

Topsham Community Center Committee  
Minutes September 16, 2024, Time: 5:15 PM

1. Call to order. Time: **5:17PM**

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

2. Any changes to this agenda? No changes to the agenda.

3. Follow Up Discussion from Selectboard Meeting on September 5<sup>th</sup>, 2024

- Good outcome from Selectboard meeting, great that we have moved to Phase 2

Mark L: Walked thru slides for next steps for the committee, working slide deck throughout phase 2 of project (that we can use as a ongoing document) – 9 current tasks listed for this process (more can be added if needed)

Two Primary Areas of Focus:

1. Need to schedule additional tours with detail from facilities (Every sq ft that you add, ad's overall cost to staff and maintain) Increase visit
2. We need to look at digging into what do we want, how large what ultimate items do we truly want to ensure is in the building. Committee will need to make some hard choices as far as what will/ will not be under consideration. (Possibly multiple phases)

Part two really can't begin until we finalize site selection. Some aspects that will factor into Site selection – Community Values, Parcel Structure, Soils, Transportation, Utilities and location. (example of rubric that is used to compare different parcels of land for potential locations)

Site Concept Plan>Floor Plan Concept Layout> Building Concept Layout> Proposed Building Systems

Charrette– planning exercise – develop ideas. Facilitators at each table (a little more personal than perhaps the focus group).

We may want to consider early reach out to specific groups for additional cross collaboration opportunities. (Parks/ Recreation master plan group)

PLAN: Roughly 6 months check in with select board regarding the status of project.

Other Community Centers to View: Waterville (largest), So Portland (also very large including pools) – Municipal facility (SP) and Waterville run by Boys/ Girls and Y – Non-Profit management.

When does the conversation of fundraising ideas – may not want to collect funds until we have verbal approval from selectboard on next steps.

*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 multigenerational community and social connections among Topsham citizens.*

Mark Lee and Harriman's role in this project is to assist as we go thru this process. He has some insight he can add for other community centers. And will also assist with planning and Charette.

**Action Steps:**

- Include PowerPoint (Mark Lee) in meeting minutes notes.
- Include Lisbon notes from Pam
- Lynn/ Kim to start to create a spreadsheet of Community Center visits to be used for tracking

5. Review minutes from the **Aug 19th, 2024**, Meeting: Approved

6. Confirmation of next meeting date/ time: **October 28<sup>th</sup> 5:15pm**.

Next Meeting Mark Lee prepared to discuss: Precedence, Site, Thinking about design charettes

7. Meeting adjourned. **Time 6:15pm**.

Parking Lot:

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