Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/952700637>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 952-700-637

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. **RECREATION AND MAINTENANCE MATTERS**

- ◆ Approval of Commission meeting minutes from 2/16/21.
- ◆ Director's Report
- ◆ Property Maintenance Report
- ◆ Budget Reports
- ◆ Chairman's Report
- ◆ Liaison Reports

4. **OLD BUSINESS:**

- ◆ Whitehouse Field Master Plan
- ◆ Brooks Park Hollow Discussion

5. **NEW BUSINESS**

- ◆ Next regular meeting to be posted for Tuesday, April 27th, 2021 at 5:30 pm.
- ◆ Future CPC Projects Discussion

6. **OPEN SESSION***

7. **ADJOURN MEETING**

Lee Ames	Date: 3/17/2021
Signature Authorized Posting Officer	Posted by: _____ Town Clerk

***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:

Thursday February 16th, 2021 5:30 PM - Virtual Remote at GoToMeeting
<https://global.gotomeeting.com/join/197396917>
You can also dial in using your phone.
United States: [+1 \(786\) 535-3211](tel:+17865353211)
Access Code: 197-396-917

COMMISSION MEMBERS PRESENT:

John Mahan, David Nixon, Vahan Khachadorian, and Michael Hurley.

RECREATION STAFF PRESENT:

Eric Beebe and Lee Ames

OTHERS PRESENT:

None

PUBLIC PRESENTATIONS:

None

RECREATION AND MAINTENANCE MATTERS:

- ◆ Approval of Minutes from 1/21/21

A motion was made by Michael Hurley to approve the minutes of 1/21/21 as written; Vahan Khachadorian seconded the motion. Vote is unanimous, 4 in favor.

Director's Report- Commission Meeting- 2-16-21

- ◆ **CPC Articles** - At a meeting of the Community Preservation Committee, the Committee approved all of our three articles for funding including: Brooks Park Lighting, Senior Memorial Fencing, and Sand Pond Restoration. These articles will be voted at the May Town Meeting.
- ◆ **Whitehouse Field Scoreboard** - things are moving ahead with the scoreboard project. The Selectmen will soon vote to approve the donation from the Harwich Mariners for the lighting as well as the scoreboard. Design renderings of the scoreboard will be presented at this Commission meeting for final approval.
- ◆ **Whitehouse Field Lighting** - Selectmen approved the purchase of the materials for the lighting project at Whitehouse Field at their last meeting. These will be purchased by town administration and town engineer with the hope of installation for this coming season.
- ◆ **Spring Programming** - while we are still under corona restrictions, we are currently putting together a brochure for the spring to include continued after school child care as well as some outdoor programming such as T-ball, flag football, basketball etc.
- ◆ **Summer 2021** - We are working on a brochure for the summer season which will include a scaled back version of our normal summer camp, outdoor basketball, outdoor summer ball, and modified tennis lessons. We will soon be sending out our invites to returning summer employees in preparation for the summer season.
- ◆ **FY2022 Budget** - The Town Administrator distributed his budget and budget message to department heads and our budget is going forward as we submitted it for \$532,864. This is a 0.6% decrease from last year and meets the budget message requiring level funded budget or lower.
- ◆ **Town Administration** - Joe Powers and the Selectmen have approved the appointing of the new Assistant Town Administrator, Meggan Eldredge. Meggan has been the Health Director and she will take on the new role.
- ◆ Property Maintenance Report
- ◆ Budget Reports
- ◆ Chairman's Report
 - ❖ John reported to members he submitted and attended the Recreation annual report to the Board of Selectman last week and it went very well.

- ◆ Liaison Reports
 - ◆ Community Preservation Committee -
 - ❖ David Nixon told Commission members the total amount in project articles this year that were funded was \$2,577,449.00.
 - ❖ All of the CPC articles requested from Recreation passed and were funded.
 - ◆ Facilities Committee - Vahan Khachadorian
 - ❖ No meetings.

MISC CORRESPONDENCE:

- ◆ Abutters Notice - Wychmere Harbor Overlook abutting property, notice of intent to Conservation to build a swimming pool.
- ◆ Cape & Islands Rowing Association UOF request for a fee reduction for Long Pond. After discussion by all members present the following motion was made.

