



Town Council Workshop

Tuesday, May 30, 2023 at 7:00 pm

Town Hall Council Chambers

Following the Workshop Special Meetings will Convene of the Town Council and School Board Respectively

Live on CETV/Hybrid Meeting

Hybrid Meeting - Members of the Public May Participate Remotely During Public Comment Opportunities

To view the meeting livestream: <https://cetv.capeelizabeth.org/> and push watch in the upper right hand corner

Live broadcast on CETV, livestream and remote participation are offered as a convenience when the technology is available and operational in the given meeting space. If the technology is not available or in the event there is a disruption in service and the communication can't be restored the expectation is the meeting will continue.

Zoom Meeting
ID: ID: 91919448725

[Join Zoom Meeting:](#)

Telephone: (US) +1 305-224-1968

Enter First and Last Name

To offer comments during public comment opportunities. When the chair introduces the opportunity for public comments for an item you wish to speak to, click the Zoom link or call and use the Raise Hand function. When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute your microphone and turn off the video until you are invited to speak. First and last name must appear to be recognized. Attendees will be invited to speak for 3 minutes. After speaking, to view the remainder of the meeting, exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

Town Council Members

Jeremy A. Gabrielson, Chair
Nicole Boucher
Susan A. Gillis
Caitlin R. Jordan
Penelope A. Jordan, SBAC Co-Chair
Gretchen R. Noonan
Timothy S. Reiniger

School Board Members

Elizabeth K. Scifres, Chair
Heather W. Altenburg
Kathleen G. Curry-Sparks
Jennifer L. McVeigh
Philip R. Saucier
Caitlin S. Sweet
Cynthia R. Voltz, SBAC Co-Chair

1. School Building Advisory Committee - Recommendation on Owner's Representative & Survey Services

Opportunity for Public Comment. Limited to 15 minutes; 3 minutes per person. Time may be extended by majority vote of the councilors present.

When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent.

A member of the public wishing to speak via remote access must click on the Zoom link or call and use the Raise Hand function. When connecting by phone, dial *9 to Raise Hand and the same to Lower Hand. Please mute the microphone and turn off the video until you are invited to speak. When recognized by the chair, the speaker shall give their name and address or local affiliation, if the affiliation is pertinent. After speaking, to view the remainder of the meeting exit Zoom and return to the CETV Livestream or CETV cable Channel 3.

The School Building Advisory Committee will present their recommendations to the Town Council and School Board for an owner's representative and survey services for the school project. Following the workshop, the boards will convene to their respective special meetings to consider the SBAC recommendations and authorize the Town Manager to signs contracts for services.

The same Zoom link and telephone number will be used for the workshop and both special meetings.

SBAC recommends:

Owner's Representative - CBRE/HEERY

Survey Firm - Portland Research Group

Attachments:

- [Memo SBAC CoChairs Update 05 30 2023](#)
- [Memo SBAC Owners Rep and Survey Firm 05 30 2023](#)
- [CBRE/Heery Proposal 04 28 2023](#)
- [Portland Research Group Proposal 04 2023](#)

Adjournment

Participation at Meetings and Conduct of Meetings

Workshop Meetings

The purpose of a workshop meeting is primarily for council dialogue involving reports and proposals from council members, committees and staff that may be considered at later Town Council meetings. The Town Council may give guidance to the chair and to staff at workshop meetings but no decisions may be made that require formal votes. Notwithstanding the prior sentence, the Town Council may vote on procedural motions at a workshop meeting to determine a conflict of interest, to enter into executive session and to adjourn. Prior to Town Council discussion on any item, members of the public may speak on each agenda item for not more than three minutes each and up to a total of 15 minutes. If there are more speakers than the time available, the chair may allocate the speaking time in order to balance the debate. The public participation portion shall conclude when the Town Council begins its discussions.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chair.