

Topsham Community Center Committee Meeting

Minutes Monday, October 17th, 2022

1. Call to order, 6:35 PM

Present: Leslie Byrne, Steve Kessler, Lynn Sirois, Ann Callahan, Roger Nadeau, Mark Waltz and via zoom Erika McKenney.

Absent: Pam LeDuc Guest in Attendance: Jennah Godo

2. Review and discussion of 09/19/2022 minutes; approved as written. Roger will take minutes today.

3. Leslie expressed her desire to step away as chair of this committee.

a. This decision led to a discussion of each member taking on responsibilities of the chair's current responsibilities.

- Leslie will co-chair the committee along with Steve also co-Chairing. Leslie will present to the board when need be.
- Ann will prepare meeting agendas.
- Lynn will send email reminders to members of our meetings
- Erika will maintain the TCCC google drive. And pending assignments will coordinate with consultants.
- All members will rotate taking meeting minutes.

b. Pending assignments; training of new members, which we are currently in need of one new member.

4. Mark spoke about this committee potentially partnering with 6 Rivers for the needs assessment. a. We reviewed and amended the RFP that Mark prepared and presented. This letter will be entertained by the board at their November 3rd meeting. Once approved the RFPs will be Mailed to the predetermined list of companies by November 10th. A deadline of December 16th will be a requirement for Return of these RFPs

5. A proposal to change the time of our meetings was entertained. It was agreed to move the committee meeting time to 4:30-6PM. Our next meeting is scheduled for Monday, December 19 at 4:30. There will be no meeting in November due to the RFPs returning for our and the board's review by mid-December.

6. Meeting adjourned at 7:42PM.

Respectfully Submitted, Roger Nadeau