

## Topsham Community Center Committee Meeting

February 28, 2022 @ 6:30 PM

Topsham Town Office

In attendance: Leslie Byrne (Co-Chair), Mary Kate Appicelli (Co-Chair), Steve Kessler, Pam Leduc, Mark Waltz, and Rob Beal (Secretary).

### 1. Review

- Acceptance of January 31<sup>st</sup> meeting minutes drafted by Mary Kate.
- Discussion focused on growing the Community Center Committee. Group goal is to add three additional members. Ideally the members would represent demographics not already represented on the committee.
- Pam prefaced Bob Barcelona's presentation with background related to the work UNH has provided communities engaged in similar endeavors.

### 2. Action

- Zoom presentation by Bob Barcelona, Department Chair & Associate Professor and Matt Frye, Co-Principal Investigator and Clinical Assistant Professor, both from the Department of Recreation Management and Policy at the University of New Hampshire.
  - Provided a detailed overview of services provided.
  - Outlined experience working with communities in ME, NH, VT and MA; have completed 20-25 projects and limit engagement to one project at time.
  - Comprehensive assessment of indoor/outdoor needs.
  - Conduct economic impact studies and discuss recovering expenses.
  - Discussed financial considerations including review of town bonds, described the benefits of creating a 501(c)(3) for friends of recreation (fundraising and grants) and indicated aquatics doubles the overall cost of a project, yet provides revenue.
  - Recruit participation for work with focus groups; targeted outreach.
  - Provide actionable plans.
  - Collaborate with architect and project engineers.
  - Provide timelines for project; minimum is 3 years – more likely a 5 to 7 year process.
- Benefits
  - Data to provide an unbiased, truthful view.
  - Avoids Community Center members bringing personal goals.
  - Explained group is “really good at public engagement”; 6-8 focus work groups – online surveys (3% margin of error) – attend pop-up events.
  - Project goal is to capture the ‘spirit of the community’.
- Committee center members outlined work already completed including results of the most recent survey.
- Estimated \$10,000 for services, inclusive of a presentation to the town Select Board and a comprehensive final report.

- Estimated timeline to complete services is 4 to 6 months; available to begin in the spring/summer of this year.
- Mr. Barcelona committed to e-mailing a detailed scope of work, inclusive of the proposed costs.
- Pam discussed concerns with staffing a facility and the associated operational costs.

### 3. Follow-up

- Pam to forward Mr. Barcelona and Mr. Frye survey results and a copy of the Topsham comprehensive plan.
- Leslie/Pam to forward scope of services from Mr. Barcelona to committee members.
- Committee members to contact minimum of two community members to identify additional committee members.

### 4. Next Meeting

- Monday, March 21<sup>st</sup> 6:30 PM at the Topsham Town Office