

HARWICH COMMUNITY CENTER FACILITIES COMMITTEE (HCCFC)
Friday, August 8, 2025
3:30 PM

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

MINUTES – Approved September 12, 2025

1. **Call to Order:** Chair Angelina Chilaka called the meeting to order at 3:30 pm.
2. **Attendance: Present** – in addition to the Chair, were members: Heath Eldredge, Christina Joyce, Carolyn Carey and Phyllis Thomason.
Also present: Reagan Wilda, Program Specialist II.
3. **Approve minutes:** Moved by Heath Eldredge and seconded by Phyllis Thomason, the June 13, 202 minutes were approved unanimously with a correction to Paragraph 4a, Reports by adding the reason for the meeting on June 26.
4. **Reports:**
 - a. **Council on Aging Committee (COAC)** – The nomination of its representative has not been before the Select Board yet.
 - b. **Recreation and Youth Commission** –
 - i. HCCFC members welcomed new member, Phyllis Thomason.
 - ii. She reported that Rec & Youth Commission is considering a request for CPC funding in the 2027 budget for new basketball nets.
 - iii. Carolyn asked that Phyllis submit a brief bio for an upcoming edition of the **Harwich Community Center News**.
5. **Old Business**
 - a. **Circus Smircus Update** – Angie Chilaka reported
 - i. Feedback from leadership of both Monomoy Regional School District and Harwich Community Center was positive and all went well.
 - ii. The school administration was pleased with the grounds post circus.
 - iii. The circus had an aerial accident in Wrentham which injured a male performer.

- iv. Having presence of both Harwich Fire and Police departments on site was a wise move.
- b. **Staffing –**
 - i. **Mass Hire Program** – Carolyn Carey was approached by Mass Hire to employ a young man whose salary will be covered by the program.
 - ii. **Other Staffing:** Both summer hires, Josh and Molly, are returning to college; Carolyn has reached out to Joy Jordan at MRHD for possible candidates to work afternoon. Carolyn will also reach out to Sherry Armstrong of MRHD for possible intern.

6. New Business

- a. **Liaison from Select Board** – HCCFC's liaison is Select Board member, Peter Piekarski. (Note: To document his preferences, the Clerk is adding to the minutes the following: in a conversation with Angie, Peter asked for copies of the committee's agenda and minutes.)
- b. **New HCCF Committee members** – See Item 4 – a and b.
- c. **2027 Fiscal Year budget projects** – Sean Libby, DPW Maintenance, will put together the budget submittal.
 - i. Carolyn will request replacement of some tables, chairs, the public address system, and white boards with a more modern product. Also, more work in the basement to organize storage is on the list.
 - ii. Chris suggested improvement of the acoustics of the Multi-Purpose room.
 - iii. Heath suggested consideration of an outdoor patio space behind the building.
- d. **Status of Current building projects**
 - i. Fans – in progress
 - ii. Doors – Sean Libby, DPW Maintenance, repaired the handicap accessible doors.

iii. Air Conditioning - repaired

e. **Non-Resident Tax Payer meeting, August 4** – Along with other department heads, Carolyn attended, reviewed the department's responsibilities and invited attendees to drop by her office. She also reported that a few non-residents did visit.

f. **Director's Updates**

i. **Program/Event Update**, Reagan Wilda, Program Specialist II

Reagan reviewed the following:

1. Successful kite making and ice cream social
2. movies for kids not well attended
3. Yard Sale in gym – well attended & many sellers
4. Fitness classes including Zumba
5. **Upcoming August** events/programs include:
 - a. Author talk – on Whaling
 - b. Minute to Win It
 - c. Sound Dunes performance
 - d. Minute to Win It
 - e. Cape Cod Military Museum presentations

6. September plans include

- a. Pasta Dinner 9/4
- b. Matters of the Heart with Council on Aging
- c. CPR classes
- d. Slime making 9/26
- e. Barks in the Park with Harwich Animal Control

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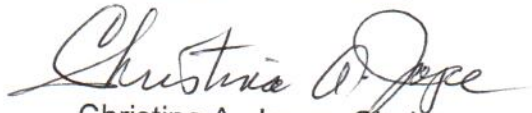
ii. **Cranberry Festival, September 12, 13, 14** – Staff is alerting those with room reservations or large events that the parking will be at a premium.

iii. **Building/Operations Update**- Generator is being repaired; both gym and multi-purpose rooms need painting.

7. **Committee Reorganization** – after a brief discussion and a motion by Heath Eldredge with a second from Phyllis Thomason, Angelina Chilaka, Heath Eldredge, and Chris Joyce will serve as Chair, Vice Chair, and Clerk respectively for the next term.

8. **Adjourn:** Moved by Chris Joyce and seconded by Heath Eldredge, the motion to adjourn was approved unanimously. The meeting adjourned at 4:12 pm.

