**Treasure Chest Committee**

**September 9, 2016, 5:00 PM**

**Room 5, Harwich Community Center**

**Committee Members Present:** Mark Koopman, Eric Fahle, Rose Nunes, Liz Watkins, Sheila Eldridge

**Alternate Member Present:** Mella

**Selectmen Present:** Angelo LaMantia

**Other Volunteers Present:** None

1. **Quorum:** A quorum of Treasure Chest Committee Members were present at the meeting.
2. **Old Business:**
	1. **Minutes:** The Treasure Chest Committee approved the Minutes of June 24, 2016.
	2. **Signage:** According to Mark, the signs “are in the works”
	3. **Parking:** Parking has been established along the access road between the Transfer Station and the Treasure Chest. Additional grading may be necessary to provide additional volunteer parking. The Committee will try to get the volunteers to park along the access road.
	4. **Resignations & Appointments:** Paul and Rosemary Thibeau have resigned as volunteers of the Treasure Chest as well as members of the Treasure Chest Committee. Sheila Eldridge was appointed as a full member of the Treasure Chest Committee by the Selectmen.
	5. **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 I safety issues they identify.
	6. **Scheduling:** Mark Koopman is in charge of scheduling.
	7. **Patrons taking items from vehicles dropping off:** Patrons are not allowed to take items from customer’s vehicles. 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.
	8. **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.

1. **New Business:**
	1. **Plastic Bags:** The Treasure Chest Committee discussed continued supplying of plastic bags. Recycled plastic bags will be made available to patrons if they are dropped off by other patrons.
	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:**

No new issues were raised by the Committee.

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

No date has been set for the next Treasure Chest Committee meeting. The next Treasure Chest volunteer meeting will take place in early November and will consist of a pot-luck dinner at the Harwich Community Center.

1. **Adjournment:** Adjourned at 5:40 PM.