

**TOWN OF CAPE ELIZABETH  
MEETING MINUTES  
DRAFT**

MEETING: School Building Advisory Committee  
DATE: Thursday, March 2, 2023  
TIME: 6:30 P.M.  
PLACE: Town Hall, Jordan Conference Room

**1. Welcome/Introductions**

- **Introduction of members not present at previous meeting**

**2. Roll Call**

- **Present:** Penny Jordan, Cynthia Voltz, Caitlin Sweet, Gretchen Noonan, David Andrews, Corinne Bell, Larry Benoit, Michael Hussey
- **Absent:** Patrick Cotter
- **Staff:** Dr. Christopher Record, Matthew Sturgis, Debra Lane

**3. Public Comment**

- None

**4. Approval of Minutes from Previous Meeting**

- Minutes approved without objection

**5. Committee Correspondence**

- None

**6. Discussion of FOAA Rules, Debra Lane**

- A presentation on Freedom of Access and committee operations was provided by Assistant Town Manager and Town Clerk Debra Lane.

**7. Develop Team Norms for Committee Operation and Interaction**

- The committee discussed the norms they will follow including:
- Action items to be completed in identified time frames
- Committee members will listen to and respect other members, and let speakers complete their thoughts without interruption
- Members will be prepared for meetings
- Be open to ideas of others in Committee
- Provide meeting materials, agendas, and minutes in advance of meeting
- Ensure correspondence and public comments are shared and reviewed
- Listen to understand and do not interrupt
- Give others the opportunity to speak
- Leverage the experience of Committee members
- Observe a flat hierarchy of the Committee
- Notify the Committee if unable to attend a meeting
- Send agenda items to Matt, Chris, Penny, and Cindy
- A quorum of 5 members is needed to hold a meeting

## **8. Review of and Discussion on Committee Charge**

- A discussion was held on a plan for upcoming actions
- Grounding of Team (March)
- Develop Committee Budget (April)
- Hire Owner's Rep (April)
- Analysis of Previous Work (May)
- Develop Design Alternatives (June / July)
- Develop Project Budget and Project Outreach Plan (September / October)
- Assess Funding Alternatives (September / October)
- Committee will need to decide on forward or backward scheduling
- Committee will need the cost of owner's representative services
- Committee will need the cost of a project outreach plan, inclusive of survey work and other methods of public engagement

## **9. Presentation: Grounding in Previous Work**

- Co-Chair Cynthia Voltz provided a presentation on the prior project from inception to vote.

## **10. Discussion of Communication Methods**

- The Committee will pursue multiple means of communication: paper, online, community forum, surveys and others
- The Committee needs to know what people knew about the project and why they voted the way they did. The reasons are varied and nuanced.

## **11. Agenda Items for next meeting**

## **12. Next Meeting**

March 6, 2023

6:30 P.M.

Jordan Conference Room.

## **Public Comment**

- Mary Ann Lynch provided comments on the upcoming committee work.

## **Adjournment**

- Committee Adjourned without objection at 8:59 P.M.