

TOWN OF CAPE ELIZABETH MEETING MINUTES

MEETING: School Building Advisory Committee
DATE: Thursday, May 18, 2023
TIME: 6:30 P.M.
PLACE: Town Hall, Town Council Chambers

Deleted: April 27

1. Welcome

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

2. Roll Call

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

3. Reports and Correspondence

- None

4. Public Comment

- None

5. Review and Approval of Minutes from April 27 and May 4 Meetings

- Approved without objection

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6. Update on Survey Consultant,

- Dr. Record provided an update. Three firms have been interviewed, there is a finalist and references are being checked. A recommendation will be provided shortly. All three firms were outstanding.

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Deleted: Committee budget update

Deleted: Discussion on architecture and school design

7. Communications update

- Timing for consultant
- Other input / discussion
- Chair Voltz provided an update on communications. A plan for a consultant is being crafted. A subcommittee will be assembled to craft an RFP for a communications consultant.
- Caitlin Sweet's framework is also guiding the discussion on proceeding.
- The desire is to have the public understand the need for the project prior to asking for them to vote on it. A communications strategist may assist in helping the conveying the message and understanding the best approach to inform.

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Moved up [1]: Committee budget update

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- Caitlin Sweet provided an overview of the high level strategy and approach on how to reach the public. We will need to reach out to the courier, update the website, and begin planning a community forum, which should take place post survey, August / September timeframe. The committee will need to craft a topic and a specific concept for a public forum, with the desired outcome to gather helpful information to assist in guiding.
- The communications subcommittee should meet and discuss the format and concepts for a forum.
- Patrick Cotter brought up the thought of asking 8th grade students a series of poll questions, as they are experienced in both schools.
- Printing of information and have it available at the library, community services, Town Hall, etc. for those not online. Better outreach.
- The best approach would be to be consistent and provide volume. The committee will need to determine what deliverables are needed.
- The next press release will be in the Courier for June 6th.
- Outreach will be to every household via the mail.
- Consider holding two public hearings for the public to attend. Examine the prior project plan could be one, and the second can be on the needs assessment. Consider providing 5 minutes of testimony and receive written testimony from the public.
- The owner's rep and the survey company may provide productive guidance on the process.
- Consider soliciting subscribing to updates via the Community Services mailing list (email list)
- Consider repurposing the social media page from the prior project
- Ensure that staff is informed of the work being completed, they are a critical component of sharing information, but not advocacy

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8. Plan for May 25 Owner's Representative Interviews

- Time Slots for Interviews
- 5:00 pm to 6:30 pm Colliers
- 7:00 pm to 8:30 pm CBRE
- Review of interview process
- Assigning questions to committee members
- The questions for the interviews have been sent to the firms. They will ideally provide their answers within their presentations. There will be two questions in addition that will be asked at the interviews.
- Do we want to assign the questions to committee members to check to ensure the question was answered. If not during the presentation, then a follow up question for clarification will be asked.
- The assigned question list will be distributed in advance of next week's interviews.

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Deleted: Owner Representative Proposal Update
– types of questions, any submissions, etc

- The committee will need an understanding of the pricing provided in the proposals.
- A critical question the committee will need answered is who is going to be the team involved in the project, and will it be consistent and committed to the project through end stage.
- Terms within the contract should spell this out and name key personnel and penalties for any changes.

9. Public Comment

- None

10. Adjournment

- **The meeting adjourned at 7:40 pm,**

Next Meeting

June 1, 2023

6:30 P.M.

Town Council Chambers

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interview content / approach
Interview questions development process
Interview location
How many per date
9.

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Outreach – discussion and subcommittee

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agree to timing
9.

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10.

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Moved up [3]: Adjournment