

**HARWICH COMMUNITY CENTER
FACILITIES COMMITTEE MINUTES
Friday, February 14, 2025
The Harwich Channel Studio, Harwich Community Center
100 Oak Street, Harwich MA 02645
Approved 3/14/2024**

1. **Call to Order:** Chair Angelina Chilaka called the meeting to order at 3:30pm
2. **Attendance:**
Present: In addition to the Chair, were members: Heath Eldredge; Christina Joyce, Vahan Khachadorian, Recreation & Youth Commission Representative; and Carolyn Carey, Community Center Director.
Absent: Ralph Smith, Council on Aging Committee Representative.

Quorum: There was a quorum.

Also present: Reagan Wilda, Community Center Program Specialist II
2. **Approve minutes:** Moved by Heath Eldredge and seconded by Vahan Khachadorian, the motion to approve the January 10, 2025, minutes was approved unanimously.
3. **Reports from COA Committee and Recreation & Youth Commission**
 - a. No report from COA due to committee member's absence.
 - b. Vahan Khachadorian –
 - i. Bid for fence is on hold due to incorrect dimensions included in the bid package.
 - ii. Recreation's Community Preservation Committee (CPC) articles for the May 2025 Annual Town Meeting are on hold until outside auditor verifies the amount of money available for each of the categories.
 - iii. Sr. Softball Association has a few safety concerns it plans to bring forward to the department.
 - iv. Potters Field - \$50k extra for electrical wiring not included in CPC request.
 - v. CPC article for a Veterans Memorial Field Complex Shade Structure Project (tent/\$100,000) behind the Community Center – Rec is now comparing the costs of a sail tent vs Wooden Pavilion. CPC may not be in favor the tent.

4. Old Business

- a. Carpeting Community Center: Sean Libby, DPW, is project manager. COA closed their offices on 2/14 due to the carpeting work.
- b. 25th Community Center Birthday Celebration: We are half way through the birthday month. Upcoming events/services include: Card making, free paper shredding, birthday videos, with Children's Fund, the prom dress exchange.
- c. After reviewing the rental rates for events such as birthday parties, Vahan Khachadoorian moved to approve the rates; Heath Eldredge seconded the motion and the committee unanimously approved the motion.

5. New Business

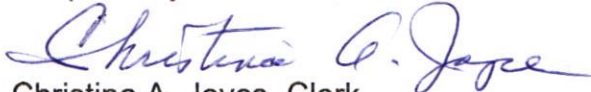
- a. **Fiscal Year 2026 Community Center Room reservations:**
 - i. Applications for room reservations sent to Town Department Heads and with return date of 2/27.
 - ii. Note that town departments housed in the Center are: Veterans Agent, Rec & Youth, Council on Aging, Cemetery, and Community Center Facilities.
 - iii. Staff will send the room reservation applications to the entire community in March. Blanketing of rooms will not be allowed.

6. Director's Update

- a. **Newsletter/Events Update** – will include March events some of which are highlighted here: Mardi Gras, International Women's Day, Animal Control talk, St. Patrick's Bingo, Police presentation of youth alone at home, slime making and Youth Job Fair.
 - i. Approximately 100 people of all ages attended the most recent spaghetti dinner.
- b. **Building Use/Maintenance** –
 - i. Room painting is being done in-house.
 - ii. Recently requests for custodial work or other DPW work have been made directly to the custodian or to DPW. Building policy is that such requests are made through the Community Center Director so scheduling and coordinating of work is better managed. Carolyn Carey will review the policy with the other department heads.
- c. **Computer Use Update** – the three computers in the lobby are busy; all age groups are using them. To date, there has been no need to set time limits.
- d. The last spaghetti dinner had approximately 100 attendees.

7. **Other** The committee presented Carolyn Carey a bouquet of flowers and cupcakes to both recognize and celebrate her 25th year as Community Center Director.
8. **Adjournment:** Moved by Vahan Khachadoorian and seconded by Heath Eldredge, the motion to adjourn at 4:21 was approved unanimously.

Respectfully submitted,


Christina A. Joyce, Clerk

Next meeting: March 14, 3:30 pm