

HARWICH RECREATION & YOUTH COMMISSION MEETING
Tuesday, September 8th, 2020 at 5:30pm
GoToMeeting Credentials - **Please join my meeting from your computer or tablet.**
<https://global.gotomeeting.com/join/997827245>
or smartphone United States: +1 (571) 317-3122 **Access Code:** 997-827-245

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 11/26/19 and 1/28/20.
- ◆ Director's Report
- ◆ Property Maintenance Report
- ◆ Budget Reports
- ◆ Chairman's Report
- ◆ Liaison Reports
 - Community Preservation Committee

5. MISC CORRESPONDENCE:

- ◆ Letter from Peter de Bakker - Brooks Hollow Suggestions.
- ◆ Thank you letter from Carolyn Carey.
- ◆ Email from Amy Usowski - Sign at Brooks Park.
- ◆ Email from Robert Smeltzer, After Prom Committee.
- ◆ Letter from Cape Cod Senior Softball League.
- ◆ Letter from Harwich Conservation Trust - Seeking support and sponsorship on a CPC article request.
- ◆ Letter from Pamela Vlahakis Brooks Park request.

6. OLD BUSINESS:

- ◆ CPC Project Updates
- ◆ Brooks Tennis Courts – Repair of Cracks

7. **NEW BUSINESS:**

- ◆ 2020 CPC Project Discussions
- ◆ Aid to Programs
- ◆ Commission Reappointment/Reorganization
- ◆ Next regular meeting to be posted for Tuesday September 22nd, 2020.

8. **OPEN SESSION****

9. **ADJOURN MEETING**

| | |
|---|--------------------------------|
| _____ Lee Ames Authorized Posting Officer | Date: _____ 9/3/20 |
| | Posted by: _____ Town Clerk |

*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 Nov 26th, 2019 5:30 PM - Recreation Office, 100 Oak St., Harwich, MA 02645.

COMMISSION MEMBERS PRESENT:

John Mahan, Frank Crowley, David Nixon, Jan Bowers, Vahan Khachadorian, and Michael Hurley.

RECREATION STAFF PRESENT:

Eric Beebe

OTHERS PRESENT:

None

PUBLIC COMMENTS:

None

RECREATION AND MAINTENANCE MATTERS:

- ◆ Bills & Signatures
- ◆ Approval of Minutes from 10/22/19.

A motion was made by Vahan Khachadorian to approve and accept the minutes of 10/22/19 as written; Michael Hurley seconded the motion. Vote is unanimous, 5 in favor, 0 against, 1 abstention.

◆ **Director's Report- Commission Meeting 11-26-19**

- ◆ **Whitehouse Field Lighting Project Contribution** - We have received word from the Harwich Mariners that they will be able to contribute \$75,000 to the CPC funding request for the Lighting Project at Whitehouse. This will drop our request from \$455,360 to \$380,360. This will be relayed to the CPC before they make their decisions on approvals
- ◆ **CPC Presentation** - I will be presenting our three project funding requests to the CPC on Thursday November 21 at 6pm. I will update the Commission on the Presentation at the Commission meeting.
- ◆ **Projects Status** - John Mahan and I met with the Town Engineer and Assistant Town Administrator several weeks ago concerning open projects awaiting RFP's including: Brooks Lighting, Sand Pond Restroom, and Whitehouse Field Scoreboard. They assured us that Brooks Lighting is at the top of their list and we also gave them more information on the scoreboard and restroom projects. As of November 20, we have not received any new updates on these projects as of yet.
- ◆ **Town Administration** - Town Administrator, Chris Clark, has left his position as of Friday November 15, and Joe Powers is assuming interim Town Administrator position until hiring process is finished.
- ◆ **Jordan Fisher Basketball Tournament** - We have scheduled the 4th annual Jordan Fisher Basketball Tournament for January 4th at the Community Center. This year will include a youth tournament and adult tournament and will run all day on Saturday. I have consulted with Carolyn Carey on this booking. Portions of the proceeds from this tournament come back to the Recreation Department in the form of donations for summer camp scholarships, basketball season equipment funding, and gymnasium equipment funding.
- ◆ **Fall 2019 Programs** - We are coming to the end of our Fall Youth Programming Season and we had another successful season with a total of 393 participants in our youth programs. This is even with last year's fall season numbers.
- ◆ **FY2021 Budget** - We will be presenting the FY2021 budget to the Commission at this meeting. Expense and Seasonal Budgets are level funded with last fiscal year and Year Round salary budgets includes increases only in contractual terms. This will be an item in New Business for this meeting's Agenda.
- ◆ **Winter 2019/2020 Programs** - We have released our Winter Youth Program Brochure and are offering the following programs:

Mystery Mondays Afterschool- 2 Sessions
Terrific Tuesdays Afterschool- 2 Sessions
Wacky Wednesdays Afterschool- 2 Sessions
Throwback Thursdays Afterschool- 2 Sessions
Fun Fridays Afterschool- 2 Sessions

Gr. 3-6 Boys and Girls Travel Basketball
Gr. K/1/2 Basketball Clinic- 2 Sessions
February Vacation Day Program (NEW)
Open Gym and Game Room Times

- ◆ Property Maintenance Report – A current report was given to Commission Members.
 - ◆ Eric told Commission members DPW will install the fit stations in the Spring.
- ◆ Budget Reports
 - ◆ Current Budget Reports were handed out to all Commission members.
- ◆ Chairman's Report
 - ◆ John Mahan did not have a report.
- ◆ Liaison Reports
 - ◆ Community Preservation Committee -
 - ❖ David reported there are 2.3 million in requests for funds and 3.05 million available for Articles.
 - ◆ Facilities Committee - Lee Culver did not attend the meeting.

MISC CORRESPONDENCE:

- ◆ Brooks Hollow, Letter from Toni Hollingsworth - The Commission asked Eric to reach out and inform her of Lily's Brooks Hollow Project.

OLD BUSINESS:

- ◆ Whitehouse Field Master Plan Update - Eric updated the Commission that the Mariners hired a design firm to complete a master plan for Whitehouse.
- ◆ CPC Articles – Eric's presentation to the CPC committee went well and he went over the questions they had asked at the meeting.

NEW BUSINESS

- ◆ FY2021 Budget – Discussion & Vote

A motion was made by Vahan Khachadorian to accept the Expense, Seasonal and the Salary & Wages Budgets as presented; the motion was seconded by Frank Crowley. Vote is unanimous. 6 in favor 0 against.

