

**TOWN OF CAPE ELIZABETH  
MEETING MINUTES  
DRAFT**

MEETING: School Building Advisory Committee  
DATE: Thursday, April 27, 2023  
TIME: 6:30 P.M.  
PLACE: Town Hall, Town Council Chambers

**1. Welcome**

- The meeting was called to order at 6:30 pm by Chair Jordan.

**2. Roll Call**

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

**3. Reports and Correspondence**

- No reports made

**4. Public Comment**

- Mary Ann Lynch, Old Colony Lane, requested that information be provided earlier than the day of the meeting.

**5. Review and Approval of Minutes from Previous Meeting**

- Minutes were approved without objection.

**6. Discussion on architecture and school design**

- Committee Member Corinne Bell provided a presentation on Education Design for background for the project. Ms. Bell provided a description of her background and experience.
- The presentation is part of the meeting materials for this week's meeting.

**7. Committee budget update**

- Chair Jordan provided the most recent estimated budget for the committee and its plan of work. Chair Jordan reported the Town Council authorized as part of the FY2024 budget the debt service and approach for funding the proposed work plan.
- David Andrews asked about communication and outreach.
- Chair Jordan responded that communication and outreach will be a strategy to keep the community informed by multiple forms: mailing, forums, web presence, etc.
- Larry Benoit asked how the design team amount was determined.

- Dr. Record responded that based on prior work performed was roughly \$300,000, and the thought is by leveraging prior work that the amount should be less.

#### **8. Owner Representative Proposal Update – types of questions, any submissions, etc**

- No questions received from the remaining two owner's representative candidates.
- Colliers provided their proposals today, and it will be distributed to the committee along with the CBRE proposal once it is received.

#### **9. Outline Owner's Representative interview content / approach**

- Interview questions development process
- Chair Jordan asked for questions to be provided by committee members by May 2 in preparation for the May 4<sup>th</sup> meeting.
- At the May 4<sup>th</sup> meeting the questions will be organized, and a schedule established
- Interview location
- How many per date

#### **10. Survey RFP update**

- Michael Hussey provided an update on the survey process. Four proposals have been received, no Maine based firms yet. Outreach has been made to local firms. The sense is that we are in good shape. Interviews should take place on May 12<sup>th</sup>, and recommendation for May 18<sup>th</sup> meeting.

#### **11. Communication & Outreach – discussion and subcommittee**

- A subgroup on communication and outreach: Michael, Gretchen, Caitlin, Cindy, and Chris will work as a team. The task would be to overlay tools and communications strategies, work with consultants to focus on and build up framework for communications.
- Loomio may be a tool to employ for receiving input and engagement. This was a useful tool in the Comprehensive Planning process, mostly in the early stages.
- Communications subcommittee should review and determine if this is what they would like to employ.
- Motion by Chair Jordan to establish the committee as de
- Second by Corinne Bell
- Motion passes 8-0.

#### **12. Review upcoming agenda items and agree to timing**

- The proposed upcoming meeting dates and items were reviewed, with specific decision point meetings highlighted.

### **13. Public Comment**

- Mary Ann Lynch, 2 Old Colony Lane. Concerned of employing any of the prior program and design for the schools, which was rejected by the voters. Ms. Lynch encouraged pursuing a new design, and funding it appropriately. Strongly encouraged establishing a budget first before design.

### **14. Next Meeting**

May 4, 2023

6:30 P.M.

Town Council Chambers

### **Adjournment**

- **The meeting adjourned at 8:55 pm.**