

**Topsham Community Center Committee
Minutes – January 23, 2023. Time: 4:00 pm.**

1. The meeting was called to order at 4:00 p.m.

Members present: Leslie Byrne, Ann Callahan, Steve Kessler, Pam LeDuc, Erika McKenney, Roger Nadeau, Lynn Sirois, and Mark Waltz.

Members absent:

Guests present (if any): Tom Emery, Mark Lee, and Will Gatchell from Harriman. Howard Kohn, Chesapeake Group.

2. Review minutes from the 12/19/22 meeting recorded by Roger Nadeau. Steve Kessler will record minutes today.

The minutes of the 12/19/22 meeting were accepted.

3. Any changes to this agenda? Interviews will be held first followed by any TCCC routine business.
4. Meet and Greet RFP vendors Harriman and The Chesapeake Group. One at 4 p.m. and one at 5 p.m. for 45-minutes each.

The following questions were asked and answered by the vendors:

Question 1 by Leslie: 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 by Roger: 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 by Lynn: To the Chesapeake Group, tell us more about your initial input and gathering data; What can we expect in this first phase?

Question 4 by Mark: 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 by Ann: 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?

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Comments during the interview time:

- a. Wish list isn't the focus, It's what can the community support.
 - b. The TCCC committee requested a three-month assessment but are willing to extend to gather accurate data over expediency.

 - c. Stakeholders will be interviewed to determine their needs/wants.
 - d. Revenue flow vs. costs.
 - e. Public meetings vs. mailings.
 - f. Do we have available buildings/sports fields to use rather than building something new.
 - g. Community meetings to gather public opinion.
 - h. TCCC doesn't want to compete with other businesses who provide services.
 - i. Could local hospitals invest in space which would be used for wellness opportunities.
 - j. What does success look like?
 - k. Can we adjust to a phase approach to pricing.
5. Action steps – Schedule a special meeting to determine which vendor will be recommended to the select board. A January 30th date was scheduled for this purpose.
 6. Meeting adjourned at 6:17 p.m.

Parking lot:

- Membership – vacant position on the TCCC (holding until Select Board Meeting)

Respectfully submitted,

Steve Kessler

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