

Topsham Community Center Committee
Minutes October 7th, 2025, Time: 6:00 PM

1. Call to order. Time: **6:03pm**

Members: Leslie Byrne, Steve Kessler, Lynn Sirois, Alison Cary-Blais, Kathy Hunter, Kim Pride, Heather Rogers

Staff: Pam LeDuc

Staff absent: Mark Waltz

Guests present: Mark Lee (Harriman)

2. Invitation to guest present to introduce/ make comment to committee: N/A

3. Any changes to this agenda? Yes, add a step to discuss committee roles

4. Presentation to Select Board (10/02/25) Follow Up:

Unanimous vote to move to next phase for 18-month charge (April 2027)

Lots of Positive feedback from the meeting. Committee noted high appreciation with the input from select board members in support TCCC proposal. Also, committee noted appreciation for summary from Town (Mark W) for options and next steps.

5. Committee Next Steps:

- Fairgrounds Follow Up: Mark W has reached out and potential attend November board fairground meeting to review options.
- Operating Budget Plan: Proforma to be set up with Pam's guidance (within 18 months) Subgroup to work with Pam to create. Heather and Lynn volunteered to assist with this process.
- RFP process: Mark L can provide feedback to Mark W. on identifying key elements for RFP. (Include details about what has already been done including costs already paid out for conceptual designs etc.)
 - Expect 3-4 weeks for a response to an RFP request. Review and could potentially interview potential architects. (that process could take another 3-4 weeks)
 - Once contract awarded, 6-8 months to develop the schematic design.
 - TCCC will review and make recommendations for architect, and will present to select board for final approval
 - Advertisement: Public notice will be listed online and other current outlets used by the Town for proposals.
 - Consideration when writing – do we want continuity with architects for the different level of the design process
- Capital Campaign – Next Steps – Request for Marybeth to potentially attend next TCCC meeting to talk with the group. To review options and what capital campaign could be like.
- Community Outreach – Work in progress – to be discussed further within committee roles

The mission of the Community Center Committee is to understand the desires and needs of the Topsham Community to identify accessible, affordable, sustainable recreational solutions that will serve the multigenerational community and social connections among Topsham citizens.

6. Committee Roles:

Open discussion about what committee roles might look like down the road – Further discussions at next TCCC meeting

7. Review minutes from **September 22nd, 2025**, Meeting: Accepted as written

8. Follow Up Action Steps:

- Mark L (Harriman) to reach out to Mark W. for guidance on writing RFP
- Mark L to finalize report for the conceptual design and submit it to TCCC
- Lynn to coordinate with Maribeth for next meeting
- Committee Members to look at roles for discussion at next meeting
- Pam to coordinate meeting with smaller group for pro-forma work

9. Confirmation of next meeting date/ time: October 20th @ 5:15pm (upstairs)
2nd option November 17th @ 5pm (downstairs)

10. Meeting adjourned. **Time 7:08pm.**

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