**Minutes of the Treasure Chest Committee**

**January 12, 5:00 PM**

**Harwich Community Center: Room #3**

**Committee Members Present:** Tom Caruso, Eric Fahle, Rose Nunes, Liz Watkins, & Heather Bolinder

**Alternate Member Present:** None

**Selectmen Present:** None

**Highway/DPW Present:** Link Hooper

**Other Volunteers Present:** Cindy Beaulieu, Janet Evans, Jane (Newcomer) etc.

1. **Quorum:** A quorum of Treasure Chest Committee Members were present at the meeting.
2. **Old Business:**

**A. Acceptance of Minutes:**

Minutes for October 27, 2017 were accepted by the Committee as amended.

1. **New Business:**

**A. Election of Officers:**

The Treasure Chest Committee elected a new Chairman. InterimChairman, Eric Fahle made a motion to nominate Tom Caruso as the new Chairman of the Treasure Chest Committee, effective immediately. The motion was 2nd by Heather Bolinder.

The Committee voted 3 in favor and 1 abstained (Tom) to elect Tom Caruso as the new Chairman of the Treasure Chest Committee.

**B. Revising Treasure Chest Rules:**

The Treasure Chest Committee reviewed the Treasure Chest rules adopted December 7, 2007 and made the following changes to the rules:

**Statement of Purpose**

* Take out the word needy.

 **Treasure Chest Operation**

* Hours of operation are revised to Saturday and Sunday from 9:00 AM to 3:00 PM.
* Items will be taken until 3:00 PM.
* Patrons are limited to one visit per day for a maximum of 30 minutes.
* Treasure Chest will be closed on Thanksgiving, Christmas and New Year’s Day.
* Dave Gilbert, the Disposal Area Forman is the designated Disposal Area Supervisor.

 **C. Revising Treasure Chest Charge:**

The Treasure Chest Committee reviewed the Treasure Chest Charge adopted June 7, 2010 and made a few minor changes to the Charge:

* Removed the words “in need” and “of such items” from the 1st paragraph of the Charge,
* Removed the word “seven” in the 2nd paragraph of the Charge,
* Changed the word “Director” to “Chair” and the word “operate” to “staff” in the 5th paragraph of the Charge.

 **D. Treasure Chest Volunteer Etiquette:**

The Treasure Chest Committee reviewed a number of examples of rules of etiquette for volunteers. The Treasure Chest Committee appointed Eric Fahle to draft the Treasure Chest rules of etiquette for volunteers.

 **E. Summary of Conflict of Interest Law for Municipal Employees revised 11/14/2016:**

A summary was issued to each of the four Treasure Chest Committee members present. The Conflict of Interest 2018 Acknowledgement of Receipt was signed by each Committee member present and was submitted to the Town of Harwich as directed.

 **F. Report of the Treasure Chest: Submittal for 2017 Annual Town Report:**

Eric Fahle prepared the Report of the Treasure Chest for the 2017 Annual Town Report. The Treasure Chest Committee reviewed the Report and approved the Report as written to be included in the 2017 Annual Town Report.

1. **Open Session:**

There was discussion as to the fate of the Treasure Chest operations. DPW Director, Link Hooper spoke of his excellent working relationship with Pauline Aston, a former Chairman of the Treasure Chest Committee. Link indicated that he had a lot of responsibilities and wants to work with the Treasure Chest Chairman to keep complaints to a minimum and away from the Selectman and Town Manager. According to Link, some Committee members have been going straight to the Selectmen to air their grievances and that procedure needed to end. Per discussions with the Selectmen, Link wants the Treasure Chest Committee to draft new rules of etiquette for volunteers as well as an operation and maintenance plan for the Treasure Chest facility.

1. **Set Date for Next Meeting:**

The next Treasure Chest Committee meeting will take place on January 19th at the Harwich Community Center.

6. **Adjournment:** Adjourned at 6:30 PM.