

Topsham Community Center Committee  
Minutes June 3<sup>rd</sup>, 2024, Start 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

Staff: Pam LeDuc and Mark Waltz

Members absent: Heather Rogers

Guests present (***Invitation to guests to introduce***):  
Brian Robertson, Ally Tipery, Mark Lee

2. **Any changes to this agenda?** Add the comprehensive plan meeting invite to other section below (email from Pam)

3. **TCCC Feasibility Survey Discussion:**

1. Breakdown of Report from Harriman (Mark Lee)
2. Discussion of Data Findings

Reviewed as a group the initial draft of Review of Findings from Harriman.

Starting point: presenting information regarding what is currently being offered, where they are being offered, when and age groups.

*(suggestion: present the Review of Findings report to select board ahead of meeting).*

**Call out for discussion point** (when presenting to the board) While we have current programs, we are struggling as a town to keep access to the spaces we are currently using. Some of the programs are in competition with school programs and adult education. Some programs may be working but may not be working well. (There are limitations on staffing including even janitorial staff at some of the facilities.) Also, want to note majority of the existing programs are youth focused vs the community as a whole.

Development of focus groups: Tell the story of how the focus groups came about. Alison to pull focus group data and provide breakdown to Mark Lee regarding the make up of the focus groups. Provide overall statistics and the demographics that participants highlighted as part of the event.

**Call out for discussion point** Yes, we recognize these findings to be statistically relevant and accurate representation of the community. A little under 10% of the population responded to the survey.

Presentation of Data: Perhaps an additional slide pulling out the responses for **complex questions** of the pool and kitchen so we can present real data. Add assumptions used for property tax increases.

*Reminder that if they responded YES to being willing to assist with fund raising, they were asked to provide name for follow up. (80 or so YES responses that could be revisited if fund raising).*

*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.*

Discussion regarding Conclusions and Recommendations: Focus on the numbers- Quantify the statements as much as possible. Present the numbers and then go further into... based on that information TCCC recommendation would be etc...

Qualitative Data: pull some quotes from actual focus groups/ survey response, recruitment method for focus groups, and what questions were asked (Suggestion from Ally)

**4 Next Steps:** (As it relates to the presentation)

Physical next steps - where would it be located and what the scope of it would be.

Operational next steps: what other local community programs can we partner with, what other local community centers using and how they are running, how to staff. Things to take into consideration as we prepare recommendations for the board. Also, will want to include some insight for additional steps TCCC has already started.

**5. Touring other Community Centers – Updates:**

Updates on Touring other community centers- No updates in Waterville. Dwayne from Wiscasset – look for dates the week of June 10<sup>th</sup> or June 17<sup>th</sup>.

Waterville Tour (Ken Walsh CEO), programs and facilities. Open to discussing how they fund the operations of the center. Fairly robust (2 pools, recreation, competition), 3 court gym with elevated track. Various Fitness Studios, play zone (rented out areas), nutrition program including kitchen used as a teaching kitchen. And childcare component. How they fund raise for annual challenges. Make arrangements for a visit to Waterville last two weeks of June.

June 18<sup>th</sup> comprehensive plan 4:30pm – 6pm. Working on draft for zoning for the area. Could be a benefit for TCCC to be aware of some latest zoning codes. Will work to send an email next week to see who might be available.

**6. Review minutes** from the **March 25<sup>th</sup>, 2024**, and **May 6<sup>th</sup> 2024**, Meeting: Both Meeting Minutes were approved by committee.

**7. Action Steps:**

Pam to follow up with Wiscasset Community Center to see if visit can be scheduled later June.

Mark Lee to see if a tour can be scheduled with the Waterville Community Center.

Alison to pull numbers from focus group demographics and send to Mark Lee.

Lynn to find some quotes for the report.

Look to present to selectboard on **August 15<sup>th</sup>** – 6:30pm report needed to board by **Aug 6<sup>th</sup>**

**8. Confirmation of next meeting date/ time: July 15<sup>th</sup> at 5:15pm and August 5<sup>th</sup> 5:15pm**

**9. Meeting adjourned. Time 6:46pm.**

Parking Lot:

*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.*