A motion was made by David Nixon to approve the request for a reduced fee for tournaments and daily use of Long Pond by CIRA. CIRA shall pay \$750 per season instead of the standard rate of \$1000 per season. Michael Hurley seconded the motion. Vote is unanimous, 4 in favor.

- ◆ Letter of thanks from Michael Lach at the Harwich Conservation Trust.

OLD BUSINESS: None

NEW BUSINESS:

- ◆ Whitehouse Field scoreboard design vote. After discussion by all members present the following motion was made.

A motion was made by Vahan Khachadorian to approve the Whitehouse Field scoreboard design as presented by the Mariners through the Harwich Athletic Association; David Nixon seconded the motion. Vote is unanimous, 4 in favor.

- ◆ Next regular meeting to be posted for Tuesday March 23rd, 2021, at 5:30 pm.

OPEN SESSION:

- ◆ John Mahan - BOS signed contract to purchase new lights last week.
- ◆ Eric Beebe - Updated members on the Sand Pond Restroom project. He has been referred on this project to Megan Eldredge, who is the new Assistant Town Administrator.
- ◆ Eric Beebe - Brooks Park incomplete restroom project has been denied a variance from state ADA and he is meeting with Megan and Joe to come up with a plan to proceed forward.
- ◆ David Nixon - The Brooks Park Lighting article is on hold until the extra funding needed is approved at this year's Town Meeting.
- ◆ David Nixon - Asked if anyone knew if Megan Eldredge has a procurement certification.

ADJOURN MEETING

A motion was made by Vahan Khachadorian to adjourn the meeting at 6:15 pm; Michael Hurley seconded the motion. Vote is unanimous, 4 in favor.

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

Director's Report- Commission Meeting 3-23-21

- ◆ **Whitehouse Field Lighting Project** - There will be a bid opening for the lighting project based on the RFP issued by Town Administration on Thursday March 18th. The project seems to be moving forward. I will update the commission at our meeting on the bid opening results.
- ◆ **Whitehouse Field Scoreboard Project** - A contract has been issued for the procurement of a new scoreboard for Whitehouse Field. Part of the funding for this project, as well as, the lighting project will be paid for by the \$75,000 donation from the Harwich Mariners.
- ◆ **Sand Pond Restroom** - I am currently putting together a draft RFP for the Sand Pond Restroom project to submit to Town Administration for their review.
- ◆ **FY2022 Budget Hearing** - I had a budget hearing with the Board of Selectmen and the Finance Committee on March 12 where I reviewed our FY22 budget. There were very few questions and the boards seemed happy with our submittal.
- ◆ **Finance Committee Project Meeting** - I presented this year's three CPC projects that will be on the warrant for the May Town Meeting to the Finance Committee for their approval/recommendation on March 11. The Finance Committee voted to approve all 3 of our projects unanimously.
- ◆ **Spring Programs** - We will be running a slate of outdoor spring programs that will begin in April and we are already starting to see very good registration numbers. We will be offering:

After School Child Care Program
Youth Flag Football
Hoops with Noop Basketball Clinic

Tball Clinic
Travel League Softball

- ◆ **Summer 2021 Programs** - We are working on our summer brochure for 2021 and we are happy to have a semblance of programming back this summer. We will be offering a scaled back version of our normal summer full day program, summer ball programs, and tennis lessons. We do not plan to offer swim lessons because social distancing and mask wearing are not possible in this type of program.
- ◆ **Summer Beaches 2021** - We have emailed out our invites to returning staff for this upcoming beach season. We are planning on having a full beach staff and also hope to re-open the full parking lot at Pleasant Road Beach and resume selling daily passes there this summer which will significantly increase daily pass revenue for the Town. I am in consultation with the Health Department regarding beach corona monitors and early response looks like we will have some corona monitors but not to the extent that we did last summer.

