

Topsham Community Center Committee  
Minutes February 5th, 2024, Time: 6:15 PM

1. Call to order. Time: **6:18pm**

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

Staff: Pam LeDuc and Mark Waltz

Members absent:

Staff absent:

Guests present (if any): *Brian Robertson, Mark Lee, Joe Freely*

2. Any changes to this agenda? No Changes currently

3. Recap of Groups Visit to Six Rivers Youth Facility

- Other facilities the committee should visit as part of this process.

TCCC Members present were also able to attend the six rivers tour. Great facility - will be interesting to see how we can partner.

After the last focus group meeting, Bill offered to allow Town of Topsham to use facility for some activities for during the day. The town is considering how/ when that would work best.

For transparency, Mark Lee (Harriman Group) wanted to note that Six Rivers has also contacted them for discussion from a planning perspective.

Discussion of a potential visit to Wiscasset Community Center (Pam will connect to plan). Discussed other locations to tour. Decided group will just focus on Wiscasset for now but will keep other options in mind as the work progresses.

4. Focus Group Follow Up Session:

- Discussion/ Review of transcripts, notes, and feedback from focus groups

Quick discussion regarding what we found from the individual focus groups. Overwhelming positive feedback. Team received a lot of great ideas that was not on our previous scope. Overall consensus was there is a need for some kind of community center in the Town of Topsham.

- Review with Market Decision on next steps in our process:

Discussion with Brian Roberts and Mark Lee about next steps. They will be able to take the transcripts received and start to put together what a survey would look like. Discussion on introduction to the survey and calling attention to it being different then the first survey and/ or the focus group work. (Brian mentioned "branding" your survey) Mark W suggested: **Topsham Community Center Feasibility Survey**.

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Round table conversation on what we want to get out of the survey – does the community want this and are they willing to pay for it? Brian had several ideas on how to make this survey work. He and Mark Lee will connect the put together a draft.

Discussion on ensuring this survey is available to all: Focus at this time is - available at the primary election on March 5<sup>th</sup>, putting the link in the Cryer, sending to same email lists used before. Connecting with the Library Mailing list and perhaps The Highlands for offering the survey. Posting survey links on social media platforms. Have cards available at Town office. Perhaps hand out at the Recycling Center on a Saturday Morning.

Format will be to help distinguish if a community center was to be built, how big should it be. Ask survey responders to rank the actual physical area's they are willing to pay for within the survey.

Consolidated those physical items into:

1. Pool (competition size)
2. Pool (Recreation size)
3. Large Multi Gymnasium (basketball/ pickle ball/ volleyball/ Rock Climbing)
4. Kitchen (Industrial Grade)
5. Kitchen (small community use for events)
6. Meeting Room's (Various needs/ Teen Center/ Childcare other activities)
7. Indoor Walking Track
8. Fitness Center
9. Multi Use room for functions (gatherings/ dances)
10. Maker Space/ craft room

Brian and Mark will work on putting a draft together. Pam will create a location on the town website where the LIVE survey link can go once established. Plan to meet again on **Monday February 26<sup>th</sup> at 5:15pm** to review survey, confirm process on getting survey to public. (Schedule TCCC members handing out cards at the polls.)

- Should we break out into sub committees for any of these next steps? (This step moved to Parking Lot for future consideration)

#### 5. **Parking Lot Items:**

Any subcommittee considerations would come after this survey is presented to Select Board. Any further direction will be reconsidered once next steps are determined.

From Focus Group we received 4 applications for consideration. Those 4 (Heather Rogers, Andy Munsey, Kimberly Pride, Brandon Ingaharro) are slated to interview with Select Board on 02/15/2024 meeting. We expect 2 will be appointed. The other two or others are always welcome to attend meetings and be part of the discussion. Just wouldn't have voting rights.

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5. Review minutes from the November 20<sup>th</sup>, 2023, Meeting and January 8<sup>th</sup>, 2024, Meeting – Both Minutes were approved by TCCC.

6. Action Steps:

-Pam to schedule time with Wiscasset Community Center for TCCC to tour and potentially discuss process of the programing/ funding.

-Pam to get the website set up for Survey Link.

-Alison will draft and Introductory Paragraph/ detail list of the ten areas for survey. Will send around to TCCC members for input.

**Next Meeting 02/26/2024 5:15PM**

7. Meeting adjourned. Time 7:52PM.

Parking Lot:

- Membership – two vacant positions on the TCCC.

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