

## **HARWICH COMMUNITY CENTER FACILITIES COMMITTEE**

**Friday, November 14, 2025**

**3:30 pm**

**The Harwich Channel Studio, Harwich Community Center**

**100 Oak Street, Harwich MA 02645**

### **MINUTES – Approved 1/23/2026**

1. **Call Meeting to Order:** Chair Angelina Chilaka called the meeting to order at 3:30 pm.
2. **Attendance: Present** - In addition to the Chair Angelina Chilaka, Heath Eldredge, Christina Joyce, Phyllis Thomason, and Carolyn Carey were present.  
**There was a quorum.**  
**Also present** was Reagan Wilda, Program Specialist III
3. **Approve minutes:** Moved by Heath Eldredge and seconded by Phyllis Thomason, the motion to approve the September 12, 2025, minutes was approved unanimously.
4. **Reports**
  - a. **Council on Aging Committee (COAC) – No report.** Facilities Committee is waiting for COAC Chair Richard Waystack to put Sheila House's nomination before the Select Board for her appointment in order for her to be sworn in by the Town Clerk and represent COAC.
  - b. **Recreation and Youth Commission (R&YC)–** Phyllis Thomason reported that the fall programs are underway. Also discussed was a likely Town Warrant article to repair the basketball nets using funds left over from a previously approved article (purchase and installation of new bleachers).
5. **Old Business**
  - a. **Draft 2027 Level Service Budget** - The committee reviewed and discussed the draft budget. The department does rely on gifts from The Cranberry Festival and the Children's Fund for some programming. Carolyn Carey asked members to forward any budget questions prior to her meeting with the Town Administrator next week.
  - b. **Equipment Update - New Scanners** – The three monitors are installed but not working. Work Order submitted; work load in IT may preclude quick service from software firm.



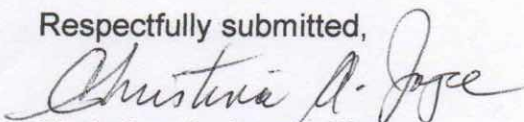
## 6. New Business

- a. **Committee Training on Use of Town Email addresses-** Phyllis Thomason, Chris Joyce and Heath Eldredge attended the training this week and were issued Town of Harwich email addresses. Chris Joyce as Clerk will start to use her town email to post approved committee minutes.
- b. **Fitness Room Updates** – date for new weight room flooring will be scheduled soon. Carolyn Carey will send an email blast to members announcing dates the weight room will be closed and may also request use of the electronic road sign to inform members. Treadmill move will be scheduled in such a way as to not incur moving fees.
- c. **Discussion - Room Rental Use Policy** – Carolyn Carey reviewed a recent Select Board presentation on developing permit fees based on actual town labor by department required to process. She gave Community Center examples where the room set up and breakdown for certain rentals is complicated and require more time and equipment. Clean up can also require more labor depending on the activity and number of attendees. The Committee agreed she should research this process for the Community Center fees and include how other towns base their rental fees.

## 7. Director's Updates

- a. **Programs/Events** - Reagan Wilda reviewed the eight events held in October and the program schedule for November that include: Teen clothing swap, yard sale, HVAC talk, and jewelry bingo December's lined up – Free tickets to Clue at the Jr Theatre, shell decoupage, Sound Dunes concert, Iceland talk, Santa's Workshop, Drum Circle and Grab a Bow.
  - b. **Building Operations** – Recent issues include folks who have booked rooms never showed up nor canceled, and some confusion that only the Community Center Department is in charge of booking room requests. The Facilities committee suggested again that the Council on Aging Committee, Rec and Youth Park Commission meet with the Facilities Committee to discuss this issue.
8. **Other** – Reagan Wilda thanked the many volunteers who help with the events especially the team who volunteers for the Spaghetti dinners.

Respectfully submitted,



Christina A. Joyce, Clerk