

Topsham Community Center Committee – January 30, 2020

Approved: February 24, 2020

- Present: Leslie Byrne, Andrew Deci, Pam LeDuc, Catherine Meier, Charlene Swift, Susan Preece.
- Not present: Derek Scrapchansky, Gary Massanek, Rich Roedner, Robert Beal, Tom Sawyer.

Agenda

1. Elect chairs and scribes

- Leslie volunteered to co-chair.
- Pam will talk with Gary about possibly serving as co-chair.
- Jay accepted the nomination to serve as scribe.

2. Review minutes

- Susan read recommended changes to December minutes to clarify the library is considering various options. Members accepted changes in concept. Susan will send specific recommendations to Jay via email.
- Pam will create a section of town website to hold minutes and reports. Jay will share a file storage space called Basecamp to keep agendas, minutes, and other documents.

3. Prepare RFP and scope of services for needs assessment

- Andrew provided a sample proposed scope of services for consideration and asked for comments.
- Susan recommended clarifying, in the RFP, the number of options to be delivered in the needs assessment.
- Jay preferred Andrew's use of the term "scenarios" rather than "options" because it suggests preliminary ideas rather than solid recommendations.
- Susan recommended including estimates of maintenance costs, based on experience with the original library budgeting. Pam agreed.
- Catherine asked what key stakeholders would be interviewed Pam suggested they would include places with current recreational offerings, such as schools, the library, the Y, and health clubs, among others.
- Susan asked if it would be helpful to start gathering information about the town that would help a consultant. Pam said that wasn't a bad idea. Jay offered to start an editable document that people could contribute to.
- Jay asked if "social" should be included after "recreational" to include a wider range of activities.

- Pam noted the next step will be to present a proposed RFP/scope of services to the select board. It is likely that there would be feedback on topics such as efficiency and maintenance. If the select board agrees in the general direction, the RFP would come back to the committee for fine tuning.
- Leslie asked what the cost would be for a needs assessment? Pam reported that the town has allocated \$15,000 for the overall community center exploration. A needs assessment could hopefully run between \$7,500 and \$12,000. Then, the next phase is a feasibility study, which could be partially funded by a Community Development Block Grant.

4. Next steps

- Andrew will revise comments and send a “true” RFP to the committee by February 6 for review.
- The committee will meet February 24 at 5:30 to finalize the “package” to be presented to the select board. Pam will send the package to the select board by February 26 at noon to get it into the documents for its meeting on Thursday, March 6, 6:30.

The meeting adjourned