

**Cape Elizabeth School Building Advisory Committee
Organizational Meeting Agenda
January 26, 2023, 8:00 a.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
Gretchen Noonan, Town Council
Caitlin Sweet, School Board

Agenda

1. Review Draft RFQ for Owner's Rep
2. Update on committee applications
3. Initial committee meeting timeline
4. Town Council/School Board co-chair alignment and communications