TOWN OF CAPE ELIZABETH
MINUTES

MEETING: School Building Advisory Committee
DATE: Wednesday, March 15, 2023
TIME: 6:30 P.M.
PLACE: Town Hall, Jordan Conference Room

1.Welcome/Introductions

2. Roll Call

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

3. Public Comment

- Mary Ann Lynch commented on prior meeting minutes and encouraged the committee to move on from the prior project team.
- Elizabeth Bierman 11 Trundy Road, commented that the Town invested a significant amount of money and that if there are any elements that are worthwhile to keep, then it would seem wasteful to not consider it.
- Tim Thompson commented that there is value in all prior studies and plans, including the 2017 plan, which has merit in revisiting as well.

4. Approval of Minutes from Previous Meeting

- Minutes were accepted without objection or editing.

5. Committee Correspondence and Press

- Chair Voltz spoke on recent press activity regarding the project and an email citing the most recent story on WGME. A possible approach would be a monthly press release regarding the project.

6. Response to security incident of 2016, and facilities assessment initially prepared for Interim Superintendent Colter. Presented by Elizabeth Scifres, School Board Chair

- Chair Scifres presented on the past decade of facilities evaluation, the 2016 security incident and the 2017 facilities assessment. Chair Scifres presented a slide presentation chronicling the actions taken by the School Board regarding school facilities.

7. Owner's Representative Candidate Review

- **Review selection process/next steps and proposed dates**

- March 30, 2023 will be a presentation to the rfq respondents, and then they will respond three weeks later with a plan, cost estimate, and other details to assist the committee in making its selection.
- The goal is to get to referendum date, with all of the details needed.
- **Determine candidates that will go to next stage (presentations and RFP)**
- The process that was followed was by the members of the committee scoring each candidate's response, rating from 1 to 5, with additional comments. The averages of scores was displayed and reviewed, with three candidates scoring higher than the remaining two. The process may be to interview the top three candidates and keep the remaining two in reserve in case the first three are not a match. There are existing questions for each candidate that the committee will need additional information / clarification on. Cost will also be a consideration in choosing, weighing if you can obtain the skillset and the quality of work at a responsible and competitive cost.

- **Motion by Gretchen Noonan, Second by Patrick Cotter, to invite the top three scoring agencies, CBRE/HERRY, Colliers, and F. David Lewis to participate in the request for proposals. Motion passed 8-0.**

- **Present and discuss letter/invite to owner's rep candidates**
- **Letter**
- The elements of the letter were discussed following an outline prepared by Chair Voltz.
- **Meeting**
- What will the agenda for the interview evening be? Planning meeting **3/23/23 8 am, Jordan Conference Room**
- 3/30/2023, TC Chamber, and hybrid will be available if needed.
- Presentation on the original history, and how we arrived where we are
- Review of the committee charge
- If there are questions from the firms, they can submit them in advance. Answers provided to all.
- Site visit for the firms. All three at same time, questions submitted after visit and answers provided to all. Coordinate with Chris
- Provide the RFP at that meeting for the invited firms to respond to.

- **Identify content for RFP for owner's rep**
- Larry, David, Corinne, Michael, Cindy,and Penny will work as a subgroup to craft the rfp. **3/21/23 8 am, Jordan Conference Room**
- Phase 1 of deliverable is up to 25% design drawings.
- Identify what the committee wants to achieve over a specific time period, identify the cost per month for the team, perhaps a range of cost, with a identified not to exceed amount for cost, and with a menu of options.

- Perhaps an analysis of prior work, and a recommended next step, and an estimate of cost. Assessing the needs, prioritizing them, and assigning an estimate of cost.
- **Meeting to approve RFP 3/27/23 6:30 pm, Jordan Conference Room**

8. Update on Communication Framework and Communication Actions

- Caitlin Sweet provided a presentation on a communications approach, identified demographic groupings, means of communications, conveying the message and information, and a phasing of timing for communications.

9. RFP for survey / communications included on 3/27/23 agenda.

10. Review High Level plan updates

11. Next Meeting

March 27 and 30, 2023
6:30 P.M.
Jordan Conference Room.

Public Comment

Adjournment