

HARWICH COMMUNITY CENTER  
FACILITIES COMMITTEE AGENDA  
October 14, 2022  
10:00 AM  
Harwich Community Center  
100 Oak Street, Harwich MA 02645

1. Call meeting to Order
2. Approve minutes from September 9, 2022 meeting
3. Report from COA  
  
    Report from Recreation
4. Old Business  
    Special Town Meeting  
    Budget – Info to IT department for phones and monitors ETC
5. New Business  
    Facilities Committee report to Selectmen 10/24  
    Ethics and swearing in.  
    New Computer Station
6. Director’s Update  
    Event updates –  
    Pizza and Bingo 9/20  
    Nantucket Basket 9/14  
    Touch a Truck 10/8  
    Free Zumba 10/8  
    Try it You Might Like it  
    October –Technology  
    Boo Tique  
    Drive thru event
7. Other
8. Next meeting November ?, 2022 ( November 11<sup>th</sup> is a Holiday)

<p><b>Authorized posting officer:</b> <b>Posted by:</b></p>
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# FACILITIES COMMITTEE MINUTES

September 9<sup>th</sup>, 2022

10:00 AM

Harwich Community Center

100 Oak Street, Harwich MA 02645

Members present: ~~Vahan Khachadorian~~, Brian Power, Ralph Smith, Angie Chilaka

Also present: Carolyn Carey (*Community Center Director*)

1. The meeting was called to order at 10:00 AM
2. Angie Chilaka made a motion to approve the Facilities Committee meeting minutes from the August 12<sup>th</sup>, 2022 meeting. The motion was seconded by Ralph Smith. Motion passed unanimously.

### 3. Department Reports

**COA update:** The COA has a new Director, Julie Witas. There are also being talks had about restoring Men's Breakfast at some point. Outside of that, there is nothing new to report.

**Recreation update:** *Vahan Khachadorian was not present for the meeting to give a Rec report.*

### 4. Old Business

- A. **Strategic Work Plan:** Ms. Carey had given a copy of her work plan draft to the Facilities Committee at the last meeting. MS. Chilaka has since then sent her some thoughts regarding the draft, one of which is about making sure the Community Center has enough questions in the drafted questionnaire, and to get enough youth input. Ms. Carey said she is happy to clean up the draft, and will make sure to add a whole section for youth and families.
  - i. Ms. Carey is trying to get some information on looking at where the Center is going, how they can get there, what it should be doing. She would appreciate any feedback members of the Committee can give her regarding the work plan so that the Center has the best plan moving forward.
- B. **Budget:** A draft of the Community Center's next budget was also handed out at the last Committee meeting, as well as a one page narrative that was requested on August 31st. Ms. Carey wanted to give the Committee time to review everything and see if they had any questions or thoughts about the budget. She had also previously explained how 75% of the budget went to the building's utility bills (heat, water, electricity), which benefits every department that uses the building. When you take that into consideration, plus the maintenance costs that go into the building itself, that leaves only around 2-3% of the budget that is just for the Community Center and the different programs and activities it hosts.
  - i. Ms. Carey had included a list of desires for future improvements to the Center (things like new Wi-Fi, phone systems, large fans for the gym, and bleacher repairs in the gym). All of this is explained in her budget proposal. She has not yet received additional ideas from the Committee, but if anyone does come up with new ideas, she asked that they let her know.

- C. **Outdoor Bathroom Cleaning:** At the last meeting, Mr. Khachadorian had asked if Ms. Carey could get more information on this matter. She did get the info and sent it directly to Mr. Khachadorian. The contact for the Town on this subject is Sean Libby.
- D. **Solar Revenue for the Town:** At the last meeting, Mr. Power had asked where the extra revenue from the solar panels goes. Ms. Carey reached out to the chief financial officer. She hasn't heard back yet, but as soon as she does, she will let Mr. Power know. She had asked for an outline of where the extra funds go, and a breakdown of the amounts. Ms. Carey is sure she will have this information for the next meeting.

