

TOWN OF CAPE ELIZABETH DRAFT MINUTES

MEETING: School Building Advisory Committee
DATE: Thursday, October 19, 2023
TIME: 6:30 P.M.
PLACE: Town Hall, Town Council Chambers

1. Welcome/Introductions

2. Roll Call

- Present: Chair Penelope Jordan, Chair Cyntia Voltz, David Andrews, Corinne Bell, Larry Benoit, Gretchen Noonan, Michael Hussey, Caitlin Sweet
- Staff: Dr. Christopher Record, Superintendent, Matthew Sturgis, Town Manager
- Consultants: Brian Hromadka, Mike Ensminger, HEERY, Turner and Townsend, Lisa Sawin, Emilie Waugh, Harriman Architects
- Absent: Patrick Cotter

3. Approval of Minutes from Previous Meeting

- David Andrews, moved, Penny Jordan Second, moved to approve, unanimous vote

4. Public Comment

- Elizabeth Bierman, 19 Trundy Road, provided comment on the level of support for a property tax increase indicated by the survey results, and questioned if there was an understanding of the needs of the schools and the challenge of posing the support of the project against the level of increase in property taxes.

5. Reports and correspondence

- Chair Voltz reported on the School Facilities Committee meeting on 10/18, and the current status of challenges such as lead, mold, and pest control in the buildings.
- Dr. Record also discussed the volume of buildings that the facilities staff needs to maintain, and the primary focus is on safety of the students and staff.

6. Committee discussion and analysis of the voter survey results

- Michael Hussey provided comments on working with consultants, citing that they are trusted advocates for the project, but the responsibility of the project being successful falls on the shoulders of the committee.

- The committee reviewed and provided comments on the survey results page by page, with a thoughtful discussion on the subject matter.
- Larry Benoit provided an analysis and discussion with a number of slides that he found relevant in the survey. He was initially concerned that this survey would provide a good community sample, but with the amount of response, this document was well done with an accurate result from a large sample that represented a strong demographic representation.
- One of the items lacking from the prior project was the true lack of a budget and the anticipated impact on property taxes. This resulted in the response of the project being too costly and too much of a tax increase.
- 2/3 of the respondents cited cost and tax increase, supported by tax increase at ½, and 1/3 found the proposal excessive.
- If the survey is ignored, then the committee runs the risk of repeating the same results. A reasonable project must be brought forward.
- Cost and impact on property tax increases in the range of 5 to 10% will be needed to gain support. Superior explanation and sharing of information by improved communications will help, but cost still dominates. Communication will help, but it still comes to cost.
- Options need to be tailored toward the broad middle of the community, which supports the 5 to 10% range, as those who want no increase and those who would pay anything were the exact same amount.
- A budget range needs to be provided to the architectural firm as soon as possible, as this will assist in providing guidance toward the design options.

7. Discussion on task matrix and different roles described

- Brian Hromadka presented the task matrix discussed in the previous meeting. The matrix outlines all of the parties involved in the project crossed by all of the major tasks involved in the project. It identifies the responsibilities, support, consulted parties, invoicing, and approval responsibilities within the matrix.
- There is a project schedule with a timeline that is tracking all of the tasks in a separate document.
- Both of the contracts for communications consultant and the architect services are set for finalization by week end (10/20/23)
- **Discussion with Harriman Architects on anticipated next steps**
- Lisa Sawin, Principal Architect at Harriman provided an update on the next steps in the process. This includes a feasibility study, concept design, and community engagement, along with estimated time schedules.
- In the feasibility study the study will define priorities, establish existing information, define the educational visioning, explore multiple options, and refine the selected option(s).

- Defining priorities is defining the goals of the project. Committee members shared their top two goals they would like to see achieved.
- Existing information needs to be validated, and additional information is discovered and confirmed.
- Educational vision needs to be defined and coordinated with the design. This will be performed by a series of workshops with the Educational Leadership Team and the Educational Working Group, along with a community workshop.
- The options concept was described, including repair, repair and addition, renovation, renovation and addition, phased new construction, and full new construction of the elementary and middle school. High School improvements are also part of the consideration.
- Community engagement is focused on how to capture the communities' priorities, goals, and perspective on the project, and how do we keep everyone informed. The next steps were laid out.
- **Discussion on maintaining SBAC engagement in process in design work**
- The matrix and the areas discussed in Lisa's presentation displayed how the committee will remain engaged in the process.

8. Plan for November 16th public forum, this will be the "Meet the Architect" public forum

- **Lisa Swain explained the process and how they coordinate the introductory forum.**

9. Public Comment

- Elizabeth Bierman 19 Trundy Road, provided a comment stating that we will need to tie the project to what we need.

10. Adjourn: The meeting adjourned at 9:16 p.m.

Upcoming Meetings: November 2, 2023, 6:30 P.M., Town Council Chambers