

Topsham Community Center Committee  
Minutes July 15th, 2024, Time: 5:15 PM

1. Call to order. Time: **5:15 pm**

Members: Steve Kessler, Lynn Sirois, Alison Cary-Blais, Kathy Hunter, Kim Pride, Heather Rogers

Staff: Pam LeDuc and Mark Waltz

Members Absent: Leslie Byrne

Visitors: Ann Callahan (Resident and Select Board Member), Ryan Holmes (Resident and Select Board Member) Jessica Zarnaki (Interested Community Member), Autumn Pollbot (Interested Community Member)

2. Any changes to this agenda? No adjustments other than Mark Lee not present, will run through the deck on his behalf.

3. Review Findings Report from Harriman:

- (Slide 2) Overview of Process – More clarification? Agenda slide?
- (Slide 3) Existing programs - indoor/ outdoor headers appear to be flipped.
- (Move) Slide four should go after slide two.
- (Question Slide 5) Duplicate? Delete? Quotes were input at the end – **but are they going to be used throughout the deck?**
- (Slide 10) Input some wording in point one about information gathered from focus groups
- (Slide 10) A couple of typos, highlighted in red.
- (Slide 13 and 17) Column tables hard to read- Suggestion Invert the graph to make the text bigger or break into multiple pages.
- **Note to Community Center Committee**: emphasis when presenting slides that include base facility – what is included in that base facility (highlighted on slide 13)
- **Ask from Ryan** – Can we get a breakdown on slide 13 – What the 117 OTHER responses included.
- (Slide 20) **Update to Conclusion and Recommendations**: Start with first is gain approval from Select Board to move forward/ continue work of this committee. Upon approval... (then go into other items). **Request from Select Board members that we use slide 20 to essentially write our new charge should we move forward including specific tasks and recommended timelines. (More detail below under action items)**

**Question from audience**: Did we consider reaching out to middle/ high school students for their input and/ or making it part of a school project.

**Committee: Great idea** – could be challenging as not all students in those locations are from Topsham directly which is the focus of this scope of work.

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**Suggestion from audience:** If we as a community have taken into consideration using Universal Design when doing the layout/ creation of building?

**Staff:** Not something this committee has looked at but will be considered by the architect design comes into play.

4. **Next steps:**

- Updated date to present to Selectboard.
- Team to discuss the breakdown of new charge at next meeting.

4. **Discuss presentation to Select Board** on **September 5<sup>th</sup>** (documents will need to be in by **August 27<sup>th</sup>**)

1. Provide Harriman Report (ahead of meeting)
2. PowerPoint and any other documents submitted at the same time
3. Who will be presenting? Follow up with Mark L next time on breakdown.

5 **Touring other Community Centers – Updates**

- Mark unable to connect with Alford Center in Waterville.
- Pam did connect with Dwayne, and he did agree to send over to financials for us to review.
- Pam to reach to Lisbon community center (located within a school) and will reach out to see if there is an opportunity.

**Suggestion from Ryan-** When asking for financial information, it could be helpful instead of asking for full financials just ask for operating cost. Less detailed but also provides a clear picture of what is needed just to make the building run.

6. Review minutes from the **June 3<sup>rd</sup>, 2024**, Meeting: **Approved**

7. **Action Steps:**

- Alison to get notes to Mark Lee to make slide updates:
- Brian to provide detail on the 114 (other)
- Pam to follow up on Community Center visits and financial/ operating costs.
- **Committee:** next time look at what our recommendation for new CHARGE would be going forward if we gain approval. (Would be better for our group to write the charge than having selectboard write it for us). Include a small piece about what kinds of fundraising we might look to do – With a note, actual fundraising amount will be determined based on building approval.

8. Confirmation of next meeting date/ time: **August 19<sup>th</sup> at 5:15PM**

9. Meeting adjourned. Time **6:16pm**

Parking Lot:

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