

Topsham Community Center Committee  
Minutes December 8th, 2025, Time: 5:15 PM

1. Call to order. Time: **5:16pm**

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

Staff: Pam LeDuc, Mark Waltz

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

3. Any changes to this agenda? No

4. Update - Building Progress (Mark W):

- Fair membership met recently is to discuss right-of-way. Will be up to the board of directors.

5. Capital Campaign Discussion:

Follow up discussion from Maribeth Canning Consultants presentation in November

6. Proforma/ Operating Budget Update (Pam, Lynn, Heather):

- Took the pool budget from South Portland and actual budget from Topsham Rec to create sample budget to create a potential budget with existing real data.
- Will continue to work through what the revenue would look like with the expanded programming
- For programming: Pam provided a breakdown of what Town of Topsham offers now – and a starting list of what potential programming could look like (to create a better revenue view)

7. Committee Roles Follow Up Discussion:

- Discussion around proposed roles/ responsibilities within the committee
- Add an opportunity to discuss correspondence in the agenda

8. Review minutes from **November 10th, 2025, Meeting**: Accepted, No changes

9. Follow Up Action Steps:

- Town to determine next steps for RFP
- Budget Team will continue to work with potential expenses/ revenue
- Follow up correspondence to be agenda

10. Confirmation of next meeting date/ time: January 5<sup>th</sup>, 2026, at 5:15pm

11. Meeting adjourned. Time: **7:03pm**

*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.*