- ◆ Next regular meeting to be posted for Tuesday January 25th, 2020 at 5:30 pm.

OPEN SESSION*

- ◆ Eric handed out a document he prepared for a proposed plan for creation of a Beach Fund. After discussion Commission members asked him to move forward with the idea and to place it on the agenda for their next meeting in January.

ADJOURN MEETING

A motion was made by Vahan Khachadorian to adjourn the meeting at 6:30 pm; Michael Hurley seconded the motion. Vote is unanimous, 6 in favor, 0 against.

Submitted by:

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

HARWICH RECREATION & YOUTH COMMISSION MINUTES

MEETING DATE, TIME, & PLACE:

Tuesday Jan 28th, 2020 5:40 PM - Recreation Office,
100 Oak St., Harwich, MA 02645.

COMMISSION MEMBERS PRESENT:

John Mahan, David Nixon, Jan Bowers, and Michael
Hurley. Frank Crowley, via telecom.

RECREATION STAFF PRESENT:

Eric Beebe and Lee Ames

OTHERS PRESENT:

None

PUBLIC COMMENTS:

- ◆ John Mahan called for a moment of silence in memory of Lee Culver.
- ◆ Vahan Khachadorian spoke to members in remembrance of what a wonderful man Lee Culver was, and how he was happy to have called him a friend. He mentioned many of the outstanding things Lee had done throughout his lifetime for the Town of Harwich, the Recreation Commission and Department, the Harwich Police Department and especially for the Friends of the Harwich Youth.

PUBLIC PRESENTATIONS:

None

RECREATION AND MAINTENANCE MATTERS:

- ◆ Bills & Signatures
- ◆ Approval of Minutes – *Tabled until 2/18/20 meeting.*

Director's Report 1/28/20

- ◆ **CPC Project Request Update** - At a meeting of the Community Preservation Committee on Thursday 1/16, the CPC voted to approve our requests for funding for the Whitehouse Field Lighting Project as well as the Fencing project. They did not approve funding for Sand Pond Phase II at this time. There was a lack of funds left available in the Undesignated Funds "bucket" to fund all 3 projects this year. Both of the two approved articles will be voted on at Annual May Town Meeting and funding will become available July 1, 2020.
- ◆ **Winter Programs** - Our winter programs are going well and we are getting ready to start our Session 2 of Winter programming. We have added a World Cooking Class as well as a special K/1/2 basketball event to our winter slate of programming.
- ◆ **Spring Programs** - We have also begun to put together our Spring Brochure for youth programs and are looking into adding several new programs including the possibility of Saturday street hockey and bowling trips. Spring brochures will be emailed out to the schools in early February.
- ◆ **Jordan Fisher Tournament** - The annual Jordan Fisher charity basketball tournament went very well and had its highest attendance in its four years of existence. Portions of the proceeds from this event are donated to the Recreation Department for summer camp scholarships and youth program equipment. We are looking into the option of funding help from them for new bleachers in the gymnasium or other improvements to the gym.
- ◆ **Friends of the Harwich Youth** - We received a grant from the Friends group in the amount of \$1400 to go towards Basketball Season equipment and a Popcorn Machine for Recreation Department special events, afterschool programs, Summer Kickoff Event, Summer Camp Olympics Week and Soccer Bonanza Night etc.
- ◆ **FY2021 Budget** - I will be presenting the FY21 Budget to a joint meeting of the Board of Selectmen and Finance Committee on March 7th. This includes a short presentation and the answering of any questions the Boards might have.
- ◆ **2020 Field Schedules** - As we do every year, we will begin filling out field calendars for the Spring and Summer seasons on February 1. All field requests submitted by then will get equal chances of securing field time. Anything received after February 1 will be subject to whatever is left available.
- ◆ **Summer 2020** - We will soon be sending out our invites to summer staff employees to return for the summer 2020 season. Invitees are required to re-submit their paperwork by April 1. We will then schedule interviews for new summer employees over April vacation week.

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

- ◆ Red River Beach - The Harwich Police Department reported to me that a wayward driver drove through the bulkhead at the west end of the beach.
- ◆ DPW is gearing up to install our fit stations out back on the walking track around the fields.
- ◆ Eric told the Commission the Health Department is doing the perk test at Sand Pond tomorrow.

Budget Reports - A current budget balance for our expense budget is read to Commission members.

- ◆ David Nixon asked about our Revolving Fund and if we are having the Community Center put their programs in their own Revolving Fund.

Chairman's Report -

- ◆ John Mahan told members that he spoke with Griffin Ryder about letter to ADA about variance for Brooks Park Restroom opening.

Liaison Reports -

- ◆ Community Preservation Committee - David Nixon.
 - ❖ David Nixon said that CPC did approve the WHF lighting project Article for \$380,360 and the Brooks Park Fencing Replacement for \$72,657. The other requests were not approved for lack of funding.
- ◆ Facilities Committee - no report.

MISC CORRESPONDENCE:

- ◆ Letter from Friends of the Harwich Youth & the Harwich Children's Fund. The Chairman requested that a thank you letter be sent to them.

OLD BUSINESS:

- ◆ CPC Article Updates - David Nixon expressed that CPC is requesting a professionally engineered plan for Sand Pond.

NEW BUSINESS:

- ◆ Beach Improvement Fund – Eric told Commission members he is waiting to speak to the Finance Director to go forward with the plan, she is out of Town this week. This fund would be for expenses that are too small for the capital plan or for Town Meeting Articles. Items like Beach Sheds, Mobi Mats, etc.
- ◆ Next regular meeting to be posted for Tuesday February 18, 2020 at 5:30 pm.

OPEN SESSION:*

- ◆ Ben Layton brought Eric a master plan for WHF and will be sending a digital copy as well. As soon as he receives it he will forward it to the Commission members.
- ◆ As the Commission requested at the prior meeting, Eric checked into a storage unit for Cahoon's Road Beach for permanent Kayak, Paddleboard and equipment storage for our seasonal rentals.

ADJOURN MEETING

A motion was made by Michael Hurley to adjourn the meeting at 6:25 pm; David Nixon seconded the motion. Vote is unanimous, 5 in favor, 0 against.