Respectfully submitted,



Christina A. Joyce, Clerk

Attachments:

- Letter to Department Heads from Natasha Lyon, "Committee Information."
- Town Of Harwich Committee Openings – Get Involved flyer
- Select Board Listing of Committee Openings as of June 23, 2025
- Citizens Activity Vacancy Form

OFFICE OF THE TOWN ADMINISTRATOR

Meggan Eldredge, Acting Town Administrator

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 026



MEMO

TO: Department Heads & Chairs of all Committees, Boards and Commissions

FROM: Natasha Lyon, Executive Assistant to the Town Administrator & Select Board

COPY: Select Board
Meggan Eldredge, Acting Town Administrator
Jennifer Clarke, Executive Assistant to the Town Administrator & Select Board
Emily Mitchell, Town Clerk

RE: Important Committee Information

DATE: July 9, 2025

This memo serves as a friendly reminder regarding procedures for scheduling meetings, accessing Town Hall, and fulfilling annual administrative requirements.

Booking a Meeting Room at the Town Hall - All boards and committees are responsible for booking their own meeting rooms. Two paper calendars are located at the front desk of the Select Board/Administration Office at Town Hall, 732 Main Street:

- Griffin Room Calendar
- Small Hearing Room Calendar

Please book meetings *in person* by writing your group's name and meeting time directly onto the appropriate calendar. If your meeting is canceled, be sure to cross it off the calendar promptly so others may utilize the space.

- To book the Select Board's Library, please contact Jennifer Clarke at jennifer.clarke@harwich-ma.gov as she manages that room exclusively.

Booking a Meeting Room at the Harwich Channel Studios - To book a room at the Harwich Channel Studios (located at the Community Center, 100 Oak Street) please email Jamie Goodwin at jgoodwin@harwich-ma.gov and Caleb Ladue cladue@harwich-ma.gov. Please email both Jamie and Caleb to ensure your email is received by the Harwich Channel.

GoToMeeting Dial-In Access - If your board or committee requires dial-in credentials for a virtual meeting, email Emily Mitchell, Town Clerk, at emily.mitchell@harwich-ma.gov

Include:

- Committee/Board Name
- Meeting Date
- Meeting Location
- Start Time

Please allow at least 48 hours' notice to ensure the timely set up of credentials.

Public Meeting Agenda Posting – The Town of Harwich website is the official posting location for agendas, in addition, they **must** also be filed with the Town Clerk's Office, either in person or by email.

- Staffed Boards/Committees: the assigned staff members will post the agenda to the website and file with the Town Clerks' office.
- Filing with the Town Clerk only; if your agenda has already been posted to the website, please note that in your email to agenda@harwich-ma.gov
- The Harwich Channel staff posts agendas for boards/committees that do not have staff support, this is done by emailing agenda@harwich-ma.gov, please clearly indicate in your email that you would like it posted.
 - Your agenda must be received **by 12:00 p.m. on the Thursday** prior to your meeting.
 - Agendas received after this deadline are **not guaranteed to be posted**, due to staff schedules and Open Meeting Law requirements.
- All agendas must be posted at least **48 business hours** in advance of the meeting
- More information on posting Agendas can be found in the Committee Handbook on page 28.

Meeting Minutes - As required under the Massachusetts Open Meeting Law, all boards, committees, and commissions must create accurate and timely minutes for every public meeting. These minutes must be reviewed and formally approved by the committee at a subsequent meeting. More information on Minutes can be found in the Committee Handbook on Page 28 and page 42.

Similarly to agendas, minutes must be posted on the website and filed with the Town Clerk's office by using the same process as agendas; except submit to minutes@harwich-ma.gov.

Access to Town Hall After Hours - If you require a key to Town Hall for your meeting:

1. Visit the Select Board/Administration Office to sign one out.
2. Use the secure wooden drop box by the door to return the key after your meeting.

Committee Reorganization - All committees **must reorganize at their first meeting after July 1, 2025**, in accordance with the Harwich Charter, §7-2-2. Please notify both the Town Clerk's Office and the Select Board/Administration Office once reorganization is complete.

Contact Information Updates - If any contact information changes for committee members (phone, email, mailing address), please inform both the Town Clerk (emily.mitchell@harwich-ma.gov) and Select Board/Administration Office (natasha.lyon@harwich-ma.gov) as soon as possible to keep records current.

Annual Committee Reports - I will reach out to all committee Chairs in November with a reminder that their Annual Committee Reports are due in the beginning of January. These reports are an opportunity to showcase the meaningful work your board or committee has accomplished throughout the year. These summaries will be included in the Town's Annual Report, and we thank you in advance for your thoughtful submissions.

If you have any questions or need clarification, please don't hesitate to reach out. Thank you for your ongoing service and commitment to the Town of Harwich!



Town of Harwich - Committee Openings



Get Involved in Your Community! Harwich thrives because of dedicated volunteers!

Your Voice, Your Town, Your Impact—Harwich is a **beautiful** town with a strong sense of community and a rich history. It thrives because of people like **you**—residents who care, contribute, and make a difference. By volunteering for a town committee, you help **shape policies, preserve natural resources, and guide decisions that affect daily life.**

Give Back – Strengthen the town that we all love. **Be Heard** – Help make decisions that impact Harwich's future. **Connect** – Meet neighbors and work together for a better community. **Grow** – Gain leadership experience and new skills.

