

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 foster social connections among Topsham citizens.

Topsham Community Center Minutes for September 19, 2022, ~ 6:30 pm.

1. Call to order. Time: 6:30pm
 - a. Those present-Ann, Lynn, Steve, Leslie, Pam, and Mark are present, and Erika and Roger via zoom. Absent: MaryKate
2. Review minutes from the 8/16/22 meeting- thank you, Lynn.
 - a. Steve will take minutes today.
 - b. Recommended pulling pages out until we vote and adding a parking lot.
3. Any changes to this agenda?
 - a. Discussion
 - b. Action: Add a parking lot.
4. Discussion of draft ground rules for the committee shared by MaryKate and presented by Leslie.
 - a. Discussion- Ground rules were adopted with all in agreement.
 - i. End and start meeting on time
 - ii. Respect each other's opinions
 - iii. Disagree without being disagreeable
 - iv. Wait- why am I talking?
 - v. Everyone participates
 - vi. Completing actions items in a timely manner
 - vii. Keep focused on the mission
 - viii. No champion, no issue
 - ix. Sense of humor
 - x. Clear expectations
 - xi. Check for understanding
 - xii. All voices heard
 - xiii. Use of parking lot
 - xiv. Have Fun
 - xv. Attendance must be communicated prior to the day of the meeting.
 - b. Action: Leslie will email the committee the week prior to the meeting, if you know you will not attend please respond to that email to ensure a quorum at the meeting.
5. UNH and Bob Barcelona update.
 - a. Matt Frye and therefore UNH are not available.
 - b. Discussion about the process of moving forward- vote on whether the committee is interested in doing work on our own versus with a consultant or students.
 - i. Mark weighed in on options of a 1 and 2-tier approach.
 - ii. Look into Jenna Godo's connection out of Gardiner. The RFP can be specifically sent to them. <https://www.hartconsultinginc.com/>
 - iii. Leslie requested all to estimate how large of a % of the total work they may be willing to offer to the project.
 - c. Review of RFP and Scope of Work.
 - i. Discussion- this needs to be updated

- ii. Action: Pam and Mark to do this and email it out to the committee.
 - iii. Ann will send the list of consultants that she researched to Pam.
 - d. Selectboard meeting on Oct. 6-
 - i. Discussion- we will not be able to get the RFP to them by then.
 - ii. Action- Leslie will give an update.
- Action
 - iii. Pam and Mark to prepare the RFP.
 - iv. Leslie to update the board on October 6th and then present the RFP on October 20th.
- 6. Discussion of available properties.
 - a. Discussion
 - i. Review of properties-members voted in favor of alerting the town that there may be interest in Tax-Acquired Property: 92 MAIN ST - U04-33-C
 - b. Action
 - i. Leslie submitted property interest (33C) to Mark, and Mark will alert the town.
- 7. Next meeting October 17th
 - a. Roger has agreed to take minutes
- 8. Action steps
 - a. Action
 - i. Pam and Mark to prepare the RFP
 - ii. Leslie to update the Select Board on October 6th and October 20th
 - iii. Ann will send the list of consultants to Pam
 - iv. Leslie submitted property interest (33C) to Mark, Mark will include this in his report to the town.
- 9. Close Meeting- 7:40pm.