## 5. New Business

- A. **Try it, You Might Like it:** The Center has started its new "Try it, you might like it" series, with its first program being exercise with Jill Brown (held on Sept 7th). About twenty people attended this class. They were all excited to be here. The next program, Nia, is coming up on Tuesday, Sept 13th, and the third class will be Zumba on Sept. 21st. All of these programs are free.
- i. Ms. Carey is trying to see what people are looking for so that the Center can meet their needs. Someone had asked about holding a Saturday class, which Ms. Carey was more than happy to do. A second Zumba class will be held on Oct 8th (also the Touch-A-Truck day). The Center will make it into a family day. This is being done in addition to the current "Try it, You Might Like It," an extension of sorts. The Center is excited about this opportunity.
  - ii. The September "Try it" series is all about fitness, and the upcoming October sessions will focus on technology. Ms. Carey is working with the library, who will be putting on one of their sessions about various tech devices that are available to people. She hopes that this session will reach new people (people who don't often go to the library, and thus wouldn't know about these kinds of services.); the Center is trying to partner with different groups and organizations partly for this reason. Ms. Carey is still searching for someone who can teach a computer class that covers more than just the basics, going a step above your standard beginner class. She has been contacting schools, and will continue to search for an instructor for this.
    - Mr. Power and Ms. Chilaka suggested getting a high schooler involved in this, possibly as an internship of some sort where they can teach a tech class. Ms. Carey supported this idea, saying that it's the sort of thing the Center is about. Ms. Chilaka suggested that she go to the school's dept. chair about it, and see if there would be any interested students.
    - Mr. Smith suggested a lesson about online social media, the different websites that exist, and how to use them. Ms. Carey said she will look into it. Ms. Chilaka said that Ms. Carey should check with the library about this too, and see if they know someone who could do it.
  - iii. Regarding the "Try it" series, Ms. Carey asks that people let her know of the sort of classes and activities they would be interested in attending, so that she knows what to look for when she's reaching out to other sources and looking for instructors. The Community Center wants to know what people are looking for, so that it can ensure that everyone benefits from the Center and gets what they need out of it.

- iv. As of right now, there are a plethora of classes available in the morning and afternoon, benefiting people who are retired or don't work during these hours. Adding more classes at night would broaden horizons for people who are normally busy during the daytime.
- B. **Touch-A-Truck:** Ms. Carey has just confirmed that on the Touch-A-Truck day, there will be an ice-cream truck present until 1PM. That's one of the more popular trucks that comes. The ice-cream given out is free. This has been a well-attended event in the past.
- C. **Special Town Meeting:** There will be a Special Town Meeting on Oct 18th at 6PM in the Center gym. The Center has to cancel its gym programs for that day to accommodate the meeting, however these Town Meetings are a necessity.

## 6. Director's Update

- A. **Fix-it Bike Basics (Aug 23, 2022):** The Community Center recently held a free bike fix-it shop. The Center workshopped with a person who does this for a living, Dr. Stephanie Soares, owner of Cape Cod Be Fit & Bike Fit. The Center also worked with the Bikeways Committee for this program. Over 30 people attended, and have expressed how great the program was for them.
  - i. In the next newsletter, Ms. Carey hopes to list the locations of where all the bike stations are. She's just waiting for them all to be installed. Right now, there are 8 around town, and the one outside the Center is getting used on a regular basis.
  - ii. Mr. Power asked if these stations are removed in the winter. Ms. Carey explained that they are not; they are made to be weathered. At each bike station is also a bike rack.
- B. **College Essay Workshop (Aug 13, 2022):** This workshop, led by Allison Ramos, M.A., of Las Puertas College Coaching, was also a big success. There were both students and their families that attended. Ms. Carey would like to hold this workshop again, and at a different time of year to reach more people. Allison Ramos is more than willing to host future classes. All attendees seemed to be at the same point in their essay writing skills, so the class as a whole was very helpful. The Center looks forward to working with the instructor again.
  - i. Ms. Chilaka suggested holding the next class in January, as that is when many students need to turn in essays for scholarships. Mr. Power asked when high school students typically start working on their college essays. Ms. Carey said she has spoken with a young adult that works at the Center's front desk, and found that at their school, students start getting this type of stuff together in their junior year, both for early admissions, and to just be better prepared for senior year. Ms. Chilaka said it could be beneficial to hold the class three times a year.
- C. **Pizza & Candy Bar Bingo (Sept 20, 2022):** This is another family friendly event the Center is holding. Ms. Carey hopes the timing of this event will help with the stress of starting a new school year, giving kids and their families a break for a night where they don't have to think about school starting up, or what they're having for dinner. It's early enough in the evening. People will play bingo for candy and prizes, and the Center will be

providing the pizzas for everyone. The Center is partnering with Ring Bros and their pizza shop. This event will be held in the Center's Multi-Purpose room.

