

TOWN OF CAPE ELIZABETH MEETING MINUTES

MEETING: School Building Advisory Committee
DATE: Thursday, August 17, 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

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1. Welcome/Introductions

- **Chair Voltz called the meeting to order at 6:30**

2. Roll Call

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

3. SBAC Organization and Work Flow

- Discussion and gain committee input
- Brian Hromadka provided an overview of the flow chart of the roles of the different segments and responsibilities of the council, school board, committee, etc.
- The committee discussed the structure of the chart and the roles as identified.

4. Communications Planning

- Discussion on current activities
- We are still waiting on consultants responses, we have yet to receive any, but the deadline is 8/18. There are two from the prior deadline that are still under consideration, with the hope we receive more tomorrow. Dr. Record will update the committee tomorrow, post deadline.
- What is the plan if we have no responses, what is the contingency plan? Could we contract with GPCOG or MMA? Matt will reach out to GPCOG tomorrow (8/18)
- Communication activities need to be represented in the milestone chart for tracking and delivering.
- What are communications around updates to the council and school board, and when should they occur? Should it be a formal presentation by members of the committee?
- Caitlin Sweet thinks the committee members may have the strategy skills, but need assistance in the volume of writing and product.
- Three forums are currently scheduled, September 20th is the first one.
- Press releases are planned for the upcoming Courier and subsequent editions.
- Updates are being provided to the council and School Board at their regular meetings.
- The message of the project needs to be out early and communicated regularly. Communications must be aligned with milestones for messaging and the project. Messaging does need to be nimble and able to respond quickly.
- Key Items
- Strategies for implementation

5. RFQ / Architect Selection Process

- Discussion on qualifications review
- The designer selection plan scoring spreadsheet was reviewed by the committee.
- Mike Ensminger provided an overview of the scoring sheet template.
- The committee reviewed the minimum qualifications, scoresheet, evaluation of subconsultants, and references.
- Any comments and suggestions should be provided to HEERY by next Tuesday, 8/22.
- Process for selection
- Ideas on candidate firms

6. Educational Program Development

- Discuss the role of the educational program

- Chuck Adam and Brian Hromadka provided an overview of what an education plan is and how that forms the basis for evaluation and design. The plan is a goal, and what is not being taught because the building will not accommodate those needs. Are the goals achievable within the constraints of an acceptable cost?
- The options that will be developed by the design team will provide a cost estimate and the ability to meet the educational program needs.
- There must be an order of priority established to allow the priorities to be factored into the design and the options.
- There needs to be an operational plan as well that identifies the ongoing costs of delivery when the project is complete.
- The education program will be inclusive of mission and vision, strategic goals, grade and school configuration, class size, scheduling food service programming, technology, art and music, phys ed program, collaborative spaces, safety, hvac, community use, gender and equity, and many other aspects. The program is intended for final draft in October, however drafts will be provided to the design team earlier in the process.
- Process the school department goes through in establishing the program. Dr. Record will base the program on his experience in the district for the past two years and discussions with staff of the department as well.

7. Public Comment – items not on the agenda

11. Next Meeting

September 1, 2023 – Agenda planning

September 7, 2023 – Status update

September 14, 2023 – Design RFQ response review

September 21, 2023 - Workshop

Adjournment