

TOWN OF CAPE ELIZABETH DRAFT MINUTES

MEETING: School Building Advisory Committee
DATE: Thursday, November 2, 2023
TIME: 7:00 P.M.
PLACE: Town Hall, Town Council Chambers

This meeting will have a hybrid option. To join this meeting virtually, please use the following links provided below:

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1. Welcome/Introductions

2. Roll Call

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

3. Approval of Minutes from Previous Meeting

- The minutes were approved with no objections.

4. Reports and correspondence

- Chair Voltz spoke of emails received from the public, and will discuss later in the agenda.

4. Public Comment

- None

5. Owner's representative project status report

- **What has been accomplished**
- Brian Hromadka provided an update on the current progress.
- **Update on visioning sessions**

- Lisa Sawin provided an update on the educational visioning sessions , data collection, programming update, and community outreach planning.
- Lisa also provided a summary of the project goals
- **Update on existing data collection**
- **Update on education programming**
- Dr. Record provide an overview of the education program, changes in the academic approach, and the need for space that meets those needs.
- Dr. Record discussed the key priorities of focus regarding the needs for programming, education, security, and other elements.
- There were a few questions and comments relating to Dr. Record's presentation.

6. Finance subcommittee update, role and current focus

- Chair Jordan provided an update on the Finance Subcommittee. The subcommittee met this afternoon from 4 to 6 pm, and will be meeting again next Thursday, November 9 at 5 pm in the Jordan Conference Room.

7. Communications subcommittee update

- Michael Hussey provided an update on the work of the Communications Subcommittee.
- The public forum will be at 6 pm on November 16, with a meet the architect theme.

8. Discussion on guidelines of committee member presentations and committee norms

- **Review of committee charge, and review of organization chart**
- The roles and responsibilities of the owner's rep, architect, and committee were reviewed.
- **Discussion on committee protocol for right to know / freedom of access**

9. Public Comment

10. Adjourn

- The meeting adjourned at 8:55 pm.

Upcoming Meetings

November 16, 2023 and November 30, 2023

Community Forum

6:00 P.M.

Town Council Chambers