

# CS Advisory Board | Minutes

Thursday, July 10th, 2025 - 6:00 PM @ Hub

Zoom Link: [Click here](#)

CS Advisory Board Meeting

**Item 1** | Call to Order - 6:01pm

**Item 2** | Attendance

**Committee Members Present:** Emily Loder, Trish Brigham, Amanda Dougherty, Darryl Wright, Roger Chabot

**Committee Members Absent:** Art Dillon, Ellen Coughlin-Quinn, Alex Marshall, Brittaney Jackson

**Liaisons Present:** Nick Cliche and Nicole Hall

**Liaisons Absent:** Karin Shupe

**Guests Present:** None

**Item 3** | Approve minutes from 5/8/25 meeting - Darryl motion, Amanda 2nd. Approved 5-0.

**Item 4** | Citizen comment (limited to agenda only items) - None

**Item 5** | Community Services Director update - Nick

- Summer activity includes:
  - 350 kids at day camp - K - 6th at Wentworth School
  - 22 speciality, 11 sports, 3 tech, 8 enrichment, serving additional 600 participants
- Trish recommended for SCS to compile summer data and write a letter to the editor summarizing SCS summer activity
- July is national parks and rec month - SCS is having events all month (go check them out!)
- Active adult 55+ annual BBQ is Aug. 13th at 10am - averages 150 participants
- Summerfest - Aug. 15th @ SHS from 5-10pm
- Awarded a full time position for a rec coordinator to Zack McGouldrick who is currently the recreation coordinator in Buxton. Starting on July 14th.
- Facilities project update - full renovation of the basketball courts (across from library) on July 28th, process will take a month and include new pickleball lines
  - Trish recommended offering naming rights for the courts (joint private/public partnership)
- Community services staff requested to be at the Sept. board meeting, CSAB welcomes them!
- Close the gap project - underway with the first phase to be finished in the fall of next year, second phase finished fall of next year - groundbreaking ceremony within the next couple of weeks

**Item 6** | Ordinance Committee Meeting update - Nick

- Ordinance decided to table the CSAB animal ordinance review indefinitely and that if the animal ordinance comes up again, the ordinance committee will review it and rewrites will be town staff led
- Trish thanks the committee for the work put into the review. She also requests that the town council takes the following notes into consideration:
  - the CSAB committee gets better clarification on what the CSAB role is and what the expectation is when the CSAB is charged with a task
  - When the town is recruiting committee volunteers their role is more clearly defined and explained to potential candidates

- Town council define the process of CSAB's interaction with the public involving hearings and town council meetings, etc. will issues require public hearings or focus groups and who would be responsible for defining the timeline and coordinating interactions with the public
- Going forward - CSAB committee members now know that all information discussed in meetings (agenda, minutes, other documentation etc. must be made public one week prior to the planned meeting)

**Item 7 | Review of Young/Toddler Programming Survey - Group discussion**

- Town wide survey will be done this year in the fall and Nick has requested that CSAB doesn't offer an additional survey so as not to overwhelm citizens and prevent survey fatigue
  - Time is still available for input to be made to the content to the survey
  - CSAB wanted to offer a more focused survey around youth programming
  - Roger thinks the Jon Anderson is heading up the town survey and CSAB can connect with him to invoice input
- CSAB is requesting 1-2 questions targeted to the summer campers and at summerfest involving programming
  - CSAB will float questions ideas around via email and send them in summary to Nick by 7/24
    - It is understood that any questions or recommendations made by CSAB may not be taken into consideration for the town survey
    - SCS is currently testing the Thought Exchange process - this is part of an attempt to collect information outside of traditional surveys
    - CSAB is aware using different formats to collect information including technology free options for citizens

**Item 8 | Confirm 2025 meetings/set agenda for next meeting**

Sept 11 - Volunteer recruitment joined by SCS staff

- No current systems in place - SCS and CSAB want to address beginning the process of recruiting volunteers for involvement and SCS programming/events

Nov 13 - To be determined - probably continued volunteer recruitment strategies

**Item 9 | Adjournment 6:32pm**