**Treasure Chest Committee**

**August 19, 2017, 3:30 PM**

**Treasure Chest Facility, 273 Queen Anne Road, Harwich, MA**

**Committee Members Present:** Mark Koopman, Eric Fahle, Rose Nunes, Sheila Eldridge, Tom Caruso

**Alternate Member Present:** None

**Selectmen Present:** Larry Ballantine

**Other Volunteers Present:** Cindy B., Heather B., Randy Gonzales

1. **Quorum:** A quorum of Treasure Chest Committee Members were present at the meeting.
2. **Old Business:**
	1. **Signage:** According to Mark, the signs “are in the works”
	2. **Parking:** Parking has been established along the access road between the Transfer Station and the Treasure Chest. Additional grading will be necessary to provide additional volunteer parking. However, volunteers are parking along the access road as requested. Tom will look into the grading issue.
	3. **Appointments:** Tom Caruso was appointed as a full member of the Treasure Chest Committee by the Selectmen. Tom will be focusing his attention for now on traffic and efficiency improvements.
	4. **Safety:**  Safety of the Treasure Chest patrons and volunteers is of the utmost importance. Volunteers need to be aware of their surroundings and make sure they bring to the attention of Mark or Eric safety issues they identify. Traffic is always an issue. Tom and Eric are looking to improve the safety and traffic flow by adding additional demarcation (painted lines on the pavement ) and opening both gates at the exit to improve the flow of traffic.
	5. **Scheduling:** Mark Koopman is in charge of scheduling.
	6. **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. With that said, if a person dropping off items wants to give an item to a patron you should let them do so. However, you can indicate to the person dropping off that patrons are not allowed to take items from customer’s vehicles.
	7. **Kitchen etiquette:** It seems that food and beverage items have been disappearing from the refrigerator. Do not take food or beverage items that are not yours. **“If it not yours, don’t touch it!”**

1. **New Business:**
	1. **Treasure Chest Volunteer Etiquette:** There have been reports from patrons regarding some volunteers who are rude and not treating them with respect. This type of behavior is **NOT ACCEPTABLE!** Volunteers must realize that they are representing the Town of Harwich and as such must be courteous at all times. If you cannot be courteous and civil to the patrons when you are volunteering then perhaps it is a sign that you should leave for the day. Note: Repeat offenders shall be disciplined and may lose their ability to volunteer.
	2. **Safety Tips for Working in Hot Weather:** Hydrate frequently. Get out of the sun and into the shade whenever possible. Take a break and rest if you are feeling hot or dizzy. Wear the proper clothing. Safety of the Treasure Chest patrons and volunteers is of the utmost importance. Volunteers need to be aware of their surroundings and make sure they bring to the attention of Mark or I safety issues they identify.
	3. **Update on Items to Refuse:**  Need to refuse furniture that needs to be upholstered or fixed. Need to refuse heavy metal and wood desks. Need to refuse most pesticides and other household hazardous materials such as fluorescent lamps. Halogen lighting should also be refused as they are known to cause fires.
2. **Open Session:**

Larry Ballantine, the Selectmen’s liaison to the Treasure Chest Committee introduced himself to the Committee and discussed issues that he thought was important including accountability, being responsible and working together.

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

The next Treasure Chest Committee meeting will take place on October 27th at the Harwich Community Center.

1. **Adjournment:** Adjourned at 4:30 PM.