

**Town of Cape Elizabeth  
Spurwink Meeting House Preservation Committee  
Meeting Minutes  
May 15, 2008  
6:30 p.m. Town Hall  
William H. Jordan Conference Room**

**Present**

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

**Absent**

Jay Cox  
Julie Keen  
Sara Lennon

**Staff**

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

**Welcome**

The fourth meeting of the ad-hoc committee met on Thursday, May 15, 2008. Chairman McLellan opened the meeting at 6:40 p.m.

**Approval of Minutes – April 17, 2008**

Moved by Bill Wadman and Seconded by Carol Fritz

The Spurwink Meeting House Preservation Committee approves the minutes of the April 17, 2008 meeting as presented.

Motion Passed Unanimously

**Review of Interviews for Proposals for Engineering/Architectural Services**

Interviews for engineering/architectural services were held on May 6 and May 7, 2008. A total of three firms were interviewed: tl-architects, CWS Architects and Barba & Wheelock. Five members of the committee, excluding staff, participated in both days of interviews: Carol Fritz, Bill Marshall, Darren McLellan, Jim Rowe and Bill Wadman. Notes for the interviews are available.

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**Each firm was rated on the following criteria:**

Presentation of Materials  
Presentation at Interview  
Enthusiasm  
Understanding of the Project  
Experience  
Experience in Historical Structures  
Management Location  
Lead Team  
Support Team  
Fees  
Start Date  
Completion Date

A copy of the rankings is available.

The committee carefully reviewed the established criteria and discussed each firm in detail.

Moved by Bill Marshall and Seconded by Carol Fritz

The Spurwink Meeting House Preservation Committee votes to remove CWS Architects from consideration of engineering/architectural services.

Motion Passed Unanimously

It was a consensus to vote by secret ballot between Barba & Wheelock and ttl-architects.

ttl-architects were unanimously voted the firm to recommend to the town manager based on the criteria established by the committee. The committee feels ttl-architects have particular historical experience that is needed for the project, along with the other criteria.

The committee wants to ensure that each phase is documented, digital and hard copies. It is important to document for future projects.

**Adjournment**

The meeting adjourned at 7:27 p.m.

Respectfully Submitted,  
Debra M. Lane  
Assistant Town Manager

***Note: These minutes have not been reviewed by the committee as no additional meetings have been scheduled at this time.***

