

QUILCENE COMMUNITY CENTER
ADVISORY COMMITTEE MEETING MINUTES

Date: September 23, 2026

Location: Quilcene Community Center

Meeting Time: Approximately 9:39 AM – 10:25 AM

Meeting Format: In Person / Microsoft Teams Available

1. Call to Order

Richard Fitzgerald called the meeting to order and advised those present that the meeting was being recorded for the purpose of maintaining an accurate record of the discussion.

2. Attendance

Present:

Richard Fitzgerald

Leslie Bunton

Additional individuals arrived or entered the Community Center during portions of the meeting.

3. Public Meeting and Community Input

Richard reviewed the public meeting statement and noted that the meeting was open to the public. Community members were able to attend either in person or through Microsoft Teams.

It was reiterated that OlyCAP utilizes Community Center Advisory Committees to provide a transparent, community-centered forum for feedback regarding Community Center programming, facility use, and local community needs.

The committee serves in an advisory capacity.

An opportunity for public comment was provided.

4. Previous Meeting / Minutes

Richard stated that the previous meeting minutes were not available for review at this meeting.

The committee briefly reviewed the primary discussion from the previous meeting, particularly the ongoing work concerning the Community Center sign/reader board.

5. Community Center Sign / Reader Board

The committee continued its discussion regarding the Community Center sign and reader board.

The sign remains an ongoing project, and additional work and discussion will be necessary before the project is finalized.

The committee discussed how information and advertisements placed on or around the Community Center should be managed.

One idea discussed was establishing a procedure requiring individuals or organizations to receive approval before posting materials.

The committee also discussed establishing a 30-day posting period for notices and advertisements. Under this type of system, materials could be dated or marked when approved so that staff could easily determine when the posting period had expired.

This would help prevent outdated materials from remaining posted indefinitely and provide a more consistent process for managing Community Center bulletin and advertising space.

The committee will continue working on signage procedures and the reader board project.

6. Community Center Exterior Maintenance and Construction

Exterior maintenance work was underway at the Community Center at the time of the meeting.

Work discussed included:

Pressure washing

Cleaning

Deck work

Replacement of exterior boards

Preparation for staining

Future spraying and application of stain

It was noted that the work was taking longer than originally anticipated because some portions of the project, particularly the upper boards and related exterior work, were more time-consuming than expected.

Weather conditions were also discussed. Rain was anticipated later in the week, and the exterior surfaces would need adequate time to dry before staining could be completed.

Because temperatures would soon become less favorable for exterior staining, completing the work during the remaining suitable weather window was considered important.

7. Parking and Safety During Exterior Work

Parking around the Community Center was discussed because vehicles parked near the building could potentially be exposed to bleach, soapy water, pressure washing, stain, or other materials being used during the exterior work.

There was concern about protecting vehicles as well as maintaining a safe work area.

It was agreed that the contractor could use cones, caution tape, or similar barriers to temporarily close portions of the parking area immediately adjacent to the work.

Areas not directly affected by the work could remain available for parking when appropriate.

The committee also discussed leaving notices on vehicles when necessary and potentially posting information on Facebook or other community communication channels to inform the public about temporary parking restrictions during the work.

8. Community Center Parking Use

The committee discussed continuing issues with vehicles using Community Center parking while individuals visit neighboring businesses.

Existing signs state that parking is for Community Center use only, with other uses limited to approximately 20 minutes.

Members discussed seeing vehicles park directly in front of the Community Center and then occupants walk to nearby businesses.

The committee recognized the need to maintain parking for individuals who are actually using the Community Center while also addressing temporary parking situations reasonably.

The parking issue becomes particularly important when construction or maintenance work requires portions of the parking area to be temporarily closed.

9. Library Operations During Construction

During the meeting, library representatives arrived to use Community Center space.

Because of the exterior work and temporary restrictions affecting the front portion of the building, alternative space within the Community Center was discussed.

Richard indicated that he would communicate with Holly regarding the situation and the unexpected impact of the construction work on scheduled Community Center activities.

The goal was to accommodate scheduled services while maintaining safety around the active work area.

10. Advisory Committee Membership

The committee discussed the current number of Advisory Committee members and the possibility of recruiting additional members.

It was stated during the meeting that the committee could continue operating with its current membership while continuing to look for additional community members interested in participating.

The committee previously had community members sit in on meetings, and recruitment of additional participants remains an option.

The committee agreed to continue the discussion regarding membership at the next meeting.

11. Ongoing Business

The following items will continue to be addressed:

Community Center reader board/signage

Procedures for approving and dating posted materials

Possible 30-day posting limits

Completion of exterior maintenance and staining

Temporary parking restrictions during construction

Communication regarding parking and construction impacts

Advisory Committee membership and recruitment

12. Next Meeting

The next Advisory Committee meeting was identified as:

Tuesday, October 13, 2026

13. Adjournment

With no additional business requiring action and several facility-related matters requiring immediate attention, Richard Fitzgerald closed the meeting.

Meeting adjourned at approximately 10:25 AM.