Submitted by:

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

Directors Report- Commission Meeting - 8/25/20, Virtual Meeting

- ◆ **Summer 2020** - We have had a good summer season so far considering the circumstances. We were not permitted to have our normal programming for playground camp, tennis lessons, swim lessons or kayak rentals but have had a full staff of beach personnel including lifeguards, gate attendants, beach supervisors, and covid compliance personnel.
- ◆ **Summer Financials** - We are on pace to receive around \$65,000 in daily pass revenue this season which will be down from the \$77,000 last year. This is still a good number considering we did not sell day passes at Pleasant Road Beach or Earle Road Beach this year due to parking restrictions. We also had 1/3 of Red River Beach blocked off for much of the summer due to the plover presence. From all accounts sticker sales are on par with previous years or slightly higher.
- ◆ **Fall 2020** - I will be meeting with the Health Department Director on Thursday August 20 to see what we will be allowed to do for fall programming this year. I expect it to be very limited based on school restrictions and transportation restrictions. I will update the commission further at the meeting.
- ◆ **Annual Town Meeting** - Annual Town Meeting will be held in September and we will have 2 CPC articles in the meeting including the funding for Whitehouse Field Lighting Project and Brooks Park Fencing Project which were both approved by the Community Preservation Committee this past winter. I met with a member of the Finance Committee to discuss our projects and what they entail.
- ◆ **Late Summer Beaches** - I am trying to schedule an appointment with the Town Administrator to determine if he would like covid compliance personnel for the late summer season (post Labor Day) and if he would like gate attendants to charge parking admission for that part of the season to help supplement the financial loss of the past summer.
- ◆ **Field Use** - We have had several organizations using our fields in the late summer. We required permission from the health department from each organization as well as a detailed plan submittal for social distancing etc.

AUGUST 2020

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 |
| | 1-WEED INFIELD | NA | DONE | NA |
| | 2- CONVERT FIELD TO STONEDUST-ADD BASE PLUGS | TBD | TBD | ? |
| | 1- RE-WEED INFIELD | NA | DONE | NA |
| POTTER FIELD | 1-NEW FENCE CAP | \$1,000 | AWAIT INSTALLATION | REV FUND |
| | 2- SOME NEW STONEDUST | NONE TO REC | DONE? | HMY BUDGET |
| | 1- NEW FENCING | \$39,000 | 2020 CPC SUBMITTAL | CPC? |
| | 2- NEW RESTROOM FACILITY | TBD | POSSIBLE CPC ARTICLE | TBD |
| SENIOR MEMORIAL FIELD | 1- NEW WELL FOR FIELD IRRIGATION | \$8,300 | DONE | REV FUND |
| | 2-REMOVE IN-GROUND GOALS | NONE | DONE | NA |
| | 1 NEW SCOREBOARD | \$25-30K | AWAIT RFP | CPC ART? |
| | 2 ADDITIONAL SAFETY NETTING | \$5,750 | AWAIT MARINER PRESENT | CPC ART? |
| | 3 NEW LIGHTING SYSTEM | \$380,360 | AWAIT TOWN MEETING | CPC |
| | 4 WHITEHOUSE MASTER PLAN | NA | DESIGN FIRM HIRED | MARINERS |
| BROOKS PARK AND FIELD | 1 NEW FENCING FOR BASEBALL FIELD | \$41,000 | AWAIT TOWN MEETING | CPC? |
| | 2 NEW LIGHTING FOR COURTS | \$333,500 | AWAIT FINAL RFP FROM ADM | CPC |
| | 3 NEW BROOKS SIGN | \$1,200 | DONE | REV FUND |
| | 4 NEW RESTROOM FACILITY | \$77,750 | NEW LETTER SEND TO ADA | 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 | RESEARCHING SEAPORT GRN/ POTENTIAL ARTICLE | |
| PLEASANT RD BEACH | 1 RE-PAVE PARKING LOT | \$111,359 | WILL BE COMPLETED IN FALL | CAP ARTICLE |
| | 2 REPAIR OF SECOND LIFE GUARD 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 | 2020 CPC SUBMITTAL | CPC |
| | 2 NEW RESTROOM FACILITY | \$125,000 | AWAIT FINAL RFP FROM ADM | CPC ART |
| OTHER BEACHES | 1 ALL NEW LIFE GUARD STANDS | \$37,950 | EARLE ROAD STAND DONE | CPC |
| DOANE PARK | 2 SEASONAL STORAGE FACILITY FOR KAYAKS ETC.CAHOON; | TBD | AWAITING INFO FROM BREW | TBD |
| | 1 IRRIGATION SYSTEM REPLACEMENT | \$480 | DONE | HAR GARDEN CLUB, DPW& HAR REC |
| OTHER PARKS/MEM.SQUARES | NONE AT THIS TIME | | | |

08/19/2020 11:41
leames

TOWN OF HARWICH - LIVE DATA
YEAR-TO-DATE BUDGET REPORT

P 1
glytcbd



FOR 2021 02

ACCOUNTS FOR:
0100 GENERAL FUND

ORIGINAL APPROP TRANSFERS/ ADJUSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

016302 RECREATION & YOUTH EXPENSE

| | | | | | | | | |
|----------------------------------|------------|--------|---|--------|----------|-----|-----------|--------|
| 016302 517900 | OTHER FRIN | 0 | 0 | 0 | 127.49 | .00 | -127.49 | 100.0% |
| 016302 521100 | ELECTRIC | 0 | 0 | 0 | 798.45 | .00 | -798.45 | 100.0% |
| 016302 534400 | TELEPHONE | 0 | 0 | 0 | 80.87 | .00 | -80.87 | 100.0% |
| 016302 558000 | OTH.SUP.NE | 0 | 0 | 0 | 1,801.45 | .00 | -1,801.45 | 100.0% |
| 016302 573000 | DUE,SB,TRV | 16,407 | 0 | 16,407 | .00 | .00 | 16,407.00 | 0.0% |
| 016302 578000 | OTHER UNCL | 0 | 0 | 0 | 307.49 | .00 | -307.49 | 100.0% |
| TOTAL RECREATION & YOUTH EXPENSE | | 16,407 | 0 | 16,407 | 3,115.75 | .00 | 13,291.25 | 19.0% |
| TOTAL GENERAL FUND | | 16,407 | 0 | 16,407 | 3,115.75 | .00 | 13,291.25 | 19.0% |
| TOTAL EXPENSES | | 16,407 | 0 | 16,407 | 3,115.75 | .00 | 13,291.25 | |

Peter de Bakker
9 Edith Grove Road
Harwich, MA 02645

Mr. Eric Beebe, Director
Harwich Youth and Recreation Department
100 Oak Street
Harwich, MA 02645

March 7, 2020

Subject: Ideas for the "bowl" next to the Band Stand

Dear Eric:

As I mentioned to you a few days ago, I have a couple of ideas as to what could be done with the "bowl" near the band stand, i.e. the area in which the large trees were uprooted during the tornado and subsequently cut down to their roots.

