

**MINUTES
TOWN OF HARWICH
RECREATION AND YOUTH COMMISSION
TUESDAY, NOVEMBER 28, 2023 - 5:30PM
THE HARWICH CHANNEL STUDIO - COMMUNITY CENTER
100 OAK STREET, HARWICH, MA 02645**

MEMBERS PARTICIPATING: Leah Mercurio, Acting Chair, John Mahan, David Nixon, Phyllis Thomason and Brian Wentworth were present. Frank Crowley participated remotely.

ALSO PARTICIPATING: Eric Beebe, Recreation Director

1. RECORDING NOTICE; CALL TO ORDER

Ms. Mercurio called the meeting of the Harwich Recreation and Youth Commission (RYC) to order on Tuesday, November 28, 2023 at 5:30PM and read the Open Meeting Recording Notice.

2. PUBLIC ANNOUNCEMENTS/COMMENTS/GUESTS

a. Bob Brackett, HPD – Futsal

Bob Brackets was present representing the Harwich Police Soccer Club. He was before the Commission requesting a letter of support for a presentation and proposal which he put before the Capital Outlay Committee on November 2, 2023. He gave the history of the soccer program's beginning, how it has evolved, what it includes and offers at the present time. Mr. Brackett explained the need for the portable soccer pitches and the benefits of having them for the program.

Mr. Nixon moved to submit a letter in support of the presentation and proposal put before the Capital Outlay Committee by Bob Brackets for portable soccer pitches, seconded by Mr. Mahan.

Vote: 6:0 in favor by roll call vote. Motion carried.

Ms. Mercurio introduced Brian Wentworth, the new member of the RYC.

b. Angie Chilaka – Circus Smirkus

Angie Chilaka was not present. Valerie Cote and Toni London were present and representing the Harwich Children's Fund.

Ms. Cote stated they are before the Board requesting consideration for the Use of Facility to bring Circus Smirkus to Harwich. A brief background was given on a previous attempt (Covid-19) to bring the Traveling Youth Circus Camp Performances to Harwich. Cities compete to host the event and Harwich had been previously vetted.

She noted that the Harwich Child Fund is a nonprofit organization, and they will be managing a somewhat hefty flat fee for the event with all the ticket sales coming back to them and any costs that the Town bears or anyone else they (HCF) would have to reimburse all of it.

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She continued with some show details as well as financial details noting the benefits to the community. The window is in July when there are a lot of visitors and opportunities for local vendors to set up around them.

They require hook-ups to the building and a water source.

If you are willing to consider them, they are willing to consider us and will schedule a site visit.

Ms. Mercurio asked to clarify if they are requesting approval or to consider the concept of Circus Smirkus.

Ms. Cote responded that the bottom line is they need to know if we can schedule them.

Mr. Beebe stated that the books have not yet been opened for next year and he could block the date range for the fields outback (Bassett and Crowell).

Mr. Nixon asked about the size of the footprint.

Ms. Cote responded that they viewed Google Earth, and it is plenty big. DPW would need to stake the irrigation prior to them setting up the tents.

Mr. Mahan moved to approve the request to allow Circus Smirkus, pending any and all required permits from the Town of Harwich. Motion seconded by Mr. Nixon.

No discussion.

Vote: 6:0 in favor by roll call vote. Motion carried.

3. MISCELLANEOUS CORRESPONDENCES

- a. Susan Hawley, Village Crafters of Cape Cod – Two (2) requests for fee reduction/waiver at Doane Park

Mr. Beebe noted that Village Crafters of Cape Cod books every year and 90% of their profits go to the Chase Library.

Ms. Hawley was present and noted that they were able to give Chase Library \$600.00 this year. She requested that the site fees be waived so that money can be directed to the Chase Library.

Mr. Mahan moved to approve the two fee waiver requests, seconded by Mr. Nixon.

No discussion

Vote 6:0 in favor by roll call vote. Motion carried.

4. NEW BUSINESS*

- o Cori/Sori Acknowledgement Forms due for all Committee members

Mr. Beebe noted that a photo ID is required when returning the forms. The forms are included in the packet.

5. RECREATION AND MAINTENANCE

- a. Director's Report

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Mr. Beebe gave an update on the Brooks Park Project noting that a few details that will be done in the spring to complete the project. The Sand Pond Restroom Project was put out for bid for the second time. No bids have been submitted. Regarding the Senior Memorial Restroom Project, a pre-cast concrete restroom is being considered. Information for a Request for Proposal (RFP) has been sent to the Administration Office. Mr. Beebe asked if there was opposition to the pre-cast concrete. No opposition was made.

