

CS Advisory Board |Minutes

Thursday, September 11th, 2025 - 6:00 PM @ Hub

Zoom Link: [Click here](#)

CS Advisory Board Meeting

Item 1 | Call to Order 6pm - Trish

Item 2 | Attendance

Committee Members Present: Trish Brigham, Art Dillon, Roger Chabot, Amanda Doherty, Brittany Jackson, Darryl Wright

Committee Members Absent: Ellen Coughlin-Quinn, Alex Marshall, Emily Loder

Liaisons Present: Nick Cliche, Nicole Hall

Liaisons Absent: Larry Cain

Guests Present: Members of CS Staff- see Item 5 below.

Item 3 | Approve minutes from 7/11/25 meeting - Art moved, Amanda seconded, minutes approved unanimously

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

Item 5 | Welcome CSAB Council Liaison Larry Cain/Updates- Larry unable to attend due to Finance Committee meeting. Nick shared his comments later in the meeting. **See Item 9.**

Item 6 | Introduction of SCS Staff/Roles -

Nick introduced members of his staff, each of whom shared information about their role in the Department. Present were: Nicole Hall, Deputy Director, Jill Deering, Operations & Marketing; Brandi Bradley, Events & Programs; Zach McGouldrick, Youth Sports & Programs; Gail Platts Adult Adult Programs; Steve Kramer, Recreation & Waterfront; Andrea Zglobicki, Program Coordinator/Teens/CIT program. The Committee expressed sincere appreciation for the incredible work these people do and thanked them for attending the meeting. The Committee expressed an interest in maintaining more/open communication with staff, perhaps inviting them to future meetings depending on agenda topics. Nick reiterated his pride in the staff in his department, their team approach and the amount and quality of work they get done in the face of demands of a large, growing Scarborough community.

Item 7 | Community Services Director Update:

1. Summer Fest was a huge success with record attendance. Entrepreneur Market, a new feature introduced by Nicole Hall, was a hit. Thanks to Roger and Brittany, for representing the Committee, attending and collecting feedback on CS programming and thanks to Nicole for her help facilitating this effort. Boards with stickers were a great way to collect data! The committee will plan to repeat this exercise next year as this is a great way to interact and collect data. We will look into doing something similar on Election Day.

Key Themes from Feedback:Swimming pool; more adult activities & leagues
And more after school youth activities; more pre-K programming (currently
Only 15 spots available and all full)(full-day); Inclusive and updated playgrounds,
(Nick will conduct inventory and a thorough assessment of town playgrounds).

A wide range of ages provided this feedback.

2. Town wide survey going out. Includes several questions related to CS.
3. Committee Membership- Roger and Art term off at the end of 2025. They can take one year off and re-apply if they choose to do so. Alex Marshall will be leaving the Committee and the board/town should be getting a formal resignation soon. Darryl Wright will apply to be a full member as he is currently an alternate. Two full seats will be open, with Brittany moving from Alternate into a full member spot. Applications are open and will be reviewed in November and brought forward for appointments. Interested people should apply on the Town website.
4. Child Care- One staff full time Child Care Coordinator resigned in August. Interviewing now for replacement. Good applicant pool, with hopes to finalize a hire by October 1. There is a waitlist for Before/After school care of 54 students. SCS could offer more spots if they had more staffing and additional space.
5. Rec Programs- High enrollment across the board from youth programming to adults. 550 kids enrolled in Fall Soccer Program K-6 - which is a record number, 30 participants enrolled in the new Mini Kicks toddler program, 10 in the new Archery Program 55+ trips are popular and bring in a new group of people with the large trips such as Niagara Falls etc. These trips are expanding to international destinations. CS partners with other municipalities for localized trips as well.
6. Beach Season Recap: Attendance up at all beaches due to wonderful weather. Still sorting our revenue to assess the impact of fewer non-resident beach passes as well as increase in parking fees to a standard \$20 flat fee. Overall more beach passes were sold, 7,713 Beach Passes Sold vs 7,521 in 2024. Parking transactions were down from 20,924 in 2024 to 17,312 in 2025. The infrastructure improvements with a new gate, dedicated entrance/exit, and trolley system improved traffic flow. The Park Ranger program also received positive feedback. Looking to add one more for next summer to provide increased support to the beaches. CS plans to provide the Town Council with data on beach interactions which occurred this summer and was a Council request for data collection.
7. Special Events: Upcoming Pumpkin Carving, Passport Day (always popular!)
8. Project Updates:
 - Outdoor Basketball Courts by the Library will be re-opened next week 9/15. It looks great, and the parking lot is being refinished as we speak!
 - HS Track- nearly complete. Need to be lined/final surfacing. This step will likely be delayed until next Spring due to usage and weather.
 - Lights at Peterson Field- working with Little League on this intent to bid has gone out.
 - New lighted sign for CS, positioned in front of The Hub. (Moveable) intent to bid going out very soon.
 - Automated Parking- CS and Police are exploring options. Wifi access is an issue to be addressed.

Item 8 | Volunteer recruitment - Overriding goal is to have the greatest impact, for the CS staff and community and extended community.

Proposed next steps:

- Look at other successful volunteer models, ie Mercy Hospital, VIP
- Identify needs across the community, most specifically CS then other town needs.

Additional exploration should include time commitment, roles & R (Nick & staff will work on this)

- Develop a Framework detailing application process, recruiting & outreach, onboarding, evaluation, retention, responsibilities, set up an onboarding process, create a full framework and system, implement recruiting strategies, identify outreach possibilities, incentivize/engage volunteers, and retain/improve the volunteer system.

Item 9| TC Liaison Report comments submitted by Larry, read by Nick)

- Summerfest was a wonderful success, with record attendance. I thought the SCS booth was creative. The easel pads were a great way to get actionable input from the community.
- School Building Committee - There is a plan to create a post-referendum building committee (assuming it passes). Both Councilor Sither and I requested that this committee have a representative from SCS to contribute input towards the needs of SCS programming.
- Survey- There will be a couple of questions on the upcoming Town Survey that will measure satisfaction and future needs for SCS programming. In addition, there will be a question to gauge the satisfaction about the beach access outlined in the current Animal Control Ordinance, with specific answers about making the ordinance more restrictive, less restrictive or no changes.
- Senior Tax Relief - I am bringing a proposed amendment through the Finance Committee to increase the current rebate from \$1000 to \$1200. If passed, there may be an opportunity to promote that through SCS senior focused programming

Item 10| Next Meeting: November 13, 2025. 6PM. Agenda Items: Volunteer Program: Needs & Framework; Beach Review with data.

Item 11 | Meeting Adjourned at 6:55PM