

**Town of Cape Elizabeth
Spurwink Meeting House Preservation Committee
Meeting Minutes
April 17, 2008
6:30 p.m. Town Hall
William H. Jordan Conference Room**

Present

Jay Cox
Carol Fritz
William Marshall
Darren McLellan
Katharine Ray
James Rowe
William Wadman

Absent

Julie Keen
Sara Lennon

Staff

Debra Lane, Asst. Town Manager Ex-officio
Ernie MacVane, Facilities Manager Ex-officio

Welcome

The third meeting of the ad-hoc committee met on Thursday, April 17, 2008. Debra Lane opened the meeting on behalf of Chairman McLellan at 6:37 p.m.

Approval of Minutes – February 21, 2008

Moved by Bill Marshall and Seconded by Bill Wadman

The Spurwink Meeting House Preservation Committee approves the minutes of the February 21, 2008 meeting as presented.

Motion Passed Unanimously

Review of Request for Proposals for Engineering/Architectural Services

The deadline for submission of proposals was April 7, 2008. A total of 4 proposals were received; Barba + Wheelock, CWS Architects, tll-architects and WBRC. Proposals were distributed to committee members for review in preparation of the April 17th meeting.

Interviews

The discussion continued, specifically which firms to interview. The committee considered among other criteria: cost, qualifications, related historical experience, location of firm, presentation of proposal, proposed project schedule.

The committee expressed its' appreciation of all of the firms taking the time and interest in this project. It is highly likely that any of the firms will be excellent to work with and qualified for the project.

Moved by Bill Marshall and Seconded by Jim Rowe

The Spurwink Meeting House Preservation Committee votes to interview the firms of Barba +Wheelock, CWS Architects, and ttl-architects.

Motion Passed Unanimously.

Debra will forward, on behalf of the committee, a letter to WBRC thanking them for their submission. The committee doesn't think they could justify a proposal that was 50%+/- more than the other three.

Chairman Darren McLellan arrived at 7:00 p.m. Although the vote to interview three firms had already been approved, Chairman McLellan agreed with the vote and would have voted for the three that were chosen.

After reviewing schedules, it was determined that the morning of May 6 and the afternoon of May 7 will accommodate most committee members' schedules. Debra will try to schedule the three firms for the same day.

Time Line

February 25, 2008

Mail Request for Proposals

April 7, 2008

Deadline for Submission of Proposals

Distribute Proposals to Committee

April 17, 2008

Committee Meeting - Selection of Firms to Interview

Interview Potential Firms (Schedule Potential Interview Dates)

May 6 & May 7, 2008

Interview Dates

May 15, 2008

Committee Meeting – Vote on Final Recommendation to Town Manager.

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Preparation for Interviews

Questions will be comprised prior to the interviews. Based on the committee's discussion, Debra will forward questions to the committee. Committee members will be asked to review the questions and provide suggestions.

Bill Wadman prepared a list of criteria that he scored for all four submissions. Bill has offered the same type of tool to the committee. Based on the committee's discussion, Debra will prepare the document.

Agenda for Next Meeting

The May 15th meeting is an opportunity for the committee to review the three proposals. The committee will make a recommendation to the town manager. The town manager will make the final decision.

Future meeting schedule to be determined.

Adjournment

The meeting adjourned at 7:40 p.m.

Respectfully Submitted,
Debra M. Lane
Assistant Town Manager