Last month I was in a small Chilean town that had done some wonderful things with a "bowl" in their downtown area, the layout of which was not entirely unlike the situation we have in Harwich. It certainly drew my attention, and I took several photographs, which are herewith enclosed.

Their layout consisted of 3 elements:

- 1) The most interesting part was the "bowl" itself. It consisted of 2 parts:
 - a) An area that was purposely planted with **native species** of all sizes, colors, etc. It was a sight to behold. The most interesting aspect was a "suspended" winding path that weaved through this area
 - b) To the side was another area with a fountain as the focal point, which is always an attractive addition; whenever things move people are attracted to it.
- 2) An amphitheater for public performances. The seating arrangement was made of concrete, but could be done in wood.
- 3) Separately, but part of it, was series of vendor stalls, attractively integrated with the whole set-up.

As one often sees in Latin America, one finds rugged exercise machines in public areas. It serves not only as an exercise area, but also becomes a focal point for public activities, including functioning as a playground.

I travel a lot world-wide and am always amazed that in the US we do very little to create attractive public areas. I think doing something creative with the "bowl" might be a great opportunity to do so.

Having been on several Town Boards and Committees I am well aware that it's not always easy to get things moving, finding the required funds, and the need to coordinate with other Boards. But why not give it a try. Nothing venture, nothing gain.

As for funding I see several options, including CPC funds, public fund raising, among others.

By the way, given that the Conservation Commission will probably play a major role in a project like this I have cc'd Ms. Amy Usowski, their conservation agent.

I'd be happy to appear at your Tuesday March 24 meeting to elaborate on my ideas. Please let me know if this of interest to you.

Sincerely,

A handwritten signature in black ink that reads "Peter de Bakker," with a stylized flourish at the end.

Peter de Bakker

C: 978-618-7800

H: 774-237-0081

Email: debakker.peter@gmail.com

Encl: Photographs

CC: Ms. Amy Usowski, Conservation Agent

February 18, 2020

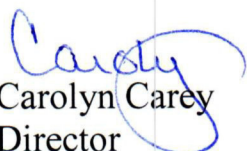
Harwich Recreation Dept.

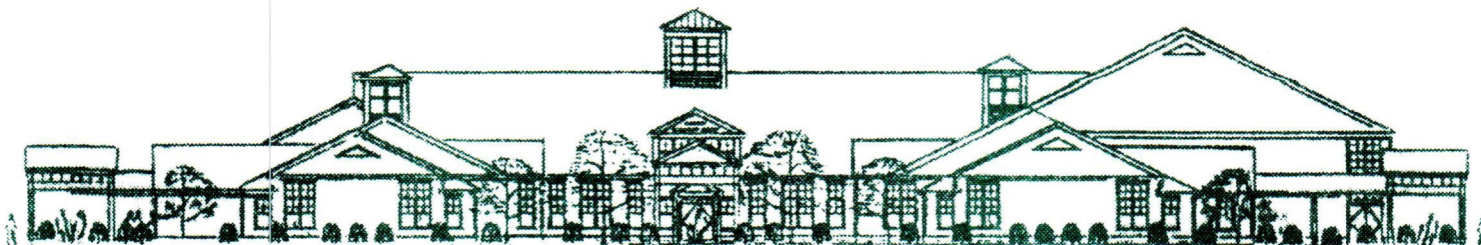
Dear Eric,

As many are aware the Harwich Community Center recently celebrated its 20th Anniversary. The celebrations that honored this enormous milestone were jammed packed with fun for people of all ages. The events allowed for nostalgic reminiscing and forward thinking brainstorming. Above all, it was a special time to realize the vast number of individuals and groups that have come together to create a very special cohesive blend of interests, expertise and visions. I am especially thankful to you for your unwavering support of the Harwich Community Center and the activities that have taken place in the building. It is the generosity and unselfish giving of people like you who have help propel the original vision of "Watch us Grow", forward.

On behalf of the entire Community Center I want to convey my deepest gratitude and let you know how much your efforts are appreciated.

Regards,


Carolyn Carey
Director
Harwich Community Center



5/2/20

certified habitat sign

certified habitat sign - Eric Beebe

Amy Usowski

Thu 5/7/20 2:41 PM

to Eric Beebe <ebeebe@town.harwich.ma.us>; Joe Powers <jpowers@town.harwich.ma.us>; Patti Macura <pmacura@town.harwich.ma.us>;

cc: 'Gerie Schumann' <gerie@c4.net>;

1 attachment (345 KB)

nwf sign.JPG:

Hello Eric and Joe,
The Harwich Garden Club, in collaboration with HCT and the Harwich Conservation Department as well as many other people in the community, were awarded the honor of being only the 2nd town in the state of Massachusetts, and the first on the cape, of being a certified Community Wildlife Habitat by the National Wildlife Foundation.

We have a sign we would like to install in a public place that lets our community know of this achievement. See sign attached. It is roughly 2' wide by 3' high. Gerie Schumann from the Garden Club and I were thinking a nice place for it might be in Brooks Park. This is Selectmen owned but under care and custody of Rec I believe? We'd like to get the respective board's approval to install it. If you can think of a better location for it, let me know. Gerie is copied on this email as well if you have questions. After we get the okay from whomever we need, we will put a sign permit application in for the building department, and will be looking for a fee waiver from the BOS.

