



JSMS Visioning Committee Minutes

May 12th, 2025

6:00pm – Meeting

At Broadcast Studio & via ZOOM

- 1) **Called to order 6:00 pm**
- 2) **In attendance:** Grace Leavitt, Debby Tarr, Deb Clark, Chair Pete Lockwood, Sue Accardi, ITM Joe Crocker, PWD Nathan White, Kaela Gonzalez, Laurie Wallace
- 3) **Minutes of the previous meeting**
 - a) **May 5th, 2025** – Debby T moved to approve, Grace seconded, unanimously accepted
- 4) **Old Business**
 - a) **Review tour of the Westbrook Community Center May 9th:** primary takeaways are the economic significance of revenue generation, partnerships established with community groups (including Meals on Wheels, Home Depot, Calpine, Woodfords, dance studio, wellness); the children's wing is kept separate and locked. Extensive senior programs with field trips; space is exclusive to their use. Original plan to include town offices was scrapped due to P&R and community space needs.
 - b) **Action Items Update**
 - **Floor plan for Town Hall** – Nathan/Joe are still working on it; we need existing floor space to understand future needs. Clarity was requested as to whether the Town Office is moving. The committee is not to make any assumption; the recommendation will be included in the feedback given to the Select Board.
 - **Head of Town Departments for space utilization of JSMS Floor Plan**
 - 1) **Town Office** – Melanie Fernald provided information on the Maine statute requiring a fireproof safe or vault for “permanently valuable” records. Secure storage space is required for election related equipment and materials. Proximity of “front office” to code enforcement and assessing officials is critical. Employees with customer-facing roles should be easily accessible to the public.
 - 2) **Parks & Rec** – Joe provided a full list of current programs including age group, location, season and enrollment.
 - 3) **Library** – Richard Dowe provided a full list of current programs including ongoing and scheduled events.
 - 4) **AFR and RES/JSMS** – ideas were collected by Debby from seniors, teachers and administrators.
 - **Windham New Building Committee** – Pete is awaiting a response from Barry Tibbetts, Windham Town Mgr., for committee leadership contact.

- **Additional clarification of JSMS Vision Committees task/mission**

- 1) **Use of JSMS space** – task is to provide a comprehensive list of uses as well as a proposed floor plan for presentation to SB. Pete created a larger drawing of JSMS so committee members can begin identifying use.
- 2) **Future use of vacated buildings such as the library** – is considered part of the committee's task as well.

c) **Identifying email addresses to a name** – ITM Joe provided to Chair Pete.

5) New Business

- a) **What is a Community Center?** Committee began clarifying which programs/ideas “belonged” to the various “owners”, such as community, rec, library and town
- b) **Identify duplicating or existing RSU14 and library efforts with other departments such as Parks & Recreation, RES** – on hold until floor plans are available.

6) Compiling ideas and developing a method for reporting to the SB – as above; in addition, Pete will pass his compilation of notes and documents to the next committee.

7) Mission Statement – Pete provided language from the committee application as well as that of Windham's repurposing committee, Deb C developed an initial vision and mission statement; Grace to provide Westbrook CC's published statements.

8) Next Meeting Date

- a) Thursday, May 22nd

9) Public Comment – N/A

10) Committee's Comment – continue to develop clarification of what constitutes a successful committee and what the committee will provide to the SB. What are our next steps?

11) Adjournment at 7:20 pm