- D. **Nantucket Baskets (Sept 14, 2022):** Patricia Kryscofolski, who works at the Nantucket Basket Museum, will be running this program. She will be giving a demonstration in the Multi-Room on how these baskets are made, and will be speaking about the history of the lightship basket. There will be a raffle at this event for a hand-made bracelet. Light refreshments will be offered. Ms. Carey reported this is one of the programs the Center has gotten the most calls about. People are very interested in it. Ms. Carey will let the Facilities Committee know how it goes. She is looking forward to it. One of the things she wanted to do was tap into the unique resources offered in Harwich.

## 7. Other

- A. The Community Center received its trust from (Oran Gaylord Arooth) in the amount of approx. \$13K. The Center gets this on a yearly basis, and is one of four organizations that receives it. It's a wonderful gift that really helps the Center hold much of the programming that it does, and helps upgrade the technology in the building. The Selectmen just accepted that gift at last night's meeting.
- i. Mr. Power asked if this donation is earmarked for just the Community Center. Ms. Carey confirmed that it is. Mr. Power asked if she had a specific use in mind for this year's donation. Ms. Carey explained that she waits to see what isn't approved on the budget before she determines what the money will be spent on. She doesn't know what that will be yet, but she does want to use some of it to do the different programs, and use some of it to help with the strategic work plan—about how the Center gets that word out, possibly as a mailing for Harwich residents to receive. One possible good use would be to gather information on the building, to help it move forward.
  - ii. A little bit of the money from last year's donation was used for the software upgrade the Center recently added.
- B. There is a new liaison. Larry Ballentine is no longer the liaison to the Facilities Committee. Julie Kavanagh has taken his place. Ms. Carey has reached out to her and sent her copies of past meeting minutes. Ms. Carey also plans to reach out to her about doing a blurb for the next newsletter.
- C. Ms. Carey informed the Committee that a former Community Center employee, Judy Newton, has sadly passed away. We appreciate all that she has brought to the Community Center. She started out as a volunteer, and then took on a part-time evening job at the Center's front desk. She had been retired for a little bit from that, and has just recently passed. She is in the Center's thoughts, and we are better off having known her.
- D. Mr. Power asked when the Center will start gathering candy for the Halloween Drive-Thru. Ms. Carey said the Center has already started. Donation letters have been sent out, and it has been posted about in the September newsletter. There will also be another feature about it in the October newsletter. The Center has already been in touch with a few organizations, and has gotten a few donations too.
- E. Mr. Power asked if a volunteer sign-up list has been put together yet. Ms. Carey said not yet, but that the September newsletter has asked for volunteers to help in the different

upcoming events. It is a big job to both pack the Halloween goodie bags, as well as pass them out the night of the drive-thru. Ms. Chilaka and Mr. Power both said they will volunteer their time for the Halloween event.

- F. Mr. Smith asked about the distribution of the newsletter. Ms. Carey explained that the Center sends out its newsletter by email, and has printed copies available in the Center's front lobby. At the moment, there are approximately 500 people that get emailed the newsletter, and the Center also prints out a few hundred copies of the newsletter each month that people come and pick up. There is an email sign-up sheet in the front lobby, so that the next month's newsletter is emailed to any new sign-ups. Interest in the Center's newsletter continues to grow.
    - i. Mr. Smith asked if physical copies are distributed in other locations. Ms. Carey reported that copies are sent to the Chamber of Commerce and the library. Mr. Smith suggested the golf course, and Ms. Carey said she will check if they would be interested in that.
  - G. Mr. Power suggested possibly having an article in the newsletter that covers the 'wall of fame' people in the Center's hallway—either mentioning it, or covering it each year when people get nominated. Ms. Carey agreed, saying they could highlight specific people on the wall in the newsletter, or explain the nomination process for the wall in general.
8. This meeting adjourned at 10:30AM. The next meeting is October 14<sup>th</sup>, 2022 at 10:00AM.