Amy Usowski
Conservation Administrator
Town of Harwich
(508)430-7538



CERTIFIED

COMMUNITY WILDLIFE HABITAT



FOOD • WATER • COVER • PLACES TO RAISE YOUNG



This community is recognized for its commitment to provide sustainable wildlife habitat across areas where people live, work, play, learn and worship.
nwf.org/community

Eric Beebe

From: ROBERT SMELTZER <rsmeltzer@msn.com>
Sent: Friday, August 14, 2020 7:10 AM
To: Eric Beebe; Ange
Subject: Monomoy After Prom funding request

Monomoy After Prom Planning Committee
75 Oak Street
Harwich, MA 02645

Eric,

Per our phone conversation, I am requesting the release of the funds allotted to the Monomoy After Prom Planning Committee for this fiscal year, 2020-2021. We are hoping to hold the event in the spring of 2021. Please let me know if you need any further information.

Regards,
Maureen Healey
Monomoy After Prom Planning Committee, Treasurer

August 1, 2020

Eric Bebee, Director

Harwich & Recreational Commission

100 Oak Street

Harwich MA 02645

Eric:

Members of the Cape Cod Senior Softball League and its Board of Directors are writing to you requesting your support for a reduction of the 2020 field use fees assessed for Potter and Memorial softball fields.

This request is due in large part to the overwhelming financial impact we will experience from our annual operating budget as a result of the COVID-19 pandemic.

In order for you to support this request we have compiled a list of losses anticipated this season:

- **\$6300.00.** Represents the annual contribution from 18 local business sponsors who support the League. Again, due to the COVID-19 concerns, members of the Board have approved a one year waiver of these fees in order to help our local businesses combat their economic hardships.
- **\$7500.00 (est.)**. Loss due to the reduced number of players' registration fees. Again, and unfortunately, a large number of senior players have opted to forgo further participation this season.
- **\$10,000-\$11,000 (est.)**. The cancellation of our Annual Cape Cod Classic Tournament scheduled in September will result in this loss of income which is a major financial source to our League's operating budget.
- **\$1000.00 COVID 19 purchases**. Again due to the COVID-19 issues which surfaced in March 2020, our budget preparations did not address these unexpected expenditures. Therefore, in order to prepare for the planned reopening of our softball season we were required to purchase a variety of health items for our players' safety and well-being—
 - Hand wipes and a large inventory of softballs for the 13 teams which are replaced after each inning;
 - A supply of face masks for each team as required by our Safety –Protocols.
- **\$288.00 (see attached)**. Prior to the reopening we expended additional funds in order to upgrade and maintain the playing conditions of both Potter and Memorial Fields—
 - Replaced several broken fence posts and 8 split rail sections;
 - Trimmed broken tree branches along Memorial field walkway;
 - Removed dead leaves in outfield, backstop and around field area;
 - Weeded both infields of surface growths.

6. We are also planning to repaint the two sheds (20 years old) located at the Memorial/Potter Complex. Ace Hardware in Harwichport has offered to donate paints and supplies as needed.

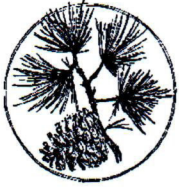
\$2500.00-\$3,000.00. Finally, the CCSSL has rehired our previous grounds staff member who is responsible for the overall maintenance of both Potter/Memorial Fields throughout our revised softball season. We anticipate that his estimated gross for the 2020 season, based on his hours of employment and length of service should be in the figure above.

Hopefully, the enclosed information which is provided for your perusal regarding the potential deficits we will incur during this unprecedented season will guide you to a favorable decision. We are simply seeking a fair and reasonable financial relief option of the current field use assessment levied at both Potter and Memorial Fields for the 2020 season (\$1000.00 each field)..

Again, on behalf of the CCSSL Board of Directors and its many senior softball players, thank you for your continued service and support.

Respectfully,

Members, Cape Cod Senior Softball Board of Directors



HARWICH CONSERVATION TRUST
P.O. Box 101, South Harwich, MA 02661
(508) 432-3997, Email: mike@harwichconservationtrust.org
www.harwichconservationtrust.org

June 18, 2020

Town of Harwich Recreation & Youth Commission
and Recreation Director Eric Beebe
100 Oak Street
Harwich Community Center
Harwich, MA 02645

Proposal:
Boardwalk trail connection
and ADA accessible trail loop

Dear Mr. Beebe and Commission Members,

Thank you for reviewing this exciting Harwich Natural Heritage Trail proposal that envisions creating a boardwalk trail connection and an ADA accessible trail loop in the heart of Harwich Port.

On behalf of the Trustees of the nonprofit Harwich Conservation Trust (HCT), I seek your co-sponsorship of a Community Preservation Act (CPA) funding proposal to the Town Community Preservation Committee (CPC) for consideration as an article at the May 2021 Town Meeting. The CPA funding article would give Town Meeting voters an opportunity to fund the design, permitting, and creation of these two new recreational attractions that would greatly enhance outdoor access for residents and visitors alike.

The CPA funding proposal would include elements describing the project purpose, background, eco-restoration plan and timeline for the site, project partners, and budget. For your review, please see a preliminary proposal attached to this cover letter.

I look forward to meeting remotely with you to explain the proposal and answer any questions.

If you support the proposal outlined below, I would then meet with the Town of Harwich Accessibility Rights Commission and ask if they would also like to co-sponsor the CPA funding application. I would then draft the CPA funding application for both committees' review and approval before submitting by October 1, 2020 to the CPC.

Together, your committee, the Harwich Accessibility Rights Commission, and HCT can partner in this Harwich Natural Heritage Trail vision to enhance recreational accessibility in Harwich Port and highlight the natural history as well as land use history for visitors of all ages. By encouraging and facilitating public access through the creation of a boardwalk trail connection and ADA accessible trail loop, Harwich residents and visitors will be able to enjoy passive recreational opportunities (walking, birdwatching, dog walking, photography, and more) in a scenic and ecologically restored destination between Harwich Center and downtown Harwich Port.

Sincerely,

Michael W. Lach
Executive Director

Attachment: Boardwalk trail connection & ADA accessible trail loop proposal

Proposal to the Harwich Recreation & Youth Commission from the nonprofit Harwich Conservation Trust

Harwich Natural Heritage Wheelchair Accessible Trail & Boardwalk Project in Harwich Port

Project Description:

The nonprofit Harwich Conservation Trust (HCT) asks the Town of Harwich Recreation and Youth Commission to co-sponsor an application to the Town Community Preservation Committee for \$300,000 in Community Preservation Act (CPA) funding toward an approximately 300 foot boardwalk and wheelchair accessible trail loop off Bank Street in Harwich Port at HCT's Robert F. Smith Cold Brook Preserve (see Figure 1).

