



WESTMORE COMMUNITY SPACES & ACTIVITIES (CSA)

MEETING MINUTES

DATE: AUGUST 11, 2026

TIME: 5:00 PM

LOCATION: WESTMORE TOWN COTTAGE

IN ATTENDANCE

Pam Kennedy, Jennifer Woolard, Ellie Majchrzak, Linda Michniewicz, Carmen Anderson, Miriam Simonds, Sierra Riendeau, Carol Davis. Zoom: Laurie Lakin, Rowen Gorman, Peggy Zimmer

Topic	Discussion Points	Action Item
Introductions and CSA Overview	The Community Spaces and Activities (CSA) Committee grew out of the Town of Westmore's Path Forward process. The focus of the group is community activities, year-round use of community spaces, Town Forest opportunities, and family/community programming. A survey conducted in 2025 helped inform some of the activities. The Town is now formalizing CSA as a committee and supporting use of the Town Cottage. Committee members: Jen, Linda, Pam, Carmen, Ellie. The committee reviewed past activities and accomplishments, including applying for and receiving grant funding for community activities and equipment, weatherization improvements, family programming, community and seasonal events, etc.	None
Kids' Activities: Story Time	Jen and Sierra discussed the new childcare program, which is hoping to open in October, as well as continued interest from families in story time and local residents who are interested in reading to children.	Linda will send information to Sierra about the provider association and



	Discussion about the town’s approval of story time if it’s a childcare bringing children they supervise. Pam mentioned having a copy of their insurance might be a step. The group agreed to consult with the town. The fall/winter calendar is still being worked on so no initial conflicts occur; however, mornings are preferred and will need to update CSA group to ensure no conflicts. Pam mentioned that Heather at the Barton Library and Dana at the Old Stone House have significant children's programming experience and might be able to offer guidance on additional activities. Pam would like to coordinate a backpack program. Other ideas are snacks, as they have been meaningful to participating families.	training opportunities. Jen and Sierra will connect about organizing the story time and will work with the Town of Westmore.
Fall Activities (Reoccurring)	Coffee & Conversation (C & C) The first few Coffee & Conversations had strong attendance. The group discussed whether a recurring drop-in format is the best use of time and energy. Residents may be more likely to participate in specific workshops, presentations, or facilitated discussions.	The Committee will move away from a regular C&C schedule and instead offer occasional gatherings tied to specific topics or activities as they come up.
	Winter Clothing Swap — October/Harvest Fest Linda mentioned that a community member is interested in the clothing swap again. Last year was successful, opportunity to do it earlier. The board agreed that it could be done during the WCC Harvest Fest on October 3rd.	Jen will coordinate the swap, and Carmen will add to the WCC advertising.
	Book Club Proposed start: September 16 at 5:00 PM. Preference is for in-person meetings. The first selection is “Charity and Sylvia” (vermont graphic novel). Copies available at the Westmore Cottage.	Pam will post information on the Westmore Commons page to gauge interest.



	Craft Club Proposed start: September 14, 1:00–3:00 PM. Drop ins with Ellie.	None
	Yoga Pam contacted Emmi Chapdelaine about offering classes as Sarah has taken a new position. Potential schedule: Tuesdays at 4:30 PM; \$12 for a six-week series or \$15 drop-in; preregistration required; maximum 7 participants due to space. Potential starts the 2 nd or 3 rd week in September.	Pam will coordinate with Emmi and secure insurance requirements for the Town.
	Compassionate Life Book Discussion Pastor Penny is interested in facilitating a non-sectarian discussion focused on compassionate living. Potential dates: October 8 and/or 15, Thursday evenings.	Pam will discuss the book and logistics with Penny.
New Opportunities	Community Talks / Presentations Rowen suggested occasional evening gatherings featuring a community member or guest sharing a topic, skill, story, presentation, or photos. Potential topics include gardening, nature/wildlife, local history, arts and crafts, personal interests, outdoor activities, and community topics. The Town Cottage does not allow alcohol, so events should be planned accordingly.	Rowen is willing to help lead this effort and will begin compiling potential speakers/community members. Committee members should send ideas to her.
	Social Games / Game Afternoon Laurie suggested a recurring gathering featuring board/parlor games, improv, or other low-key group activities. Potentially monthly, with different people bringing or organizing activities. The group emphasized shared ownership to avoid placing responsibility for every event on one volunteer. Pam is willing to assist with outreach.	Next step: identify someone to coordinate the first event if enough interest.
	Men's Group Randy Knaggs facilitates a men's group in Island Pond (IP) with a strong Saturday following. The group discussed the possibility of developing a Westmore men's gathering. The existing IP men's group is	Next step: If Randy is interested, he could help explore whether there is



	invitation-based, so any Westmore group would need to be approached thoughtfully.	interest among local men.
	Long Spoons Pam mentioned that she applied for and the committee was awarded a \$200 grant for “long spoons,” to host a community dinner where neighbors engage with one another. Jen suggested maybe this could be paired with one of the community talks Rowen is organizing.	Pam will coordinate
	Floral Arrangement Brief discussion about Rowen hosting a floral arrangement workshop with Steve List. Group agreed this would be a good activity.	No action taken. Rowen can reach out with information if confirmed.
	Holiday Trivet Mary Ragno is interested in leading a braiding workshop to make a holiday trivet.	Pam will coordinate with Mary
Shared Documents & Committee Organization	The group discussed establishing a shared Google Drive/folder for committee materials, including appropriate editing/viewing permissions and document retention/access requirements for a formal Town committee.	Jen will connect with Rowen about setting up the shared folder structure. Pam will clarify document retention and access requirements.
Community Collaboration	Pam mentioned trying to support more communication efforts across community groups, so the community (year round and seasonal) stays informed.	Pam will coordinate with the Westmore Association.
Recreation Position Proposal	Jen presented a proposal seeking committee feedback and support for approaching the Town about creating a part time or seasonal position dedicated to recreation and/or natural resource coordination. Given the importance of recreation, Lake Willoughby, and natural resources to	Jen will revise the proposal and will send it to the Westmore Association and



	Westmore, the position could provide more centralized coordination, consistent capacity, and continuity across the many groups and volunteers currently doing this work. It could also help the Town proactively respond to increased recreational use while identifying grants and revenue opportunities to offset growing costs. The group recognized that cost will likely be a key concern for the Town. Potential funding approaches to explore include reinvesting a portion of Westmore's 1% municipal tax, pursuing grants that allow staff time, and seeking a Town appropriation. The position could also help generate or leverage additional revenue and grant funding over time. The proposal builds on activities already being carried out by local groups and individuals, with the goal of strengthening capacity and coordination, not replacing existing volunteer efforts. The Committee agreed to support this work and offered suggestions to include.	RAMP for feedback.
Facebook Guidelines	Jen reshared the DRAFT Westmore Commons Facebook group guidelines, which outline the intent of the group and posting limitations. To be part of Westmore Commons, new members must request to join and are approved or declined by the administrators (Pam and Jen). Posts submitted by members also require admin approval before being published. Discussion about trying to continue to ensure posts are relevant to community members. The group agreed to the new guidelines to be posted. Also, a question about security questions.	Jen will update the Facebook guidelines and will look into security questions.
NEKO	The idea of coordinating with NEKO for a community training is tabled for now as capacity and time to complete is limited.	
Next Meeting Topics	Follow up on activities. Other seasonal workshops—ornament making, wreath workshop, etc.	
Next Meeting	Doodle Poll	Jen will send out.