

Topsham Community Center Committee  
Minutes March 3rd, 2025, Time: 5:15 PM

1. Call to order. Time: **5:18pm**

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

Staff: Pam LeDuc and Mark Waltz

Guests present: Mark Lee (Harriman)  
Ryan Holmes, Town of Topsham Resident, Select Board Member

2. Invitation to guest present to introduce/ make comment to committee None

3. Any changes to this agenda? No Changes

4. Updates from Mark Lee (Harriman)

- Next Steps – Conceptual Design from community forum (organizational diagrams and floor plans)
- Option A (Bubble Diagram) – *Horizontal Design* - Breakdown into smaller group (Sections)
  - Take the bubble diagram and layout into square sections including possible Sq. footage
  - Then build it out to an actual Floor Plan Diagram (ability to breakdown the design into segments on building in blocks)
- Kathy shared draft diagram she created after community forum
- Option B – *Vertical Design* – Similar elements arranged in different format
- Question- about putting some of building service in basement style format. Often more expensive to do a partial basement, these designs would be slab on soil, with studs going down below frost level.

5. Brainstorming session regarding fundraising ideas: (or Funding Options)

- Question for Harriman – To what extent will they be able to assist with fundraising. They can assist with potential corporate or non-profit at larger level.
- Will be important to document how we are going to fundraising and who will own
- Organization that assists with fundraising opportunities (Large scale options)
- Smaller events provide visibility, and we can fundraise for specific items

6. Follow up discussion in reference to transparent conversations with town members (fact sheet)

- Fact sheet – Living document that can be added to and shared with community
- Wording on fact sheet for call out- we are not currently building anything but looking into options (looking evaluation the feasibility of building a community center, and below are the steps we have completed so far)

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## 7. Other Community Center Visits

- Waterville – Visit by Kathy, took a lot of pictures, very impressive. Very busy and active (This location is part of YMCA and boys/girls club). Town land was used for building. Splash pad managed by Town (3 court gym with elevated walking track, kids adventure zone, cardio area)
- South Portland Visit (Lynn, Pam, Heather and Kathy) – Pool was built first and the rest was added later. (6 lane pool, not Olympic but competition). Small family/ gender diverse area. 2<sup>nd</sup> floor with walking track. (The walking track was the only thing that is free for the town residents), punch card was 20 visits and lots of pickleball activity. Have a specific senior center in the building.

8. Review minutes from the **February 3, 2025**, Meeting – Approved with adjustments

## 9. Follow Up Action Steps:

1. Homework from Mark Lee, Review handouts prior to next meeting
2. Pam to create a google sheet list of fundraising ideas – ideas, corporate ideas, reach out to emails for those that offered to help in the past.
3. Lynn to draft an email to previous survey respondents interested in participating
4. Alison to send email to Lynn with name from focus group
5. Alison to add a sentence at the top about the not actually building a building but going through process – Highlight key words within mission statement or first sentence. Process Timeline
6. Create post card with links to (live) document on website

10. Confirmation of next meeting date/ time: April 7<sup>th</sup> 5:15pm

11. Meeting adjourned. Time: 6:52pm.

Parking Lot:

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