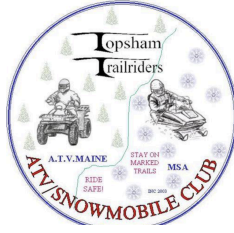


Topsham Trailriders November Meeting



Date: Monday, November 24th, 2025

Location: Don Russell Conference Room, Town of Topsham Town Hall, 100 Main Street Topsham ME

Executive Board Present: Jenny Little
Ron Carey
Tim Moody
Ashleigh Rolfson (via phone)

Board of Directors Present: Randy Bickford
John Bursley
Stephanie Burnham
Tim Williams
James Belanger
Mike Little

Board of Directors Absent: Matt Nixon
David Sheain
Rick Emmert
Brad Hoskins

Meeting Called to Order at: 6:31 pm

Meeting Adjourned at: 7:30 pm

Approximately 20 people attended the meeting and signed the attendance sheet.

Secretary's Report

Ashleigh Rolfson emailed a copy of the October minutes to all club members. No one in attendance requested any edits to be made to the minutes that were sent out.

Motion was made by Kyle McComiskey to approve the Secretary's report

Motion Accepted by Tim Williams

Was passed with no opposition

Election Committee

Since our October meeting, the board and I have been informed of an important development. Rick Emmert and his family will soon be relocating to North Carolina. We want to take this opportunity to wish them all the best in their move and express our sincere gratitude for everything they have done for Topsham Trailriders. The Emmert's contributions have been significant, and their dedication has helped strengthen our community. As I've said before and will repeat tonight: we are not just individual members—we are a family, and over time, we've become an ATV family. Rick and his family have been an integral part of that, and we truly appreciate all they've done.

With Rick's departure, a board position will now be vacant. This evening, we will proceed with nominations to fill that position. The process will follow the same format as in September. Members will have a few minutes to complete the nomination form, and later in the meeting, we will review and formally accept—or not accept—the nominations for this board role.

Nomination Results for Vacant Board Position:

Cici and Bob Eberle reviewed the names received for the nominations received. Once the analysis was completed, they presented their nominee summary sheet to Jenny so that the nominees could be asked if they would accept their nominations. At the end of the meeting the nominees for each position were as follows:

Board of Directors Position

Kyle McComiskey

UPDATE: Since our meeting Kyle has contacted Jenny to inform her that he is going to decline the nomination.

Marie Carey – has accepted the nomination

Colleen Bursley – has declined the nomination

Ashleigh Rolfson – she is currently the club's secretary

Cindy Sheain – has accepted the nomination

Bob Eberle – has declined the nomination

Rocky League – has declined the nomination

Mike Little – has declined the nomination

Dale Rowe – has declined the nomination

Charlie Parkinson – has declined the nomination

President's Remarks

During the meeting Jenny Little provided updates on the following:

Board Appointed Positions

Last month Topsham Trailriders held their annual elections where we voted in both the Executive Board along with the Board of Directors. It is the responsibility of the President to appoint nominees for the board appointed positions for the Board of Directors to vote on. A reminder that the appointed positions are as follows: Trailmaster, Assistant Trailmaster(s), Membership Chair, Ride Coordinator, Grant Coordinator, Landowner Relations, and Student Representative.

Since our last meeting the Board and I have met and it is with much excitement that I announce the following board positions:

Trail Master – Tim Williams

Assistant Trail Master(s) – Ron Carey

Brad Hoskins – East side

Michael Little

James Belanger – Winter

Grant Coordinator – David Sheain

Ride Coordinator – Michael Little

Landowner Relations – Matt Nixon

Student Representative – Currently Vacant

Membership Chair – Rick Emmert (TEMPORARILY)

Updates Pertaining to the Membership Chair

The Membership Chair position is a critical role within **Topsham Trailriders**. Rick Emmett has graciously agreed to continue facilitating this position on a very temporary basis; however, this is with the understanding that the board and I will actively seek someone suitable, capable, and willing to work with the Google Suite system we have established. At this point, the membership process largely maintains itself and is relatively easy to manage, but Rick is ready and willing to work with the next Membership Chair to ensure a smooth transition.