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
SENIOR MEMORIAL FIELD	2 REMOVE GRAFFITI FROM DUGOUTS	NONE	DONE	HWY
	1 NEW FENCING	\$39,000	APPROVED BY CPC	CPC?
MCPHEE FIELD	2 NEW RESTROOM FACILITY	TBD	COMMISSION DISCUSSION	TBD
	2 NEW WELL FOR FIELD IRRIGATION	\$8,300	DONE	REV FUND
WHITEHOUSE FIELD	2 REMOVE IN-GROUND GOALS	NONE	DONE	NA
	1 NEW SCOREBOARD	\$25-30K	ON CONTRACT	CPC ART?
BROOKS PARK AND FIELD	2 ADDITIONAL SAFETY NETTING	\$5,750	AWAIT MARINER PRESENT	CPC ART?
	3 NEW LIGHTING SYSTEM	\$380,360	BID OPENING MARCH 18	CPC
	4 WHITEHOUSE MASTER PLAN	NA	UNDER COMM. REVIEW	MARINERS
BANK ST. BEACH	1 NEW FENCING FOR BASEBALL FIELD	\$41,000	AWAIT RFP FROM ADMIN	CPC?
	2 NEW LIGHTING FOR COURTS	\$333,500	CPC APPROVED EXTRA \$	CPC
	3 REPAIR CRACKS IN TENNIS/BBALL COURTS	\$450	DONE	REV FUND
	4 NEW RESTROOM FACILITY	\$77,750	NEW ADA PLAN NEEDED	CPC
RED RIVER BEACH	1 RE-PAVE PARKING LOT	\$80,000	DONE	CAP ARTICLE
	2 LINE PARKING LOT	NA	DONE	CAP ARTICLE
PLEASANT RD BEACH	1 RE-PAVE PARKING LOT	\$125,000	DONE	CAP ARTICLE
	2 NEW BULKHEAD	TBD	FUTURE PHASED CAP ART.	POTENTIAL ARTICLE
EARLE ROAD BEACH	1 RE-PAVE PARKING LOT	\$111,359	DONE	CAP ARTICLE
	2 REPAIR OF SECOND LIFEGUARD STAND	TBD	DONE	TBD
LONG POND	1 WALKWAY FOR BEACH	NONE	DONE	NA
	2 BEACH RE-NOURISHMENT	NONE	DONE	COUNTY DREDGE
SAND 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
OTHER BEACHES	1 BEACH UPGRADES/PLAYGROUND/RESTROOM?	\$83,500	CPC APPROVED	CPC
	2 NEW RESTROOM FACILITY	\$125,000	DIR. WORKING ON DRAFT	CPC ART
DOANE PARK	1 ALL NEW LIFEGUARD STANDS	\$37,950	EARLE ROAD STAND DONE	CPC
	2 SEASONAL STORAGE FACILITY FOR KAYAKS ETC.CAHOON	TBD	RESEARCHING COST/OPTION	TBD
OTHER PARKS/MEM.SQUARES	1 IRRIGATION SYSTEM REPLACEMENT	\$480	DONE	HAR GARDEN CLUB, DPW& HAR REC
OTHER PARKS/MEM.SQUARES	NONE AT THIS TIME			

03/17/2021 16:30
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TOWN OF HARWICH - LIVE DATA
YTD EXPENSE

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FOR 2021 09

ACCOUNTS FOR:
0100 GENERAL FUND

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
016302 RECREATION & YOUTH EXPENSE							
016302 517900 OTHER FRIN	500	0	500	500.00	.00	.00	100.0%
016302 521100 ELECTRIC	8,500	0	8,500	6,497.73	.00	2,002.27	76.4%
016302 524200 OFF EQU RE	400	0	400	.00	.00	400.00	.0%
016302 527000 RENT&LEASE	4,000	0	4,000	4,370.00	.00	-370.00	109.3%*
016302 534100 ADV	100	0	100	.00	.00	100.00	.0%
016302 534400 TELEPHONE	1,100	0	1,100	562.93	.00	537.07	51.2%
016302 538000 OTHPURCHSV	1,250	0	1,250	700.00	.00	550.00	56.0%
016302 542000 OFF SUPPLS	2,500	0	2,500	994.35	.00	1,505.65	39.8%
016302 543000 MAINT EQUIP	800	0	800	.00	.00	800.00	.0%
016302 548100 BULK FUEL	1,700	0	1,700	429.30	.00	1,270.70	25.3%
016302 553000 P.W. SUPPL	4,550	0	4,550	1,985.60	.00	2,564.40	43.6%
016302 558000 OTH SUP.NE	10,000	0	10,000	7,170.90	.00	2,829.10	71.7%
016302 573000 DUE,SB,TRV	175	0	175	.00	.00	175.00	.0%
016302 578000 OTHER UNCL	10,000	0	10,000	2,500.00	.00	7,500.00	25.0%
TOTAL RECREATION & YOUTH EXPENSE	45,575	0	45,575	25,710.81	.00	19,864.19	56.4%
TOTAL GENERAL FUND	45,575	0	45,575	25,710.81	.00	19,864.19	56.4%
TOTAL EXPENSES	45,575	0	45,575	25,710.81	.00	19,864.19	

