

Topsham Community Center Committee
Minutes November 6, 2023 Time: 6:15 PM

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.

1. Call to order at 6:15 p.m.

Members present: Leslie Byrne, Ann Callahan, Steve Kessler, Lynn Sirois, and Alison Cary-Blais

Staff present: Pam LeDuc and Mark Waltz

Members absent:

Staff absent: none

Guests present (if any):

Brian Robertson, Ph.D., Vice President Research, Market Decisions

Mark Lee, CEO, Harriman

2. Any changes to this agenda? None

3. Focus group work:

The focus of the meeting was to finalize the Focus Group Discussion Guide created by Ally Tippery. Alison Cary-Blais confirmed she was willing to serve as the moderator for the focus groups. Other TCCC members would serve as note takers at the focus groups. Minor changes were made to improve the guide. TCCC members voiced appreciation for Ally Tippery's work in creating the moderator's guide.

Ally T. planned to address the statements the TCCC planned to use in the recruiting phase of the focus groups. She was unable to attend the meeting. Brian confirmed her comments would be sent via email to the group.

Originally the TCCC planned to decide on 50 to 60 email addresses of residents to contact who represent different stakeholders in the community to invite to participate in the focus groups. Brian recommended 100 or more would be best to fill all the focus groups.

4. Review minutes from the October 16, 2023 Meeting. The minutes were approved as amended.

5. Action Steps

- Pam LeDuc will finish compiling the email list for recruiting residents to participate in focus groups.
- Alison Cary-Blais will create the document for the invitation to participate in a focus group.
- Mark Waltz will check for availability of meeting space to hold the focus groups.
- Brian Robertson will contact Ally T. to request she send her comments on the recruiting phase to the TCCC via email.
- Pam LeDuc will send an announcement of the upcoming focus groups to The Cryer by the November 21st deadline.

6. Meeting adjourned at 7:37 p.m.

Parking Lot: - Membership – two vacant positions on the TCCC.