Additionally, the board has discussed and agreed on an enhancement for the upcoming season: the welcome packet will now be emailed to members unless they sign up through ATV Maine or MSA. In those cases, members will receive an envelope containing their sticker or card directly from MSA. **I want to be very clear that Topsham Trailriders has voted to discontinue mailing the club-issued membership card and sticker to members. Instead, these will be provided digitally as part of the emailed welcome packet. This change was partially implemented this year and was very well received, as it allowed us to correct any errors immediately.** This adjustment will make the membership process more efficient, save money, and significantly

reduce the time commitment for the Membership Chair. The board will be reaching out to a few individuals we have in mind, but if anyone here—or anyone reading this message—is interested in the position, please contact me directly. There are a few questions we would like to ask as part of the vetting process. **This is an important role for Topsham Trailriders, and we want to ensure we find the right person to continue supporting our members and our club.**

West Side Reroute Update

Earlier this year, a landowner development project resulted in the closure of one of our trails departing from the West Side Park & Ride. In response, the club submitted the necessary paperwork to CMP and is currently awaiting a reply. Our trail coordinator has stressed the urgency of the matter, and a potential reroute—partially utilizing the old Trail #1—has been scouted and found to be viable, pending some maintenance work. While there are no new developments at this time, we are actively monitoring the situation and remain optimistic about a resolution.

Winter Meeting Location

Our regular meetings will be held in the Don Russell Conference Room located in the Topsham Town Hall building. This will be our meeting location through the end of March. For those planning ahead, please note that our December meeting is back in the rotation and will take place on Monday, December 29th. As a Four Seasons club, we have a lot to discuss and want to keep our momentum strong—especially with upcoming activities like ski-joring, the bonfire ride, and (hopefully!) a great snowmobile season. The board agrees this December meeting is important, so mark your calendars!

Trail Closure Date

We're still planning on trying to keep the trails open until **Sunday, December 15th**, weather and conditions permitting. Please note that we may close them earlier if necessary for trail preservation, safety or landowner concerns. Be sure to check our **website** and **Facebook page** regularly for updates.

Treasurer Report

Tim provided a printed treasurer report which will be attached to the minutes when they are sent out which is an update since our October meeting.

Motion was made by Kyle McComiskey to approve the treasurer's report as provided at the meeting

Motion accepted by Ron Carey

Was Passed with No Opposition

Tim Moody abstained from the vote

Trail Master

Ron Carey provided the following update:

East and West Side Update:

East side trail system is holding up well overall, however; a bridge repair from earlier this year proved to be problematic for the landowner, it was brought to our attention and has since been promptly repaired to the landowners satisfaction. Additionally, there has been a change with a couple of landowners. The new landowner, Brunswick & Topsham Land Trust (BTLT), has posted their land with signs indicating the trail is limited to daytime use only - NO NIGHTTIME RIDING. Look for the signs on the outer loops of Trail 4 the next time you go out. Our meeting with their representatives this morning was very promising and access to the trail will continue for motorized use as we work together to improve the trails year after year.

Recently we rode a small benefit ride on the West side of our trail system, we encountered no issues. I did bring my tractor down to the Polaris Bridge before the ride. Where I used my root grapple to remove several stumps and saplings. That cleaned up the west end of the trail to the bridge. Access is now wide and straight. Erosion control is on the list for that spot next spring. Everyone enjoyed their ride and the trail held up nicely.

Finally, I'd like to extend a BIG thank you to the trail work crew. Our overall trail system got a lot of work done to it this year and it looks great! We couldn't have done it without each one of you. We moved a lot of dirt and stone, cut brush for weeks and promptly removed downed trees throughout the year. Our crew should be proud of what we've accomplished with the 515 labor hours that our club logged this year. Great job!

Municipal Grant Preparations for 2026

Jenny Little provided the following update:

Work has already begun on preparations for the upcoming municipal grant cycle. The trail crew recently met with the excavation company to gather measurements, and initial documentation has been received which is AMAZING.

One key item involves bridge specifications: Charlie, we reviewed the document you had prepared for the MTP grant earlier this year, and the cost estimate is not an accurate representation of what our lumber needs would be on the reroute project. I know you've already verbalized this with me but we need you to expand the descriptions on those bridges as well as updating the number of each bridge we will need. Ron will be reaching out, but please prioritize refining these numbers as soon as possible for the club to initiate their cost

comparisons. We need accurate dimensions and cost details for each bridge to conduct a proper cost comparison. Please connect with Ron tonight to develop a plan for finalizing these numbers in the next couple of weeks. Ron, please keep the entire trail crew and myself updated of these conversations.

