

**TOWN OF CAPE ELIZABETH
MEETING MINUTES
DRAFT**

MEETING: School Building Advisory Committee
DATE: Thursday, March 2, 2023
TIME: 6:30 P.M.
PLACE: Town Hall, Jordan Conference Room

1. Welcome/Introductions

- **Introduction of members not present at previous meeting**

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

- None

6. Discussion of FOAA Rules, Debra Lane

- A presentation on Freedom of Access and committee operations was provided by Assistant Town Manager and Town Clerk Debra Lane.

7. Develop Team Norms for Committee Operation and Interaction

- The committee discussed the norms they will follow including:
- Action items to be completed in identified time frames
- Committee members will listen to and respect other members, and let speakers complete their thoughts without interruption
- Members will be prepared for meetings
- Be open to ideas of others in Committee
- Provide meeting materials, agendas, and minutes in advance of meeting
- Ensure correspondence and public comments are shared and reviewed
- Listen to understand and do not interrupt
- Give others the opportunity to speak
- Leverage the experience of Committee members
- Observe a flat hierarchy of the Committee
- Notify the Committee if unable to attend a meeting
- Send agenda items to Matt, Chris, Penny, and Cindy
- A quorum of 5 members is needed to hold a meeting

8. Review of and Discussion on Committee Charge

- A discussion was held on a plan for upcoming actions
- Grounding of Team (March)
- Develop Committee Budget (April)
- Hire Owner's Rep (April)
- Analysis of Previous Work (May)
- Develop Design Alternatives (June / July)
- Develop Project Budget and Project Outreach Plan (September / October)
- Assess Funding Alternatives (September / October)
- Committee will need to decide on forward or backward scheduling
- Committee will need the cost of owner's representative services
- Committee will need the cost of a project outreach plan, inclusive of survey work and other methods of public engagement

9. Presentation: Grounding in Previous Work

- Co-Chair Cynthia Voltz provided a presentation on the prior project from inception to vote.

10. Discussion of Communication Methods

- The Committee will pursue multiple means of communication: paper, online, community forum, surveys and others
- The Committee needs to know what people knew about the project and why they voted the way they did. The reasons are varied and nuanced.

11. Agenda Items for next meeting

12. Next Meeting

March 6, 2023

6:30 P.M.

Jordan Conference Room.

Public Comment

- Mary Ann Lynch provided comments on the upcoming committee work.

Adjournment

- Committee Adjourned without objection at 8:59 P.M.