Mr. Mahan commented on the posts for new programs, noting that they are not standard. He suggested that they should all use the same Rec logo.

Mr. Beebe agreed to use the same logo on all flyers and postings.

Mr. Wentworth questioned whether the Brooks Park Project includes items such as the fencing that needs repair.

Mr. Beebe responded that those items are not part of the Community Preservation Committee (CPC) Project

Mr. Crowley expressed concern that the measurements for the Pickle Ball Court may not be correct and requested that the measurements be redone. He gave the specific measurements/ dimensions of the court.

Mr. Mahan asked if there is a project manager who can oversee the measurements.

Mr. Beebe has been working with Nico Lynch and will go with him to remeasure. He requested that Mr. Crowley email the information to him.

b. Property Maintenance Report

Mr. Beebe gave the report noting work orders for repairs at Brooks Park and the playground equipment that has been ordered.

c. Budget Report

Mr. Beebe referred to the MUNIS Report which had been updated that morning.

d. Chairman's Report

o 2023 Annual Report due by Fr., Jan. 05, 2024

Mr. Beebe noted that he is currently working on the 2023 Annual Report.

o CCBC Proposal

Mr. Beebe noted that the Cape Baseball Club is seeking gym space. The Chair had asked him to table this item until he can be present and explain further.

o Open Meeting Law Training Materials

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Ms. Mercurio confirmed that all members received the email with the links to the training.

- o December meeting – vote to change (12/12 or 12/19) or cancel subject to meeting room availability.

Ms. Mercurio suggested holding the next meeting on December 12, 2023.

Discussion followed regarding dates and availability of members.

Julie Kavanagh, Select Board Liaison was present and noted that there will be a joint meeting with the Select Board and RYC on December 11, 2023.

- e. Liaison Reports & Subcommittee Updates
 - o Community Preservation Committee

Mr. Nixon reported that Mr. Beebe will go before CPC on December 9, 2023 and they are moving forward.

- o Facilities Committee

Mr. Khachadorian was not present to give a report.

- o Fees Facilities Policy Subcommittee

Mr. Beebe reported that a Facilities subcommittee met for a second time to review rules of ball fields and parks and the Facility Form that includes the fees. He noted suggested changes to the rules and noted additions and changes to the policies and fees. Mr. Beebe noted that the electric bill for the score board is separate and totaled close to \$1,000 last year. He is considering a use fee for the score board to cover that bill. He explained next steps if the RYC votes to approve the changes proposed.

Ms Thomason suggested changes in the wording. She also expressed concerns for booking certain courts for early morning hours.

Members asked questions and made suggestions regarding programs.

6. OLD BUSINESS

- a. Winter Program update

Mr. Beebe referred to the list included in the packet and gave an update on each Winter Program, both new and returning.

- b. Parent group proposal and possible discussion

Kristen Wentworth, parent group representative, was present.

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She noted the name change of the group to the Friends Group. She stated the reasons for changing the group name. She gave an update of what they are working on including an outline that they had submitted to the RYC. Ms. Wentworth explained that they had suggested programming that they felt was feasible, how they broke them down in to quarters and their request for two special events in each quarter. She also distributed estimated costs of each program. Ms. Wentworth went on to describe other details on their proposal.

Mr. Beebe commented on the proposal noting that the proposed programming seems reasonable, he is in favor of the idea of coaching the coaches and most sign up dates are feasible. He noted the challenges with summer camp, specifically staffing. He explained the process for hiring staff.

Discussion followed regarding how other towns staff summer camps and what staff members are paid. Members made suggestions on how to acquire more staff.

Mr. Beebe mentioned a newly formed group that he is included in, that will be meeting within the next few weeks. They will be working to coordinate programs and times to maximize space and availability.

Julie Kavanagh asked Ms. Wentworth questions about the proposed programs. Ms. Wentworth answered questions and discussion followed including members who gave ideas and made suggestions.

Ms. Wentworth requested that she be on next month's agenda for updates.

c. MyRec update

Mr. Beebe referred to the timeline supplied by MyRec which is in the packet. He gave an update noting that there are four phases, where they are in the process and what next steps will be. The proposed launch date is January 8, 2024.

Members asked questions about MyRec, the timeline and program specifics which Mr, Beebe answered.

7. ADJOURNMENT

Mr. Mahan moved to adjourn, seconded by Mr. Nixon.

Vote: 6:0 in favor. Motion carried.

Meeting adjourned.

Respectfully submitted,

Judi Moldstad
Board Secretary

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