UPDATE: Impressively, during the meeting Charlie and Ron were able to discuss this quickly which gave Ron a little more insight on the bridge document.

Groomer Certification

Jenny Little provided the following update:

As we enter snowmobile season, anyone interested in operating the club's grooming equipment must complete groomer certification. I've already been in contact with a couple of individuals who are taking the test and quiz, but if anyone else would like to participate, please let me know. Certification is required before operating any equipment.

Drag Maintenance

Jenny Little provided the following update:

Charlie, earlier this year we discussed a spring issue with the drag, and you promptly brought the part to a meeting. I'm hoping the repair has already been completed, but if not, could you please take care of it before our December meeting? In addition, it would be great if you could charge the battery and do a general check-over of the drag. You know that equipment better than anyone, and we'd all appreciate you taking the lead on this. If you discover any major issues, please contact me or another board member so we can address them together. In the meantime, the basic maintenance is important, and we're counting on you to help get it ready for the season which we know is going to be here soon.

UPDATE: Another kudos to Charlie for his stellar memory. He was able to quickly recall that he had given the spring to Sam. Since the meeting Sam has contacted Jenny to inform her that he does have the spring.

Jenny will coordinate getting the spring delivered to either Jim Belanger or to Charlie. Charlie will have an update on work completed to the drag during our next meeting.

Upcoming Trail Work Parties:

There are no work parties currently scheduled. If any are planned an email will be remitted to everyone.

Committee Section:**BBQ Committee**

Jenny provided the following update on behalf of the committee:

There is nothing to report from this committee at this time.

Apparel Committee

Jenny Little provided the following update:

Our apparel store is still available through the link at the top of our website (or via the link below). Great news—Ashleigh was able to get the recent beanie orders corrected, and they are now available for purchase. Thank you to those who have submitted requests; we've noted the need to add additional material types for performance gear and more color options for the TTR crew shirts. Don't forget to place your orders soon, especially if you'd like items in time for Christmas. As always, pickup can be coordinated if needed.

Here is the link: <https://www.gotvinyl207.com/topsham-trailriders>.

Maine Sportsman Show Committee

Jenny provided the following update on behalf of the committee:

Mark your calendar with the dates for next year's show:

Friday, March 27th

Saturday, March 28th

Sunday, March 29th

There's nothing new to report at this time; however, Ashleigh and I finally have a meeting scheduled to start work on our retractable backdrop. Next month, we'll share updates and/or our designs with the group. Next month we will also officially create our committee for the sportsman show —and if anyone is interested in helping with this project, please join us during our next meeting or let me know!

Ride Coordinator Update

Mike Little provided the following update:

The club will again partner with We ATV 207 during the 2026 season to expand our out-of-town ride options; however, their schedule is not finalized yet. I hope to have an updated version of the ride schedule for you by the December meeting.

Update from the Membership Chair

Rick Emmert could not attend the meeting so therefore he remitted his report to Jenny Little so that an update could be provided.

TTR Active Member Counts		
<i>Membership Type</i>	Total Memberships	Total Members
Associate	11	19
Honorary	15	26
Not Active	1	0
Regular	72	165
Grand Total	99	210

Ride for a Cure

Jenny Little provided the following update:

The board is optimistic that we will be hosting another Ride for a Cure event in October. We have sent an email to the Ride for a Cure board and are waiting to hear back on a few requests. Other than that, there are no additional updates at this time. Once we receive confirmation, we anticipate forming a planning committee during our December meeting. We hope those who participated in planning last year will return, and anyone new who would like to join the committee will be welcome and invited.

Colleen Bursley shared that she had received an update from Got Vinyl about our Ride for a Cure shirts. She shared that we had an additional \$80.00 in sales and she will coordinate

Clubhouse Committee

Marie Carey provided the following update:

We had our first meeting on Nov 15th and started our strategic plan by establishing the basic organization of the Clubhouse committee.

We have:

Appointed a donations officer. Donation receipt form with the club's letter head is being developed.

Procured a location for In-kind donations storage.

Set standards for acceptable in-kind donations.

