

**TOWN OF CAPE ELIZABETH
MEETING AGENDA
Draft Minutes**

MEETING: School Building Advisory Committee
DATE: Monday, March 6, 2023
TIME: 6:30 P.M.
PLACE: Town Hall, Jordan Conference Room

1. Welcome/Introductions

2. Roll Call

- **Present:** Penny Jordan, Cynthia Voltz, Caitlin Sweet, Gretchen Noonan, David Andrews, Corinne Bell, Larry Benoit, Michael Hussey
- **Absent:** Patrick Cotter
- **Staff:** Dr. Christopher Record, Matthew Sturgis, Debra Lane

3. Public Comment

- None

4. Approval of Minutes from Previous Meeting

- Minutes approved without objection

5. Committee Correspondence

- Chair Voltz corrected the record to state that Colby and Simonds are not currently being compensated for any work related to the school project.

6. Grounding Presentation Part 2, Building History

- Chair Voltz provided the second phase of the school building history. The presentation provided the history of the school from 1933 to 2004, with highlights of 1970 construction of the new high school and 1994 Pond Cove and Middle School projects.

7. RFQ Review and prioritize in preparation for rankings

- Discussion was held on how to prioritizing weighting for the RFQ responses. Is it at the exhibit level, or are there other elements of the exhibits that require greater weighting.
- Weight of education construction specific experience vs. construction management experience (non-education construction specific).
- Need to clarify that the committee needs assistance from the beginning of the project, and not mid-project.
- Need help in transitioning to the design phase of the project.
- Clarify if the emphasis is on starting over vs. evaluating prior work and using that as an option. Not a third party coming in to give opinion on prior work, then leave.
- The committee is looking for a range of options.
- The goal is for the best possible project that voters will approve.

- Experience in analyzing various options and then advancing to the construction phase.
- What is the range of experience with projects.
- Evaluation of the ethics of the representative agency.
- Experience with relocation of students during project, and how to build in a live construction site.
- Experience on navigating the political process of projects.
 - Difficult to find a person to help navigate the political process vs. the construction process as they are two different disciplines.
- Experience with Maine projects. Success rate with bond questions. Diversity of skills within the firm.
- Experience with sustainability and energy efficiency.
- Experience with and observable safety standards and performance.

8. Owner's Representative selection process

- The committee will have ranked the responses.
- Should the committee share the project, current status, and expect a presentation on their analysis of where we are at, and what the cost would be.
- Provide a bullet point of the status of how we arrived where we are today, what are the options, and provide a presentation on how they would lead us through the process.
- Consider presenting to the entire group in a pre-bid type format.
- Ask the respondents to present three weeks later.
- Does the owner's rep see that they can assist in getting the project complete to a referendum vote in a specific date.
- Present the committee charge, both historical presentations, provide any and all materials needed, access to prior design team, and then craft their presentation at a date certain.
- Penny has crafted a reliable schedule leading to referendum, and have the owner's rep firms provide a cost schedule related to that.
- On 3/15 the committee will have reviews completed and determine who to continue the process with, all or some of the firms.
- David, Corinne, and Cindy will work on collecting the information to send to the owner's rep candidates, and reaching out to the firms to provide an overview of the process.

9. Review DRAFT plan and gather committee input

- Corinne Bell provided a summarization of the project team organization diagram.
- Committee charge will need to be amended to add role post referendum to expand into design and construction phases.
- The Committee also reviewed the design project map and phases, including forecast phase lengths.

- The Committee also reviewed the high level plan of overall project, including outreach, project initiation, analysis, design, referendum, and committee budget.
- **Outreach**
- Is there a need to hire / engage a communications specialist. Objectives need to be clearly outlined, however focus needs to be on information and not advocacy for the project. Need exists as committee does not have the resources, skillset, or time to dedicate solely to the project information sharing.
- Importance of bringing the community along for the entirety of the process with information sharing.
- Potential for an RFQ for a public relations firm that can perform a complete service: surveys, communication, public relations, etc.
- Establish regular updates of committee work (monthly).
- Host community forums sharing community progress, review of survey results (starting in June)
- Understand Town demographics from survey work
- Incorporate costs for providing advertisements in Cape Courier.
- **Initiate project**
- Will need a review of facilities and systems by facilities director and committee touring of facilities.
- **Analysis**
- Review prior project work with Colby Simonds, and evaluate product, process, and price.
- Consider updated enrollment data
- Update the needs assessment
- Develop scenarios for school renovation or replacement
- Invite Department of Education representatives to discuss funding alternatives including grant funding
- Understand finance alternatives and forecasts
- Evaluate programming needs and educational standards, in comparison to deficiencies of current buildings.
- What elements of current buildings may be able to be redeployed in new project, ie: security, phone systems, furniture and fixtures.

10. Review assignments from meeting of 3/2/2023

11. Review any other questions committee members might have

12. Next Meeting

March 15, 2023

6:30 P.M.

Jordan Conference Room.

Public Comment

- None

Adjournment

- The meeting adjourned without objection at 8:40