

TOWN OF CAPE ELIZABETH MINUTES

MEETING: School Building Advisory Committee
DATE: Thursday, August 3, 2023
TIME: 6:30 P.M.
PLACE: Town Hall, Town Council Chambers

Hybrid Meeting - Members of the Public May Participate Remotely During Public Comment Opportunities

To view the meeting livestream: <https://cetv.capeelizabeth.org/> and push watch in the upper right hand corner

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1. Welcome/Introductions

- Chair Jordan called the meeting to order at 6:30 pm.

2. Roll Call

- Present: Chair Penelope Jordan, Chair Cynthia Voltz, David Andrews, Larry Benoit, Patrick Cotter, Caitlin Sweet, Corinne Bell
- Absent: Michael Hussey, Gretchen Noonan
- Staff: Matthew Sturgis, Town Manager, Michelle McClellan, Assistant Superintendent
- Owner's Representative Team: Chuck Adam (virtual), Turner & Townsend Heery, Brian Hromadka, Present: Chair Penelope Jordan, Chair Cynthia Voltz, David Andrews, Larry Benoit, Patrick Cotter (hybrid), Michael Hussey, Gretchen Noonan
- Absent: Caitlin Sweet, Corinne Bell
- Staff: Matthew Sturgis, Town Manager, Michelle McClellan, Assistant Superintendent

- Owner's Representative Team: Chuck Adam, Turner & Townsend Heery, Brian Hromadka, Turner & Townsend Heery, Michael Ensminger, Turner & Townsend Heery

3. Approval of Minutes from Previous Meeting

- Minutes approved unanimously

4. Correspondence and Reports from Committee

5. Public Comment

- None

6. Committee Structure Update

- Chair Jordan updated the committee on the updates to the structure based on the comments and discussion at the prior meeting. Additionally, any time the Chairs, Manager, and Superintendent meet the meeting will be posted, publicly noticed, and open and available to all to attend.
- Based on the number of upcoming meetings, the design review committee will now be comprised of all members of the SBAC. Going forward, one meeting per month will be an overall SBAC meeting and one meeting will be focused on design review, maintaining the first and third Thursdays for meeting dates.
- All subcommittee meetings will be noticed and open to the public, and all SBAC members may attend, with the designated members performing the work of the subcommittee.
- Chair Jordan reviewed the committee structure diagram that was posted with the meeting materials. Additionally spoke of a venn diagram on the relationship between educational programming requirements and the design review committee work.
- Chair Voltz spoke of the process design provided by the education programming requirements, and the need for the design review committee to understand the relationship between the programming needs being met by the design.

7. Subcommittee Updates

- **Communications Subcommittee**
- Chair Voltz spoke of the work being performed by the subcommittee, with the survey being distributed as of Saturday, with an encouraging start.
- Public Forums will be scheduled starting in September.
- The communications rfp was reissued, as only two responses were received and the need is for more options.

- A question was raised on the ability for multiple responses to the survey, and Chair Voltz provided the explanation from Portland Research Group on the quality control performed by their firm.
- **Design Review Subcommittee**
- Chair Jordan spoke of the presentation provided to the Design Review subcommittee, and Brian Hromadka will review the presented materials at this meeting.
- **Finance Subcommittee**
- The finance work will commence in the early fall as more cost information is available, the revaluation of properties is complete, and other variables become known.

8. Education Programming Discussion

9. Owner's Representative Update

- Brian Hromadka and Mike Ensminger provided an update on the current progress on the project, RFQ for design firms, a schedule update, and next steps.
- The RFQ for the design firm was reviewed, inclusive of the deliverables provided, anticipated wide cost range of the project, and other details defined within the document.

10. Public Comment

- **None**

11. Next Meeting

August 17, 2023

6:30 P.M.

Town Council Chambers

Adjournment