

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

**Present**

Sara Lennon  
William Marshall  
Paul McKenney  
Darren McLellan  
Katharine Ray  
James Rowe  
William Wadman

**Absent**

Jay Cox  
Julie Keen  
Carol Fritz

**Staff**

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

**Welcome and Introductions**

The first meeting of the ad-hoc committee convened on Thursday, January 17, 2008 at 6:30 p.m. Town Council Chairman Mary Ann Lynch welcomed the committee and thanked them for their service.

**Overview of Committee Charge**

**Overview of Report from Previous Committee**

Prior to the meeting, committee members were provided a copy of the Spurwink Church Study Committee Report dated July 1, 2006. As members of the previous committee, Darren, Ernie and Debra provided background information from the report. Detailed questions were asked and questions answered.

**Proposed RFP**

Prior to the meeting, committee members were provided a draft RFP from Town Manager Michael McGovern for engineering/architectural services. The next meeting will focus on

Page 2 Minutes  
Spurwink Meeting House Preservation Committee  
January 18, 2008

final wording for the RFP and time line. It has already been announced that the church will be closed during the 2009 church season.

### **Funding**

The previous report was written based on the assumption that fundraising would be an integral part of the process. Since then, the Town Council has made available \$300,000 and no fund raising is planned at this time. However donations will be accepted.

### **Election of Chairman and Secretary**

Moved by William Wadman and Seconded by William Marshall  
The Spurwink Meeting House Preservation Committee elects Darren McLellan to serve as the Chairman of the committee.

Motion passed unanimously.

Debra Lane accepted the request to serve as Secretary.

### **Proposed Agenda for Next Meeting**

Review of RFP – Committee members are asked to bring names of firms that the Town should consider including in the RFP list.

Time Line

### **Adjournment**

No further business was before the committee, the meeting adjourned at 8:30 p.m.

***Meeting Schedule – Meetings will begin at 6:30 p.m. in the William H. Jordan Conference Room at Town Hall.***

**Thursday, March 20**

**Thursday, April 17**

**Thursday, May 15**

Respectfully Submitted,  
Debra M. Lane  
Assistant Town Manager

