Date: August 19, 2017- 3:30 PM

**Treasure Chest Committee Meeting**

August 19, 2017........3:30 PM........Treasure Chest, 273 Queen Anne Road, Harwich, MA

***Agenda***

**1. Quorum:**

**2.   Old Business:**

A Signage:

* Update on signage for “30 minutes per day. One visit per day”, “No Dumping”, etc.

    B. Parking:

* Parking for volunteers has been established along the road between the Transfer Station and the Treasure Chest.

 C. Appointments:

* Tom Caruso was appointed as a full member of the Treasure Chest Committee by the Selectmen.

 D. Safety:

* Safety of the Treasure Chest patrons and volunteers is of the utmost importance. Be aware of your surroundings.

 E. Scheduling:

* Mark Koopman is in charge of scheduling.

 F. Patrons taking items from vehicles and the drop-off table:

* Patrons are not allowed to take items from customer’s vehicles or the drop-off table.

 G. Kitchen etiquette:

* Do not take food, beverage or other items that are not yours. **If it’s not yours’, don’t touch it!**

**3.   New Business:**

 A. Treasure Chest Volunteer etiquette:

 B. Safety tips for working in hot weather:

 C. Update on items to accept and refuse:

**4. Open Session:**

**5.   Set Date for Next Meeting:**

**6.   Adjournment:**

**Note:** After the adjournment of the Treasure Chest Committee meeting, both the Treasure Chest Committee members and Treasure Chest volunteers will partake in a pot-luck dinner at the Treasure Chest facility.

Posted by: Eric Fahle, Vice Chairman

Posted time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Town Clerk:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you are deaf, hard of hearing, or a person with a disability requiring accommodation, please contact the Board of Selectmen Office:  508-430-7513*

*Per the Attorney General's Office: the Harwich Treasure Chest Committee may hold an open session following “New Business” for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.*