

CS Advisory Board | Minutes

Thursday, May 14th, 2026 - 6:30-7:30 PM @ Hub

Zoom Link: [CSAB Meeting 5/14/26](#)

Item 1 | Call to Order 6:30pm

Item 2 | Attendance

Committee Members Present: Dennis Meehan, Emily Loder, Darryl Wright, Brittaney Jackson, Mike Slavin, Amanda Doherty, Ellen Coughlin-Quinn

Committee Members Absent:, Karolina Sands, Trish Brigham

Liaisons Present: Nick Cliche

Liaisons Absent: Larry Cain, Nicole Hall

Guests Present: None

Item 3 | Approve minutes from 03/12/26 meeting - Dennis Meehan motion, Mike Slavin second - passed 5-0

Item 4 | Citizen comment (limited to agenda only items) - none present

Item 5 | Community Services Director update -

- Budget Update: The Finance Committee is currently meeting as we speak tonight to discuss the status of the proposed budget. Council initially identified a 0% increase as a goal combined from Town/School, but that target has moved to around 2%.
- Our proposed budget did not include any new positions, but our reductions did include elimination of 1 FTE within our department. That was our Front Desk Position here at the HUB. Those responsibilities have been and will be absorbed within our administrative staff here at the HUB.
- Capital Improvement Plan (CIP)- Updates over the next five years include a phased approach to replace current playgrounds with updated equipment and the request for a stand alone playground not attached to a school. Ideally a newly chosen non-school attached space will have a new ADA inclusive playground.
- Request for FY27 Ferry Beach to receive a parking lot replacement and fencing repair highlight other requests;
- From an Equipment standpoint, requests include tiny robot field painters to help with field painting to reduce manual needs.
- Reminder, the budget is not finalized and at this point all things are up for consideration.
- Staffing Updates: 2 parks and grounds vacancies are filled; no other openings at this time - all park rangers, summer beach attendants hired for the Summer.
- We are in need of 6-8 additional staff for Summer Camp at this point in our hiring process.
- Beach passes went on sale at end of April; non-resident sold out first day; ~4K resident passes sold to date; CS sells passes on Fridays when Town Hall is closed
- Beach parking lots open next Friday, May 22nd with full amenities and staffing
- Special events: Family dance at Wentworth big success; Sound Bath on May 14th went well; Legos & Barbies for kids coming up; Painting Night, Family movie night to cap off mental health awareness month
- Summerfest planning underway; August 21st on main campus
- Rec programs: increased offerings; 36 youth specialty camps this summer, 29 teen camps, 43 adult camps this summer
- Filled summer camp in 1 minute. 350 kids enrolled, 12 on the waitlist
- The Pre-K Plover program for Fall 2026 is filled

- June 8th - track and turf field will be closed for 2-3 weeks for lining. It will be back up and running by end of June
- Projects: Petersen lights installed over winter and fully in use this spring
- Skate Park relocation announced: To be replaced with (8) Pickleball Courts. The location of the new Skate Park is close to the temporary ice rink. The goal is for the Skate Park to go out to RFP in July and break ground as soon as a contractor that bid is awarded is able.
 - May 26th is resurfacing of the skate park where pickle ball courts will now be located, Equipment removal in progress.
 - There has been some growing concern that the Skate Park will not come back, but I can assure the Community that it will. That work is underway, we are currently finalizing a Concept Plan for the new location, and will go to the planning board in the near future for site review. Following that SCS will do a Community Engagement meeting where we will discuss the project and look at potential park design features.

Item 6 | CSAB Council Liaison Updates -

- None at this time (Larry absent)

Item 7 | Land conservation update

- Nicole and Nick working on draft for this effort; goal to have draft by July meeting

Item 8 | Let Grow Program- Donation/Outreach Support - Ellen

- Roll out late June/early July
- Program to foster independence in children
- School and community level effort
- Examples: Walking dog, going to the library, plan a neighborhood event, go fishing, etc (~200 activities that kids can do)
- Improve mental health by removing technology and introducing non-technology milestones/activities to complete
- Work together as a committee to do outreach and get donations/prizes for those participating and completing activities
- Determine fundraising goal to provide to sponsors when asking for donation/outreach - Ellen, Dennis, and Nick to work offline with Newburyport to determine goal and provide update to committee

Item 9 | Volunteer recruitment

- Initial effort and goal is to generate as much interest and grow database
- Review of a community application for potential volunteers
 - Review of the current application vs. and newer simpler online form
- Streamline job descriptions and group roles together to garner more interest
- Goal to get this ready for election day/summerfest and have a sign up ready for people to apply for these roles; then put up flyers and QR codes (JotForm) at events continuously so that people can continue to sign up
 - Goal of JotForm is to get database of people who are interested in volunteering but then need to determine who will follow up with them
- Two different masses for recruitment strategies
 - Generalized database to get a newsletter
 - Specific interest will get a different reach out
- Have ability to monitor timelines of interest of volunteers
- Reach out to high school, colleges, professional schools to get additional volunteers who may need school credit and/or may have mandatory "day of service" events that CSAB

can add events to

- Employee Handbook or Code of Conduct for volunteers
- Determine onboarding process - module of expectations, handout of expectations, zoom meeting
- Determine database management system for tracking completion of certifications, yearly onboardings, tracking, etc
 - Nicole & Nick investigating software for this initiative
- Subcommittees to report back on any adjustments and changes to the form by end of next week (May 22)
- Need volunteers for Community Services (7A-8P) at Election Day, June 9th at SHS
 - Amanda to send out poll

Item 10 | Set agenda for next meeting

- Land conservation update
- Budget update
- CS Director Update
- Volunteer Recruitment continued; review data collected from election day and review feedback gathered for any changes needed for Summerfest (15 minutes)

Item 11 | Adjournment - 7:39pm

2026 Meetings, tentatively scheduled 2nd Thursday of the month, every other month, 6:30-7:30pm.

July 23- Brittaney and Emily (absent) Nicole Hall will be in attendance to help coordinate meeting minutes.

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