

TOWN OF CAPE ELIZABETH MEETING AGENDA

MEETING: School Building Advisory Committee
DATE: Thursday, May 4, 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, Caitlin Sweet
- Absent: None
- Staff: Dr. Christopher Record, Superintendent of Schools, Matthew Sturgis, Town Manager

3. Reports and Correspondence

- None provided

4. Public Comment

- None provided

5. Review and Approval of Minutes from Previous Meeting

- Minutes will be reviewed and approved at the next meeting.

6. Committee budget update

- Chair Jordan updated the committee on the need to revise the committee budget, and funding options.
- The committee received a funding approach method provided by Joe Cuetara, and Manager Sturgis explained the approaches described.

7. Discuss and set Owner's Representative Interview Schedule

- Interviews will be on May 25th. Slots will be 5-6:30 pm, then 7-8:30 pm.

8. Review and agree to Questions for Owner's Representative interviews

- The committee has submitted potential questions for the interview process. Those questions have been consolidated into a document.
- Questions related to the proposals will be provided to the candidates for them to answer in their presentations.

- Questions were organized by sections reflective of the rfp.
- Owner's representatives will have 45 minutes to present, and then 45 minutes for questions.
- The questions were reviewed by the committee.
- Consensus was to provide all the questions to the candidate firms, and then ask follow up questions during the interview.
- The list of questions will be condensed to eliminate redundancy.
- Follow up questions will be after their presentations.
- A small group will meet and consolidate the questions and then send it to the candidates. The firms can then provide a response in writing to the questions. The question list should be complete by end of day, 5/10. Michael, David, Corinne, Cindy, and Penny will review and revise the questions on 5/10.

9. Survey consultant proposal update

- Six proposals received, narrowed down to three. Interviews will be on 5/12.
- It is anticipated that the survey work will be at or near the anticipated budgeted amounts.
- All of the provided responses were evaluated and qualified

10. Public Comment

- David Hughes, 8 Hannaford Cove Road. Commented that the rfp process provides a lot of leeway on how the final decision is made on the firms. He encourages engaging the firm that you are the most comfortable with, and that will work best with you. Finding the best fit is most important.

11. Adjournment

- The meeting adjourned at 7:37.

Next Meeting

May 18, 2023

6:30 P.M.

Town Council Chambers