

Topsham Community Center Committee  
Minutes January 13, 2025, Time: 5:15 PM

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

Members: Leslie Byrne, Lynn Sirois, Alison Cary-Blais, Kathy Hunter, Kim Pride, Heather Rogers (virtual)

Staff: Pam LeDuc (virtual) and Mark Waltz

Members absent: Steve Kessler

Guests present: Mark Lee (Harriman), Paul Bagnall (Times)

2. **Any changes to this agenda? No Changes**

3. **Invitation to guest present to introduce/ make comment to committee**

4. **Planning for Town Assessment Event:**

○ **Communication Follow Up**

- Postcards and Posters printed for community members to share. Listed in the Cryer. Emails going out this week for town/ Parks and Rec emails lists.
- Discussion on places to hang posters/ postcards (Hannaford, Copper Kettle, Fairgrounds Café)

○ **Updates from Harriman Team**

- Mark Lee – Presentation for the 25<sup>th</sup> almost complete. Mark will send the full presentation around later this week for insight/ suggestions from committee members. Quick Run through of agenda:
  - Welcome- Introduction from committee and goals of this event
  - Understanding about the project – Digging into the survey and committee work up to this point
  - Community Needs and Aspirations – Small Group discussions
  - Site Context 1. Foreside Rd and 2. Fairgrounds Site – High Level of each site
  - Aspects of design for the community needs – Dot’s Project, participants to be able to place dots on the certain elements of a community center that are most important.
  - Design and concept mapping – Large foam board where participants can place actual elements of the center together.

○ **Other Notes:**

1. For the smaller groups: 4 Harriman Associates on site to help facilitate to group discussion
2. Topsham Community Center Committee members will be dispersed throughout the tables.
3. Once full report is completed, our goal is to have a preliminary design and preliminary cost – that could be presented back to the select board for next steps.
4. Fundraising – discussion, find out if the folks on the survey who indicated that they would be interested in helping. Start to brainstorm and get the ball rolling on potential next steps (Mark

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Lee to see if he has a contact with high level estimate on fund raising consultants to share with group)

○ **Next Steps needed from TCCC in preparation**

- Show up early. 45-60 minutes prior to event.
- Set up welcome table that will include sign in sheet, name tags and table numbers for small groups
- Sign in sheet include name, email, “interest in receiving future updates on this project” and resident of Topsham

○ **Food and timing**

- Kim and Kathy to bring baked goods
- Lynn and Pam to connect day prior for trip to Hannaford with other small items
- Committee to make sure we have folks available for both set up and clean up.

**5. Next Action Steps:**

1. Committee to take posters/ postcards hand out individually
2. Mark Lee to send out presentation later this week for team to review
3. Mark Lee to catch up with Pam to see the space needed.
4. Food: Kim/Kathy to bring homemade desserts, Pam/ Lynn Hannaford day prior
5. Committee to assign tables at sign on
6. Pam to reach out to Joe F. to see if we can put up signs/ postcards at Highlands

6. Review minutes from the **November 25<sup>th</sup>, 2024**, Meeting – Minutes are approved

7. Confirmation of next meeting date/ time: **February 3<sup>rd</sup>, 2025, 5:15**

**8. Quick Updates – Mark Waltz**

- Submitted today LD29 for railroad to Merry Meeting trail
- RFP for Tedford Rd
- MDOT widening for Route 196 discussion started. Looking for opportunities to expand walking trails around community way and

9. Meeting adjourned. Time: **6:03pm**

Parking Lot:

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