HCT would prepare the CPA funding application for review by the Recreation Committee, HCT would be the project manager, HCT would seek trail design input from the Recreation & Youth Commission as well as the Harwich Accessibility Rights Commission, which will also be asked to become a project co-sponsor.

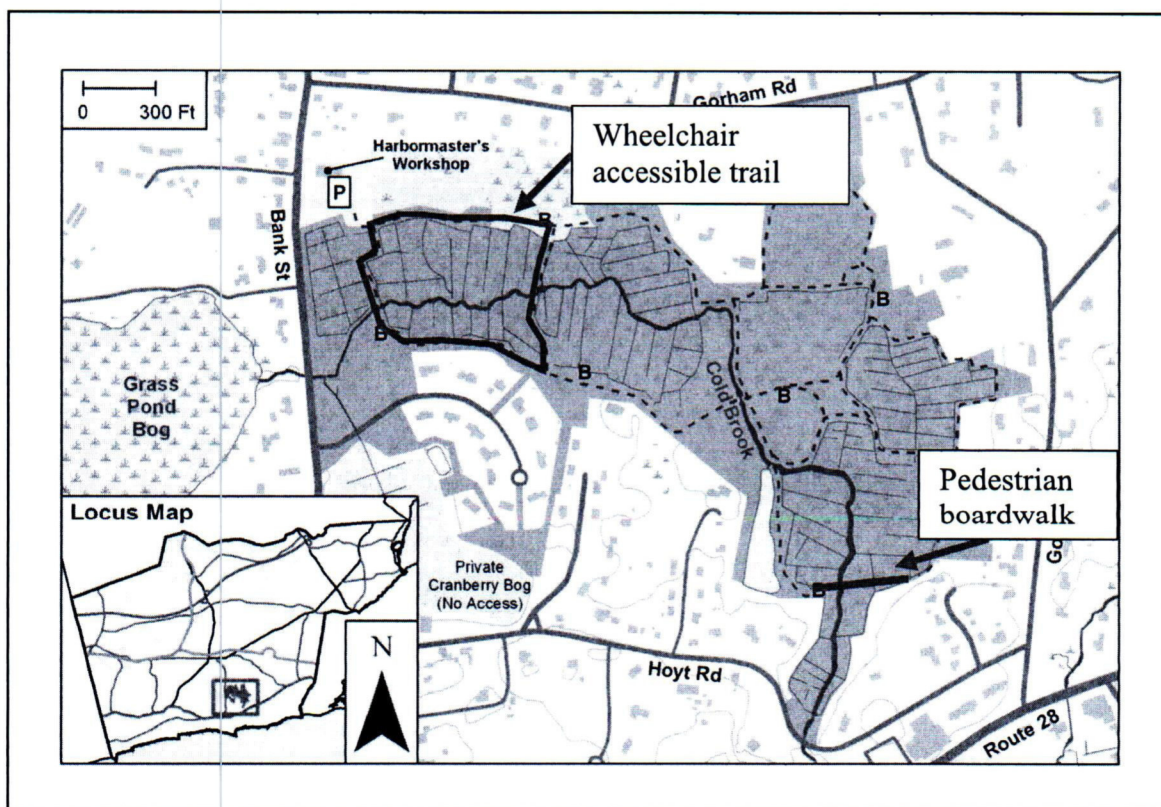


Figure 1: Proposed locations for the wheelchair accessible trail loop and pedestrian boardwalk at the Robert F. Smith Cold Brook Preserve on Bank Street in Harwich Port.

Cold Brook Eco-Restoration Project background:

The Harwich Conservation Trust (HCT) and its partners (Town of Harwich, Massachusetts Division of Ecological Restoration and U.S. Fish & Wildlife Service) are in the design stage of a comprehensive ecological restoration of Cold Brook and adjacent retired cranberry bog (former wetlands) at HCT's Robert F. Smith Cold Brook Preserve in Harwich Port.

Originating from its spring-fed headwaters at Grassy Pond, Cold Brook flows through HCT's 66-acre Preserve, and ultimately into Saquatucket Harbor on Nantucket Sound.

The eco-restoration project will enhance nearly a mile of stream and over 44 acres of adjacent wetland habitat, resulting in improved fish passage, habitat diversity, wetland health, water quality, and ecological resiliency amidst climate change.

The preliminary eco-restoration design includes naturalizing the flow of Cold Brook, establishing ponds of varying sizes, a salt marsh, and planting native trees and shrubs.

In addition, a project goal is to create enhanced visitor access to the Preserve's scenic walking trails, continuing the HCT tradition of connecting the local community with the natural world.

Enhanced visitor access includes creation of an approximately 300-foot boardwalk and wheelchair accessible trail loop. These recreational enhancements would offer residents and visitors opportunities to learn about the natural history as well as cranberry history of the area, understand the area's restored habitats, offer opportunities to view wildlife, and offer educational opportunities for local students (example: For the past three years, HCT and MassAudubon have been partnering with teachers of local Monomoy Regional Middle School fifth graders to provide learning experiences around the land, water, and wildlife of the Robert F. Smith Cold Brook Preserve. Creating a boardwalk trail connection and ADA accessible trail loop will further support and expand these learning opportunities for local students.)

About Robert F. Smith (Bob Smith):

In 2015, the Preserve was named in honor of Robert F. Smith, founding HCT Trustee and HCT's first President for 27 years.

Robert, or Bob as most people knew him, was an active Harwich citizen who also happened to have a physical disability known as *Facioscapulohumeral muscular dystrophy* (FSHD), a progressive genetic muscle disorder in which the muscles of the face (facio), shoulder blades (scapula), and upper arms (humeral) are affected among other muscle groups.

Eventually, Bob had to maintain mobility with a motorized wheelchair. For 27 years as the HCT President and even as he endured FSHD, Bob led HCT with an altruistic vision to benefit the Harwich community and Cape Cod as a whole by preserving natural lands that would protect drinking water quality, ponds, coastal waters, streams, wildlife habitat, scenic views, and walking trails.

To create a wheelchair accessible trail loop at the Robert F. Smith Cold Brook Preserve in the heart of Harwich Port is a fitting way to provide access for so many others living with physical disabilities that seek connection to the great outdoors.

