

Tuesday, April 27, 2021 - Agenda and Notes

Topsham Community Center Committee

Tuesday, April 27, 2021 - 6:00-7:30 p.m.

Agenda

1. Status of Committee.
 2. Review and discuss revised Survey.
 3. Develop and finalize agenda for Select Board meeting.
 4. Review plan for survey delivery, analysis, and presentation.
 5. Schedule next two meetings.
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Attending

- Leslie
- Jay
- Tom

- Mark
- Pam
- Rod

1. 6:00 - Status of Committee

- Clarify if meetings are being recorded and for what purpose. *Recording is not required. It's fine to share notes.* ✓
- Co-chairs: Leslie and Jay. ✓
- New applicants? *Pam: Do we need more members at this point? Leslie: Are committee members responsible for gathering surveys? Pam: It would also be difficult to get people up to speed. Leslie: We'll keep the same committee membership until the end of this phase.* ✓ *Will this phase end after survey results? Rod: Important. Jay: Respects selectboard intentions. Mark: Question to ask the selectboard.* ✓

2. 6:10 - Review and discuss revised Survey.

3. 6:40 - Develop and finalize agenda for Select Board meeting on May 6, due April 28.

[Mark will be in town manager capacity]

Item: To hear an update from the Topsham Community Center Committee about a draft survey.

- **Overview** (*Survey Phase*) *Why we're here, current members' names, meetings* ✓
- **Survey** (*send to selectboard*) ✓
- **Plan for Distribution and analysis** (*send to selectboard?*)

4. 7:00 - Review plan for survey delivery, analysis, and presentation schedule.

- **May 6** - Town Select Board meeting (committee and staff)
- **May 10** - *Receive feedback and integrate into survey and plan, week of May 10, Jay, Mark, and others build survey*
- **May 10** - *Early voting begins*
- **May 12** - *Committee meeting*
- **May 14** - *Complete text for postcard and press release (Andrew, Pam)*
- **May 16** - *Lead time before release on May 20 - Pitch to the Cryer, Times Record (Darcie Moore), Radio (Jim Bleiikamp)*
- **May 17** - *Release online version survey with tinyURL for testing*
- **Tue May 18** - *Print - Post card with text, Short link (tinyurl) and QR code to the survey*
- **May 20 - Start the campaign**
 - *Announce on town social media pages*
 - *Distribution by Rose, ~~Library~~, Planning Office, Rec Department, Highland Green, The Highlands*
- **June 2** - *Town meeting at the Fairgrounds. On clipboards for people in line*
- **June 5** - *Fishing Rally (Ed Caron, Pam, plus vol?)*
- **June 6** - *Interns start*
- **June 8** - *At the Polls*
- **June 5, 12, 19, 26** - *Saturday mornings at the Transfer station (Ed Caron, plus vol?)*
- **July 15** - *Deadline for survey responses*
 - *Evaluate whether there have been sufficient responses. (If we get 400 households out of 4,000 total, is that good enough?) If not, promote further.*
 - *Determine when to provide results - Select Board meets first and third Thursdays*
- **August 1** - *Town staff and interns complete analysis (with charts) with responses received by July 1*
 - *If more responses needed, promote in August Tax bills*
- **August 5 or 19** - **Present results to Select Board** to make decision about whether to move to next phase

5. 7:15 - Schedule next 2 meetings.

- **Wednesday, May 12, 6-7:30**
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Presentation to Selectboard

Item: To hear an update from the Topsham Community Center Committee about a draft survey.

- **Overview**
- **Survey**
- **Plan for Distribution and analysis**

Timeline

- **May 20** - Release the survey: online links, info card, press release, media contacts
- **June 2** - Town meeting at the Fairgrounds
- **June 5** - Fishing Rally
- **June 8** - At the Polls
- **June 5, 12, 19, 26** - Saturday mornings at the Transfer station
- **July 15** - Deadline for survey responses
- **August 1** - Complete analysis
- **August 5 or 19** - Present results to Select Board