

Cape Elizabeth School Building Advisory Committee
Planning Meeting
February 27, 2023, 3:00 p.m.
Town Hall, Jordan Conference Room

Attendees:

Matt Sturgis, Town Manager
Chris Record, Superintendent of Schools
Penny Jordan, Town Council, SBAC Co-Chair
Cindy Voltz, School Board, SBAC Co-Chair
David Andrews, Committee Member
Corrinne Bell, Committee Member
Michael Hussey, Committee Member

Meeting Notes

- The purpose of this meeting was originally to discuss the process for selecting an Owner's Rep
 - How will we narrow the responses to get to the next stage?
 - What is the next stage?
 - Will we ask for a presentation?
 - Do we give them a project overview and ask them to come back with a proposal?
 - Do we revisit the RFQ and weight the items?
 - Discussion of providing more grounding in the project before diving into the RFQ
 - Ensure we are all on the same page
 - For March 2 - Cindy/Chris will prepare presentation on what was done for referendum
 - Discuss the process for getting to the design
 - Begin with Needs Assessment and Four Options
 - Concept Design
 - Schematic Design
 - Referendum
 - Include history of communications
 - Chris will see if Calen Colby is available
 - Status of work that has been completed
 - Colby-Simons work is not closed
 - If we shift to a new design team, we would need to start over
 - Chris confirmed that we own the drawings
 - Other topics the group would like to learn more about
 - Cost estimating
 - DOE funding
 - Cindy will create a shared Google doc for committee members to add suggestions for topics or speakers
 - Upcoming meeting schedule
- Location: Town Hall, Jordan Conference Room
- Monday, March 6, 6:30 p.m.
 - Wednesday, March 15, 6:30 p.m.

- Thursday, April 6, 6:30 p.m.
- Thursday, April 27, 6:30 p.m.
- Thursday, May 4, 6:30 p.m.
- Thursday, May 18, 6:30 p.m.
- Thursday, June 1, 6:30 p.m.
- Thursday, June 15, 6:30 p.m.

Cindy Voltz

Member, Cape Elizabeth School Board

Co-Chair, School Building Advisory Committee