CPA funding request:

This request for CPA funding is two-pronged as we are seeking a total of \$300,000 in funding for:

- Planning, permitting, and construction of an ADA wheelchair accessible trail loop to offer visitors a range of scenic views along what will become restored natural wetland and stream habitats. Interpretive educational signs will be installed along the route, and provide additional information about the Preserve, the completed restoration, and various natural elements of the site. Parking access from Bank Street is nearby and elevation contours are gradual so the westerly portion of the Preserve can accommodate a wheelchair accessible trail loop and observation deck.
 - \$30,000 Handicapped accessible parking, ADA accessible trail design, and site survey.
 - \$20,000 Permitting costs (engineered site plan including wetland delineations and filing as Notice of Intent with Town Conservation Commission and State Dept. of Environmental Protection). Savings on permitting would be occurring by combining this ADA accessible trail permitting with boardwalk permitting.
 - \$100,000 Wheelchair accessible trail loop and observation deck materials and construction.
- Planning, permitting, and construction of an approximately 300-foot pedestrian footbridge/wetland

walkway to facilitate pedestrian access and complete a walking trail loop in the southerly portion of the Preserve. This area will not be wheelchair accessible because of the distance from the parking access on Bank Street.

- \$0 Boardwalk design costs included with ADA accessible trail design and survey.
- \$0 Permitting costs included with ADA accessible trail permitting.
- \$150,000 Boardwalk materials and construction.

- Total: \$300,000

Potential Project Partners:

Harwich Recreation & Youth Commission
Harwich Conservation Trust
Harwich Accessibility Rights Commission
Harwich Conservation Commission

Field Trip to Coonamessett Greenway Heritage Trail in Falmouth:

To see a similar public access dream turned into reality, Recreation Commission members are invited on a field trip to the Coonamessett Greenway Heritage Trail within the Coonamessett River Restoration Project in Falmouth. The Coonamessett Greenway Heritage Trail features a boardwalk and an ADA accessible trail loop. Our guide would be Betsy Gladfelter, Project Coordinator for both of these projects and a member of the Town of Falmouth Conservation Commission.

Lee Ames

From: Eric Beebe
Sent: Wednesday, August 19, 2020 8:05 AM
To: Lee Ames
Subject: FW: Qigong/Tai Chi Class Harwich Recreation Department
Attachments: PAMELA VLAHAKIS.docx

From: Pam Vlahakis [mailto:pvlahakis@comcast.net]
Sent: Friday, August 7, 2020 6:05 PM
To: Eric Beebe <ebeebe@town.harwich.ma.us>; pvlahakis@comcast.net
Subject: Qigong/Tai Chi Class Harwich Recreation Department

Hello Eric,

I am inquiring about the possibility of offering an outdoor class this Fall through the Harwich Recreation Department?

I am a Certified Qigong, Tai Chi and Yoga Teacher. I have been teaching Yoga since 2001 and Qigong/Tai Chi since 2011. You can find my resume in the above attachment.

During the past several months I have been teaching Zoom Yoga and Qigong/Tai chi classes and living mostly in our family cottage in Harwich.

As I was biking along the bike path in Harwich Center, I thought that Brooks Park where the trees and gazebo are would be an ideal space to offer a Qigong/Tai Chi class. I am also open to offering a class at one of the Harwich beaches. My thoughts are to offer a combination class of Qigong/Tai chi that would be appropriate for all ages and abilities. I can send you a description of the class.

During these challenging and uncertain times, mind body practices like Qigong and Tai Chi are beneficial for promoting physical and mental health and well being. I would also want to assure the participants that their safety is very important to all of us and that we will be following the State's guidelines and protocols for offering an outdoor exercise class eg. wearing a face covering to and from spaces with plenty of space between participants to move safely and freely.

In terms of scheduling, I can begin teaching Tuesday, September 22. Would that give the Recreation Department enough time to advertise and promote a new class? I am not sure what the Fall weather on the cape is like into October? Perhaps we could offer a 6 week morning class Tuesdays, September 22-October 27. Please let me know your thoughts and what time you recommend offering a class, 8-9 or 9-10 am? A midday or late afternoon class could work as well if you think there would be more interest.

Also, what is the compensation for teaching classes?

I look forward to hearing from you.

Thank you for your consideration!

Pam Vlahakis

PAMELA VLAHAKIS, RD, MEd, LDN, CYT

547 Acorn Park Drive
Acton, MA 01720
978 263-9676
pvlahakis@comcast.net

OBJECTIVE: Provide wellness programs, including mind body classes such as Yoga & Meditation and Qigong/Tai Chi to support healthy living and empower individuals to reach their full potential.

QUALIFICATIONS: Has taught Yoga and Qigong/Tai Chi classes for all ages 3- late 80's and for all abilities in a variety of settings including hospital wellness center, schools, senior centers, corporate wellness and yoga studios. Has developed and implemented mind/body and wellness programs with positive outcomes for individuals and groups. Certified yoga teacher for over eighteen years and nine years as a Certified Qigong Teacher.

Over 26 years of experience providing nutrition education. In 2018 developed and facilitated the Emerson Nutrition Wellness Program for First Responders. Provided Nutrition and Yoga for the Kids Cooking Green Program, a hands-on cooking program that emphasizes eating nutritious and delicious locally grown food. Helped launch and facilitate the Commit to Get Fit Program at the Thoreau Health and Fitness Club.

EDUCATION

| | |
|-------------|---|
| Current- | Currently in the Tree of Life Tai Chi Teacher Training Program, Somerville, MA Maintain continuing education through professional conferences, Journals, Nutrition and Health Newsletters. Areas of continuing study include Complementary and Integrative Health. Women's Health and Nutrition, Teen/Children's Nutrition and Fitness, Yoga Therapy, and Presentation Skills |
| August 2016 | Completed Tai Chi Training, Level 1, Dr. Aihan Kuhn |
| June 2014 | Completed Therapeutic Qi Gong Training Level II, New England School of Tai Chi, Holliston, MA |
| June 2011 | Completed Basic Therapeutic Qi Gong Instructor Training, New England School of Tai Chi, Holliston, MA |
| 2000-2001 | Completed 200-hour basic yoga teacher training program, Yoga Spirit Studio, Essex Massachusetts |
| 1986-1987 | MEd in Nutrition and Physical Performance, University of North Carolina, Greensboro, North Carolina |
| 1984-1985 | Dietetic Internship Program, Brigham & Women's Hospital, Boston |
| 1980-1984 | BS Dietetics, University of Cincinnati, Cincinnati, Ohio |