We are still looking for volunteers to come on board to fill several slots in the following sub-committees as we continue to move forward:

1. Fundraising
2. Land/Building
3. Outreach

Old Business:

ATVing Santa

Jenny Little provided the following update:

We have an update from the committee organizing our participation in the Downtown Bath Christmas event! Last year, Mr. & Mrs. Claus invited Topsham Trailriders to help spread Christmas cheer in downtown Bath and local senior homes with decorated machines and festive costumes. The event is scheduled for **Saturday, December 13th at 10 AM**. We are limited to 10 machines, and while all slots were initially filled, **three spots have recently opened up**. I am considering creating a Facebook post seeking members from the public to join us but I wanted to offer the spots up to members one last time.

The spots will go to the **first individuals who contacts me**, so if you're interested, please reach out to me (Jenny) directly before the end of Thanksgiving week.

Ski Joring

Topsham Trailriders typically assists with the Ski Joring event that is held on the Topsham Fairgrounds. Topsham's ski joring has been scheduled for Saturday, February 7th. We are once again looking forward to assisting with this event and will soon be looking for volunteers to assist with this function.

During our next meeting in December, we will discuss the specifics as to when we are planning on prepping the track along with the day of events.

Veteran's Day Parade

Jenny Little provided the following update:

Thank you to everyone who joined us in the Veterans Day Parade with Central Maine in Waterville. It may have been just a short trip around the block, but what mattered most was the symbolism and the honor of participating in this important event.

New Business:

Gardiner Parade of Lights

Jenny Little provided the following update:

A handful of members will be participating in the Gardiner Parade of Lights on **Saturday, December 6th**, beginning at 4:30 PM. We will be meeting in the lower lot of Hannaford in Gardiner at 4:30 PM. It is strongly recommended to arrive early, especially if you have a trailer, as the lot fills up quickly—please don't plan to arrive at 5:00. If anyone is interested in joining us, please reach out—we'd love to have you participate!

If you are interested in tagging along please let Jenny know.

Food Drive Benefit Ride

Since our last meeting, we made a last-minute decision to hold a Food Drive Benefit Ride on Saturday, November 14th. With just three days' notice, we had an impressive turnout of 15 machines and collected \$214 along with 102 lbs of food, all donated to the local food pantry. This was a fantastic accomplishment in such a short time—well done, everyone! The event was held on our west side, and a big thank-you goes to the landowner for once again allowing us to use their property.

Christmas Party / Social Night

Jenny Little provided the following update:

The next social night for the club is scheduled for Wednesday, December 10th at 6 pm. This is the 18th year we will be hosting our Christmas party at Fairground Cafe in Topsham. The restaurant appreciates receiving a headcount as to how many folks will be coming. Please let Jenny know if you will be coming by either updating your status to going within the Facebook event or by contacting her personally. I am sure if wish to arrive earlier than 6 pm there would be no objection by the restaurant.

Also, during this social night we will be doing a classic Yankee swap. The cap for the swap is \$20.00. If you would like to join in the swap, please bring a wrapped gift no more than \$20.00. If possible, perhaps we could try and avoid bringing alcohol as your Yankee swap gift.

Similar to previous years I would like to ask for a motion to purchase four (4) \$75.00 Visa or Mastercard gift cards. Two of the cards will be for the two waitresses along with the two cooks. This is a small token of appreciation we can do for hosting our Christmas party.

- Motion was made by Kyle McComiskey to allow the club to spend up to \$200.00 to purchase four \$50.00 Visa / Mastercard Gift Cards for the TTR December Social Night.
- Motion Accepted by Dale Rowe
- Was Passed with No Opposition

Open Member Comment

A motion to adjourn the meeting at 7:31__pm was made by Mike Little
 Motion was accepted by Kyle McComiskey
 Was passed with no opposition

Upcoming TTR Events

December 6th – **Gardiner Holiday Parade** - 4:30 pm Lower Lot of the Hannaford Parking Lot in Gardiner

December 10th – **TTR Holiday Party** – 6 pm Fairground Café – Topsham Fair Mall Road – Topsham

December 13th – **Santa's Downtown Day in Bath** – ATV Parade begins at 11 am – Email will be sent closer to this event.

December 29th at 6:30 pm— **Monthly Club Meeting** – Don Russell Board Room in the Municipal Building— 100 Main St. — Topsham- ****Note the change to our winter location**

Submitted,
 Ashleigh Rolfson
 11.25.2025

The November 24th, 2025 meeting minutes were voted and approved during the December 29th, 2025 meeting. JLL 12.29.2025