The Town of Harwich has openings on various committees, including:

- **Board of Appeals**— Help with zoning decisions and land use decisions, compliance with regulations
- **Bylaw Charter Review Committee**—analyze town bylaws to keep governance effective and relevant
- **Brooks Academy Museum Commission**—preserve and promote Harwich's local history and heritage
- **Conservation Commission**—protect Harwich's beautiful landscapes, wetlands and natural resources
- **Cultural Council**—support arts, music and cultural programs that enrich the community
- **Community Preservation Committee**- reviews applications for funding projects in Town using CPA funds
- **Golf Committee**—oversee the towns golf course and ensure access to quality recreational opportunities
- **Harwich Energy and Climate Action Committee**—develop strategies to improve sustainability
- **Harwich Housing Committee**—work toward diverse solutions in addressing affordable housing
- **Historic District and Historical Commission**—safeguard historical landmarks and promote preservation
- **Planning Board**—Guide responsible development and land use for Harwich's future
- **Treasure Chest Committee**— oversees Harwich's Treasure Chest
- **Waterways Committee**—protect Harwich's harbors, water access and marine resources

Steps to Join a Committee

1. Fill in the attached Citizens Vacancy form. They are also located on the 'Join a Committee' page on the Town of Harwich website. www.harwich-ma.gov/860/Joining-a-Board-Committee
2. Submit your application:
 - Drop it off at the Select Board & Administration Office: **732 Main Street, Harwich, MA 02645**
 - Email it to: **Natasha Lyon, Executive Assistant** at Natasha.lyon@harwich-ma.gov

What Happens Next? Brief interviews with the Select Board Subcommittee. Recommendations then are sent to the full Select Board for approval. Once approved, next steps are provided by email.

More information? On the Town of Harwich webpage, www.harwich-ma.gov, each committee has their own page under the Government tab. Would you like to speak with the Chair of a committee or if there is a staff member associated with it to determine if you may be interested or ask questions? Email Natasha Lyon - natasha.lyon@harwich-ma.gov

Select Board
2025-2026 - Liaisons to Town Committees

May 2026 Don Howell, Chair	Ambulance Waiver Administrator Brooks Academy Museum Commission Brooks Library Board of Trustees Traffic Safety Committee Housing Authority Planning Board
May 2027 Peter Piekarski, Vice Chair	Board of Assessors Capital Outlay Committee Community Center and Facilities Committee Golf Committee Recreation and Youth Commission Board of Water/Wastewater Commissioners
May 2028 Mark Kelleher, Clerk	Board of Appeals Cemetery Commission Cultural Council Harwich Energy and Climate Action Committee Finance Committee Real Estate and Open Spaces Committee Waterways Committee
May 2028 Anita Doucette, Interview Committee	By/Law Charter Review Committee Historic District and Historical Commission Board of Health Housing Committee Voter Information Committee Council on Aging
May 2026 Jeffrey Handler - Interview Committee	Community Preservation Committee Monomoy Regional School Committee Harwich Accessibility Rights Committee Bikeways Committee Conservation Commission Treasure Chest Committee Youth Services Committee

CITIZENS ACTIVITY VACANCY FORM

Volunteer Now – Serve Your Community

Town government needs citizens who are willing to give time in the service of their community. The Citizens Activity Record program was adopted by the Select Board as a means of compiling names of interested citizens to serve, on a voluntary basis, on Boards and Committees.

Activity records are being updated to include categories consistent with the changing needs of the Town. Indicate your order of preference and return this form to:

CITIZENS ACTIVITY VACANCY FORM SELECT BOARD

732 Main Street, Harwich, MA 02645

Name: _____ Street/P.O. Box: _____
Town/Zip: _____ Telephone: _____
Email: _____ Occupation: _____

(LIST IN ORDER OF PREFERENCE)

PLANNING AND PRESERVATION

- ☐ ***Board of Appeals**
- ☐ Brooks Academy Museum Commission
- ☐ By-law/Charter Review Committee
- ☐ Community Preservation Committee
- ☐ ***Conservation Commission**
- ☐ Cultural Council Committee
- ☐ Harwich Energy & Climate Action Committee
- ☐ Historic District and Historical Commission
- ☐ ***Planning Board**
- ☐ Real Estate and Open Space Committee
- ☐ Traffic Safety Committee

RECREATION

- ☐ Bikeways Committee
- ☐ Golf Committee
- ☐ Recreation & Youth Commission
- ☐ Waterways Committee

OTHER

- ☐ Affordable Housing Trust
- ☐ ***Board of Assessors**
- ☐ ***Board of Health**
- ☐ Capital Outlay Committee
- ☐ Cemetery Commission
- ☐ Community Center Facilities Committee
- ☐ Constable
- ☐ Council on Aging
- ☐ Finance Committee
- ☐ Harwich Accessibility Rights Committee
- ☐ Harwich Housing Committee
- ☐ Shellfish Constable (Voluntary)
- ☐ Treasure Chest Committee
- ☐ Voter Information Committee
- ☐ Youth Services Committee

*** Please include a resume with form**

******Please complete back of form.**