

Topsham Community Center Committee Meeting

January 31, 2022 @ 6:30pm

Topsham Town Office and via Zoom

In attendance in-person: Leslie Byrne, Steve Kessler, Rob Beal, Mary Kate Appicelli, Pam Leduc, Mark Waltz. Attendance via Zoom: Tom Sawyer

1. Review

- Welcome to new member Steve Kessler!
- Pam emailed Robert Barcelona from UNH and received an email back, which she read. He can complete a needs assessment, it will cost \$10,000 or less, depending on what we do.
- Pam read an email she received back from Robert Barcelona at UNH regarding what he can offer for \$10,000 or less to do a needs assessment. It should take about 4 months to complete the work. He has done assessments for Standish, York, and Scarborough and many other communities in New England. He conducts his work with the assistance of students as part of community service and learning.
- Pam provided background information on the origin of the Quality of Life Fund which has \$15,000 that can be used to fund the needs assessment.
- Per Mark we do not need to go out to bid for a consultant.

- Pam shared an email from Matt Nixon regarding his contact with another possible consultant who might be available to conduct the needs assessment. She is not available but suggested names of others who might be willing but the other person is expected to be more expensive.
- Committee decided to pursue working with Robert Barcelona based on his specific experience with recreational and community centers.
- The group revisited the point that we are engaged in a slow, 'one step at a time' process, evaluating the potential for having a community center, looking at what is needed in Topsham, various perspectives, etc. nothing definite and will likely play out over several years.
 - Goal to be as transparent as possible with the process.

ACTION :

Pam will share examples with the Committee from towns Robert Barcelona has worked with.

Committee will review examples to prepare for a Zoom with Robert.

Pam will reach out to Robert to set up a virtual call with the Committee in the next few weeks to learn more.

Committee will decide on scope of work for the needs assessment after meeting with Robert.

Pam will share the RFP previously created by Andrew at the Planning Office with the Committee to inform ideas for questions for Robert and potential scope of work.

2. Membership

- Ideally have 7 members with varied backgrounds and perspectives (currently 5 members).
- Committee members went around and explained their skills/interest in serving on the Committee.
- Identified that it would be good to have at least one more senior and potentially someone with an art/music background, and/or someone with a child care perspective, and local business owner too.
- Suggested we create a draft of the expected process so prospective and current members can see a visual representation/timeline of the expected plan.

3. Attendance

- Time commitment 1x month
- Absences can be excused but the idea is to not miss more than 3 meetings (in a year)
- Decided on 4th Monday of the month at 6:30p for meetings. Run 6:30-7:45p. Will revisit with the Committee if time/day presents too many conflicts.

4. Roles on the Committee

- Rob volunteered to be Secretary and to serve as spokesperson for media calls as needed
 - a. Minutes will be circulated to the Committee for feedback and then accepted and posted on the Town website by Pam.
- Mary Kate agreed to be co-chair with Leslie
 - a. Roles will include agenda setting, liaising with consultant, presenting to Select Board
- Steve potentially interested in a role after he's been on the Committee for a bit
- Pam and Mark are fine with the roles they have played so far

5. Communication

- Decided not to use Base Camp anymore for drafts of notes and documents. Will consider Google Docs.
- All final agenda, minutes, etc will be posted on the Town website for public access.

6. Additional

ACTION: Leslie will look at Base Camp to find previous copy of meeting ground rules

7. Access to Meetings

Committee reviewed and unanimously voted to adopt the "Remote Participation in Public Proceedings" policy.

ACTION: Any time we use the remote option we must provide a link for the public to use as well.