03/18/2021 09:34
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TOWN OF HARWICH - LIVE DATA
YTD REVOLVING

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FOR 2021 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1540 RECREATION REVOLVING ACCOUNT							
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15405001 RECREATION REVOLVING ACCOUNT							
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15405001 511800 2000 PTS&WYRROU	0	0	0	2,344.25	.00	-2,344.25	100.0%*
15405001 511800 3000 PTS&WYRROU	0	0	0	3,138.38	.00	-3,138.38	100.0%*
15405001 512000 3000 SEAS S & W	0	0	0	403.00	.00	-403.00	100.0%*
TOTAL RECREATION REVOLVING ACCOUNT	0	0	0	5,885.63	.00	-5,885.63	100.0%
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15405002 RECREATION REVOLVING ACCOUNT							
<hr/>							
15405002 538000 OTHPURCHSV	0	175,000	175,000	252.16	.00	174,747.84	.1%
15405002 538000 2000 OTHPURCHSV	0	0	0	792.00	.00	-792.00	100.0%*
15405002 538000 5000 OTHPURCHSV	0	0	0	1,700.00	.00	-1,700.00	100.0%*
15405002 538000 6001 OTHPURCHSV	0	0	0	604.22	.00	-604.22	100.0%*
15405002 558000 2000 UNCLSUPPLS	0	0	0	280.90	.00	-280.90	100.0%*
15405002 558000 3000 UNCLSUPPLS	0	0	0	149.71	.00	-149.71	100.0%*
15405002 558000 5000 UNCLSUPPLS	0	0	0	1,820.04	.00	-1,820.04	100.0%*
TOTAL RECREATION REVOLVING ACCOUNT	0	175,000	175,000	5,599.03	.00	169,400.97	3.2%
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15405004 RECREATION REVOLVING ACCOUNT							
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15405004 484099 REC REV	0	-175,000	-175,000	.00	.00	-175,000.00	.0%*
15405004 484099 1000 MISC REV	0	0	0	-20.00	.00	20.00	100.0%
15405004 484099 2000 MISC REV	0	0	0	-7,758.00	.00	7,758.00	100.0%
15405004 484099 3000 MISC REV	0	0	0	-5,580.00	.00	5,580.00	100.0%
15405004 484099 4000 MISC REV	0	0	0	-2,025.00	.00	2,025.00	100.0%
15405004 484099 5000 MISC REV	0	0	0	-18,172.40	.00	18,172.40	100.0%
15405004 484099 6000 MISC REV	0	0	0	-880.38	.00	880.38	100.0%
15405004 484099 6004 MISC REV	0	0	0	130.50	.00	-130.50	100.0%*
TOTAL RECREATION REVOLVING ACCOUNT	0	-175,000	-175,000	-34,305.28	.00	-140,694.72	19.6%
TOTAL RECREATION REVOLVING ACCOUNT	0	0	0	-22,820.62	.00	22,820.62	100.0%
TOTAL REVENUES	0	-175,000	-175,000	-34,305.28	.00	-140,694.72	
TOTAL EXPENSES	0	175,000	175,000	11,484.66	.00	163,515.34	
PRIOR FUND BALANCE				3,207.53			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				22,820.62			
REVISED FUND BALANCE				26,028.15			