EMPLOYMENT

- 2019-2020 Teach Qigong/Tai Chi Classes at Benson Henry Mind Body Institute, MGH, Boston
- 2017-current Teach Qigong/Tai Chi Community Class, Starfish Dance & Yoga Studio, Concord
- 2017-current Teach Yoga & Qigong/Tai Chi Classes for employees, Lincoln Labs Health Center
- Oct 2015- June 2018 Teach Qigong/Tai Chi and Yoga for Kids in Acton Boxborough Schools
Acton, MA
- May 2013- April 2015 Nutrition/Wellness Coach, 90 day Commit to Get Fit Wellness Program
Thoreau, Health and Fitness Club, Concord, MA
- Sept 2014- May 2015 Teach Qigong and Teen Yoga Classes, Truzen Yoga Studio, Acton, MA
- June 2012- Nutrition Educator for Kids Cooking Green Program, Lexington, MA
- 2011-current Yoga & Qigong/Tai Chi Teacher; Nutrition Consultant, Steinburg Wellness Center at Emerson Hospital, Concord, MA
Facilitate Wellness Classes, In 2018 Developed and Facilitated a Nutrition Wellness Program for First Responders. Teach Yoga & Meditation and Prenatal Yoga class. Teach a Qigong/Tai Chi Community Class in 2019.
- 2005-2014 Nutrition Consultant and Yoga Teacher, Be Well and Beyond, Acton, MA
Provide nutritional assessment and counseling. Areas of specialty include plant-based /whole foods diet, "enlightened eating" approach to weight management and kids/teen nutrition and fitness. Developed and implemented the Enlighten Up Program-an integrative nutrition and yoga wellness program; Facilitate small yoga circles including Teen and Kids Yoga, and Meditation.
- Spring 2010 Nutrition Consultant, Thoreau Health Club, Concord, MA. Developed and facilitated the Lighten Up- an 8 week Nutrition Weight Loss Program
- 2003-2006 Nutrition Consultant and Yoga Instructor at Marcus Lewis Summer Camp, Harvard, MA Developed and facilitated teen yoga/nutrition workshops
- 2001-2015 Yoga Instructor, Thoreau Club, Concord, MA; Movement Center, Acton, MA; Shakti Yoga, Chelmsford, MA; Tyngsboro Employee Wellness, Tyngsboro, MA; Developed and facilitated Yoga Connections Workshop for Project Wellness through the Acton Boxborough Schools, Acton, MA

Town of

Anita N. Doucette, MMC/CMMC
Town Clerk



Harwich

732 Main Street
Harwich, Massachusetts 02645
Tel. 508-430-7516

CERTAIN REQUIREMENTS FOR PUBLIC MEETINGS

March 20, 2020

1. Each meeting shall be LIVE BROADCAST on Harwich Public Access Channel 18. This live broadcast will provide a video feed of the documentation informing the meeting and a live audio, in real time, of the meeting. This will provide full access to the deliberations as set forth in Section 1 of the Governor's Order.
2. Each meeting also shall be simulcast on the town's website through the following link:
<http://harwich18.dyndns.org/cablecast/public/Live.aspx?ChannelID=1>
3. The Town will post a complete recording of each meeting to its WEBSITE, as soon as practicable, following the meeting.
4. All public meetings will be conducted using the technology of GOTOMEETING.COM.
 - a. All persons required to participate in a public meeting WITH ACCESS to a computer, will be able to log into the meeting via his/her computer to access the audio and video of the meeting. Those persons may also use a dial in number to participate in the audio portion of the meeting.
 - b. Any person required to participate WITHOUT ACCESS to a computer may do so by watching the LIVE BROADCAST and by using the dial in number to participate in the audio portion of the meeting.
 - c. Instructions for participation will be provided with any meeting packet and/or agenda.
5. POSTING OF MEETINGS.
 - a. Before any meeting is posted, the Chairperson and/or Supporting Staff must contact the Town Clerk's Office requesting a DATE & TIME. The Town Clerk's Office will confirm availability with the necessary parties, including but not limited to Channel 18 staff to ensure the time is available for a live broadcast.
 - b. Each Chairperson must provide the Town Clerk's Office with a complete agenda packet containing all of the documentation which will inform the agenda items on the proposed agenda. If no documentation exists with regard to any particular agenda item, such agenda item shall be postponed to another meeting.
 - c. Once confirmed by the Town Clerk's Office, the Chairperson and/or Supporting Staff may then post its meeting agenda packet in the same manner as used prior to the State of Emergency.
 - d. All meeting notices must include the following language:
 1. 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 on 8/25/2020 at 5:30pm, 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.

- e. At the start of each meeting, every Chairperson shall state the following:
 - i. 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 and 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.
 1. A reminder that persons who would like to listen to or view this meeting while in progress may do so by [specify remote access instructions]; or
 2. 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.
6. All Agenda Packets MUST INCLUDE a GOTOMEETING link, the web address for the live simulcast on Channel 18, and a dial-in number for the meeting.
7. Those persons wishing to participate in any (public access) portion of a meeting may participate through a dial-in telephone number provided with any Meeting Agenda Packet.
8. All persons using the GOTOMEETING LINK and/or any DIAL-IN ACCESS NUMBER are asked to please MUTE your microphone/telephone. When called upon, please state your name and the reason for your participation at the beginning and at the end of each statement made.
 - a. For example. The Conservation Commission is holding a public hearing. The Chairperson asks if anyone is appearing for the applicant. Applicant, his counsel, or representative shall unmute the voice connection, and state. "THIS IS JOHN APPLESEED, ATTORNEY FOR APPLICANTS BILL AND CECELIA DALEY ON 20 SHORE STREET, HARWICH. I WOULD LIKE TO MAKE A STATEMENT AT THIS TIME CONCERNING THE APPLICATION.... AGAIN THIS WAS JOHN APPLESEED, ATTORNEY FOR THE APPLICANTS."

These procedures are fully informed by and in accordance with the directives set forth in the Governor's Order Sections 1 through 3, a copy of which is attached hereto as EXHIBIT A. As always, we thank you for your patience as we transition to a new way of conducting meetings.

Respectfully submitted:
Anita N. Doucette
Town Clerk