

**Topsham Community Center Committee
Minutes - December 19, 2022**

1. The meeting was called to order at 4:38 p.m.

Members present: Leslie Byrne, Ann Callahan, Steve Kessler, Pam LeDuc, and Mark Waltz.

Members absent: Lynn Sirois, Erika McKenney

Members attended via Zoom: Roger Nadeau

2. Review minutes from the 10/18/22 meeting recorded by Roger Nadeau.
Ann Callahan will record minutes today.
3. Any changes to this agenda?
 1. Assign members to take minutes for the next several months.
 2. Remove Revised Needs Assessment RFP Select Board decision (the agenda was completed prior to the Select Board meeting).
4. Review of vendor responses to the Community Center RFPs to the Town of Topsham.
 - a. Ann provided a brief overview of the vendors who responded to the RFP:

Harriman, with offices located in Auburn and Portland ME, Portsmouth NH and Boston MA, with a fee of \$30,800 submitted a 273-page document;

The Chesapeake Group, located in Maryland, with a fee of \$15,000 submitted a 28-page document;

BHA, located in Boston, with a fee of \$70,000, submitted an 86-page document.
 - b. A discussion was held regarding interviewing two of the three vendors Harriman and The Chesapeake Group. This informal meet and greet time will help The Committee better understand the individual(s) they would be working with during the Needs Assessment process and well as to answer Committee questions.
 - c. The Committee plans to compare what each vendor is offering.
 - d. A discussion on physical designs provided by vendors were somewhat premature at this time and the focus is on the needs assessment.

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 multi-generational community and social connections among Topsham citizens.

- e. A discussion was held about possible delays in receiving an RFP due to holiday delays. The question of RFP being postmarked vs. received by the deadline date was clarified; however, Mark will notify the Committee if any additional RFPs come in postmarked by the deadline.
 - f. Mark will contact the vendors to thank them for their response to the RFP and invite Harriman and the Chesapeake Group to join us at the January 23rd meeting.
 - g. The Committee expressed interest in splitting the work into two phases eliminating building development to reduce costs at this time. This would enable the committee to complete the Needs Assessment without committing to building development which may not be necessary should the need for a community center not be present.
 - h. The Committee wanted to not delay moving forward with the decision process in order to present our decision to the Select Board in a timely manner.
 - i. A discussion was held on the pros and cons of the vendors having a large staff. A large staff provides more availability; however, a smaller staff is more hands-on.
 - j. Two meet and greet interviews will be held on Monday January 23, 2023. One at 4 p.m. and the second at 5 p.m. Harriman and Chesapeake are the vendors who will be invited to participate via Zoom. Mark will send the interview requests and thank you notes.
5. Questions for the interview (NOTE: Committee members should send any additional questions to Pam LeDuc by January 19th)

Question 1: Can you describe in detail the process you plan to take and what, if any, is our part to assist in that process?

Question 2: To Harriman – When you talk about public outreach can you tell us more about what that will entail? Do you plan on having group meetings vs. one-on-one meetings?

Questions 3: To the Chesapeake Group, tell us more about your initial input and gathering data; What can we expect in this first phase?

Question 4: We are considering removing the Scenario development currently and focusing on the needs assessment. What are the pros and cons of completing all the phases vs. just doing a needs assessment? And, secondly, how will this impact the cost if we choose to complete a needs assessment only?

Question 5: Please share with us your experience about return on investments specifically with pools, investment vs income of pool facilities. Secondly, can you tell us of an example where a town decided to build a pool or not and what process they went through to decide?

Additional discussions:

- a. Pam suggested the Committee review the marcproject.org website to get an idea of what is happening locally.
- b. The Committee discussed asking if Bob Barcelona would be will to assist us in review the RFPs. Pam can send this request to Bob.
- c. Leslie reminded the Committee that Winton Scott Architects may be able to complete a piece of this project should we move forward with the building phase later.

- d. Mark suggested we may want the vendors to be in contact with the Crooker site representatives to find a way to benefit the community by cross-sharing facilities.
 - e. The Committee needs to balance community “needs” from community “wants.” For example, would we need one or four basketball courts, a pool, or no pool?
6. Action steps
1. Mark will contact the vendors to thank them for their response to the RFP and invite Harriman and the Chesapeake Group to join us at the January 23rd meeting.
 2. Additional questions by Committee members should be emailed to Pam by January 19th
 3. Pam will contact Bob Barcelona to inquire if he is willing to review the RFPs.
7. Set meeting dates and assign minutes –
1. Meetings
 - a. January 23, 2023 at 4 p.m.· This meeting is scheduled for 4 p.m. to permit the vendors to participate during normal work hours. Future meetings will revert to the 6 p.m. time so Ericka can participate.
 - b. February 27, 2023 at 6 p.m. (13th backup date)
 - c. March 20, 2023 at 6 p.m.
 2. Minutes to be taken by
 - a. Steve – January 2023
 - b. Ericka – February 2023
 - c. Lynn- March 2023
 - d. Roger – April 2023
8. A new member request will be entertained after the select board meeting. The Committee currently has one vacancy.
9. Pam suggested from the surveys and needs assessment that we have a focus on how to expand programs.
10. Leslie suggested we send the vendors the link the community survey. Mark said they may have already have accessed the survey since it is available online.
11. The following parking lot item is to be removed. Committee interest in Tax-Acquired Property: 92 MAIN ST - U04-33-C due to the owner purchasing the property.
12. Meeting adjourned at 6:33 p.m.

Parking lot:

Membership – vacant position on the TCCC - pending select board meeting.