



Town of Harwich **COUNCIL ON AGING**



Board of Directors Meeting Minutes

Wednesday, November 19, 2025

Harwich Community Center
100 Oak Street, Harwich, MA 02645
Harwich Channel Studio

Meeting Attendance:

Present: Sheila House, Linda Roderick, Angie Chilaka, Jenny Andersen, Richard Waystack, Lauren Swift, Julie Groom, Carol Thayer

Absent: John Bathelt

Guests: None

1. **Call to Order:** Richard Waystack called the meeting to order at 10:00am.
2. **Approval of last meeting minutes:** Motion to approve minutes made by Sheila. Seconded by Carol. Unanimous vote to approve.
3. **Public Comment:** None
4. **COA Director (Julie Witas) Report:**
 - A. Holiday Luncheons – The first Thanksgiving lunch was last Thursday and the second one is today. Both were at capacity for signups. The December meals will be 12/10 and 12/17. There is a menu change from salmon to roast beef.
 - B. The Thanksgiving food baskets go out tomorrow. We had 90 people sign up, compared to 70 last year.
 - C. Santa for Seniors – We are accepting gifts/gift card donations. You can also call the COA to nominate yourself or someone else to receive one of the gifts. We could also use more volunteers to deliver these gifts, possible delivery date of 12/22, with a backup of 12/23. Richard suggested a press release so more of the public is aware of the program.
 - C. Volunteer Needs – We can always use more medical drivers.
5. **Old Business:**
 - A. Needs Assessment – Yesterday's presentation went very well and the community members were very engaged in the discussion.
 - B. The budget for FY27 has been submitted. Julie was able to keep it level. No increase in costs/budget but patrons are getting the same level of service.
 - C. The Friends of the Harwich COA stepped up and donated \$5000 to get grocery store gift cards, to give out to those that lost their SNAP benefits because of the government shutdown.

- D. Carol – asked how we will fund the needs found in the needs assessment? This was discussed.
 - E. Linda – was alarmed at how many people in the needs assessment said that their house was too big for them.
 - F. Angie – how can we reach out to the people that the COAs info is not reaching? This was discussed.
 - G. Jenny – there are other avenues to fund what we need to do based on the assessment, so we shouldn't have to rely on just the Friends for funding. This was also discussed among everyone.
 - H. Richard – we should have a joint meeting with the Friends to discuss ideas on how to fund what the needs assessment showed.
 - I. Julie – The needs assessment had 6 main points/goals. The potential “ranking” of importance was discussed among everyone, and it was decided that board members will send their suggested rankings to Julie for her to compile.
6. **New Business:** It was discussed that going forward all communication should be sent through town email accounts that all the board members have now been provided.
7. **Member Comments:**
- A. Angie – is there a better time to meet, for the joint meeting, that we want to have with all departments in the community center? Richard will follow up on this.
8. **Adjournment:** Motion to end the meeting made by Carol. Seconded by Linda. Unanimous vote to end meeting. Meeting ended at 11:02am.

The next meeting is scheduled for Wednesday, **December 17, 2025** at 10am.