

Topsham Community Center Committee  
Agenda and Minutes January 8<sup>th</sup>, 2024, Time: 6:15 PM

1. Call to order. Time: 6:17PM

Members: Leslie Byrne, Lynn Sirois, Alison Cary-Blais, Kathy Hunter

Staff: Pam LeDuc and Mark Waltz

Members absent: Steve Kessler

Guests present (if any): *Megan Hughes (Mt. Ararat Sr, potentially part of group going forward as part of her Eagle Legacy Project) Jen Hughes (Megan Mom), Joe Feeley (Online), Rafael Macias (visitor to observe community meeting)*

2. Any changes to this agenda?

Leslie requested two changes to agenda –

1. Welcome to Megan and an opportunity to discuss Eagle Legacy Project.
2. Addition to end of Agenda to discuss land options Mark mentioned in 6 Rivers Email

3. Welcome to Kathy Hunter to the Committee.

Quick roundtable of all staff and committee members, Welcome and introductions.

4. Six Rivers Youth Sports Discussion (update from Mark)

Discussion regarding Six River Youth, Meeting a couple of weeks ago. Very interested in partnering with TCCC. They have the field house already in use. Group has raised approx. \$1.5M towards a total project goal of \$6M. Biggest limitation to the land in questions is wetlands surrounding. Potential Grant options, decisions would need to made on which direction we want to proceed with. Request currently is to have TCCC members visit facility and receive a quick presentation.

**Decision – Monday January 15<sup>th</sup> at 5pm, TCCC team will go as a group for tour/ visit.**

5. Focus Group Planning Session:

- Review of upcoming sessions and how many attendees confirmed.  
Discussion regarding how many participants confirmed for each focus group and who we have not received confirmation of attendance. Question from audience member (Jen Hughes) regarding how the list of invites was created. Pam reviewed the sources of emails sent out for potential focus group invitations.
- Discussion regarding Non-Topsham residents (and potential follow up session)  
We have several folks who expressed interest in focus groups but are not Topsham residents. Decision was made that we would still like to gather their input, better to have in their own session. Alison/ Mark to connect this week to pick another date for non-Topsham residents and/ or make up if anyone is unable to attend at the last minute.

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- Review status of snack/ food planning  
Leslie, Lynn and Kathy worked together to ensure there will be refreshments with each group. There will be an assortment of fruit, pastries, cheese, crackers, deserts for most events. Small portion subs at the dinner time meeting. Lynn taking lead on making sure food is available at meeting time. Pam is going to make sure coffee pot from concession stand is at town hall, cleaned and available for first meeting. Kathy has volunteered to bake the dessert items.
  - Planning which committee member will be at which focus group event. – Steve will be at first one. Lynn will be at all with food at least in the beginning. Kathy can't make the first one but will be at the rest.  
Discussion regarding name tags (Pam indicated there is already some available). Will have participants provide first name only.
6. Sample Focus Group Session to review Moderator Guide (as a group)  
Will need Ally Tipery to resend Moderator guide, unable to get into link. Alison had an draft version – read thru the highlights to the group as a refresher. Discussion on making sure none of the questions specifically lead to we WANT a community center, to ensure we have open conversation on the plus and minuses of this option. Alison will send a full copy of the moderator guide to team members this week for another review before the first session on Friday.
  7. Discussion of next steps after focus groups are completed  
For those attending as TCCC Member, want to be able to take notes as far as comments, themes or quotes that stand out. Each meeting video should be transcribed once all focus groups are done. Pam will touch base with Ann Callahan (previous TCCC Member) as she had previously indicated using these kinds of services. TCCC will plan for a working session with Brian and Ally (Market Decisions) and Mark Lee (Harriman) for next meeting 02/05/2024. Further discussion on next steps at that point.
  8. Topsham Land Discussion (addition to previous agenda) –  
Should committee recommend actual building, discussion will lead to location. Foreside Fields was always a thought however, Town would be unable to build due to Land, Water Conservation group – part of that grant is money can only be used for outdoor recreational use.  
Another piece of land is 21 acres between fairgrounds and bypass. Deed originally indicated Restricted for picnic/ rest area. Mark seeing if state will update that terminology. Would have some concerns with needing to go thru fairground to access.
  9. Review minutes from the November 20<sup>th</sup>, 2023, Meeting – Meeting minutes from 11/20 were not printed ahead of time. Will review 11/20 and 01/08 minutes at next meeting.
  10. Action Steps:
    - Confirm Steve is all set for Friday.
    - Pam to arrange coffee pot, cups, name tags. Coffee services cleaned.
    - Pam to connect with Ann for transcribing services.

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- Pam to follow up with Mark Lee, Brian, Ally and ensure on board for next meeting.
- Alison/ Mark Waltz to connect to schedule non-Topsham residence focus groups date.
- Alison to send invites to those folks.
- Alison to send around Moderators guide this week for additional review.
- Mark Waltz to follow up with Six Rivers Youth for tour with group.

10. Meeting adjourned. Time 7:30.

Parking Lot:

- Membership – two vacant positions on the TCCC.

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