

From: Cynthia Voltz <cvoltz@capeelizabethschools.org>
Date: Friday, February 17, 2023 at 7:08:10 PM UTC-5
Subject: SBAC Meeting Notes - February 16, 2023
To: cesbac@capeelizabethschools.org <cesbac@capeelizabethschools.org>

Hi Everyone,

Here are my notes from last night's meeting. Please let me know if you have any corrections, or if there's anything I missed.

Action Items:

- All - Review RFQ responses for Owner's Rep and rate each using Google form by March 1. The purpose of this review is to determine which candidates the committee would like to interview.
 - [Link to Review Form](#)
 - [Link to RFQ](#)
- Caitlin - Complete and share draft of committee update to insert with tax bill mailing by Feb. 20.
- Cindy - Send list of links for background information on building project to committee

Next Meeting:

Thursday, March 2, 6:30 pm - location TBD

Meeting Notes:

School Building Advisory Committee

February 16, 2023, 6:30pm

Attendees:

Penny Jordan, Matt Sturgis, David Andrews, Caitlin Sweet, Corrinne Bell, Michael Hussey, Patrick Connor, Cindy Voltz, Michelle McClellan

Superintendent Chris Record and Committee Member Larry Benoit were unable to attend.

1. Welcome and Introductions

2. Discussion of Freedom of Access Act (FOAA) Rules - Deb Lane will give a full presentation at the next meeting. Penny and Cindy provided general guidelines for committee members.
 - Committee members may not meet outside public meetings to discuss committee business. Any meetings of more than 2 members require public notice.
 - All committee correspondence, including personal e-mail and text messages, is considered public information and is subject to FOAA
 - A committee distribution list e-mail has been created for all e-mail. E-mail cannot be used for discussion, but can be used for scheduling and to share materials.
 - If committee members receive inquiries from the press and choose to respond, they should indicate that they are speaking for themselves and do not represent the committee.
3. Committee Introductions
4. Review Committee Charge and Scope of Work
 - First priority is to select an Owner's Rep
 - A Request for Qualifications (FRQ) was posted on January 26, responses are due by February 17
 - Team will develop a Communications Plan and Strategy
5. Discussion: What are your unanswered questions?
 - Is there a good place to see all of the materials and the history of the decision making?
 - Reports and presentations from previous project are online at www.cebuildingproject.com
 - Cindy will provide additional links and sources
 - Have we done a lessons learned - what we did right/wrong?
 - That is part of this committee's work
 - What was the process for Concept Design?
 - Will we have a formal survey to understand why people voted the way they did?
 - Suggestion to hire a research firm and solicit opinions through multiple channels (i.e. website, mailer)
 - Need to ensure we reach people not online
 - Comprehensive Plan used an online tool to capture feedback - may be an option for SBAC

- Can we have an expert to help us look at alternate funding methods?
 - Understand state funding mechanism
 - Others who can share funding strategies
 - Are there other sources of funds?
 - Is there a way to increase town revenue?
 - Suggestion to invite Maine Department of Education Representative to discuss state funding
- 6. Schedule School Building Tours
 - Suggested dates/times - to be confirmed with Dr. Record
 - 3/15 - 5:00pm CEMS and Pond Cove
 - 3/30 - 5:00pm CEHS followed by regular committee meeting
- 7. Owner's Rep RFQ Review
 - RFQ for Owner's Rep was posted on Jan 26; responses are due Feb 17
 - At the time of this meeting, 1 response had been received (updated as of 2/17: 5 responses were received)
 - David noted we need someone with large construction project experience to manage the process. There are private consultants just for that type of work. If the RFQ is not successful, there are other options to consider.
 - The committee discussed next steps in case there was only 1 response to the RFQ
- 8. Discuss RFQ Response Rating Form
 - The committee's first task is to review RFQ responses prior the March 2 committee meeting
 - Matt will arrange for delivery of copies of each response to all committee members on Friday or early next week
 - Members will review each packet against the criteria in the RFQ document and rate each using the Google Form provided. The objective of this review is to select which firms will be interviewed.
 - The committee will discuss the responses and aggregate ratings at the March 2 meeting.
- 9. Public Comment

- Mary Ann Lynch - Encourages the group to follow-up on exploring state funding options. She spoke with Scott Brown at the Dept. of Education who thinks the funding program may reopen for applicants in May 2024.
 - Kevin Justh - Thinks there is an opportunity to tighten-up the RFQ. Owner's Rep and Project Management require different skill sets and may require a bigger firm that has broader expertise.
 - Elizabeth Bierman - Likes the idea of having a professional survey and gathering feedback in multiple ways. Open listening is important. Also would like to clarify what is meant by the committee starting with a "clean slate." Would we redo the work already completed?
10. Agenda Items for Next Meeting
- Discuss RFQ responses
 - Discuss Communications and Survey firm
 - Begin to map out timeline and budget
11. Upcoming Meetings & Events
- Thursday, March 2, 6:30 pm - Regular Meeting
 - Wednesday, March 15, 5:00 pm - CEMS & PC Tour (tentative)
 - Thursday, March 30, 5:00 pm - CEHS Tour followed by Regular Meeting (tentative)

Cindy Voltz

Member, Cape Elizabeth School Board

Co-Chair, School Building Advisory Committee