

**Town of Cape Elizabeth  
Spurwink Meeting House Preservation Committee  
Meeting Minutes  
February 21, 2008  
6:30 p.m. Town Hall  
William H. Jordan Conference Room**

**Present**

William Marshall  
Darren McLellan  
James Rowe  
William Wadman

**Absent**

Jay Cox  
Carol Fritz  
Julie Keen  
Sara Lennon  
Katharine Ray

**Staff**

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

**Welcome**

The second meeting of the ad-hoc committee met on Thursday, February 21, 2008. Chairman Darren McLellan opened the meeting at 6:38 p.m.

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

Moved by Jim Rowe and Seconded by Bill Marshall

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

Motion Passed Unanimously

**Proposed RFP**

**Overview**

Debra gave an overview of the draft and procedure. The draft was provided by Town Manager Mike McGovern based on criteria required by the town for similar RFP's.

The final draft approved by the committee will be submitted to the town manager for approval and distribution.

Proposals received by the deadline will be forwarded to the committee for review. The committee will decide which firms to interview, conduct the interviews and make a recommendation to the town manager on the consultant to be hired.

### **Amendments**

The committee reviewed the draft RFP and a second draft provided by Debra, which included minor changes from the original.

Following discussion, amendments were made incorporating language for clarification and to place emphasis on the historical sensitivity of the project.

### **Vote**

#### Moved by Bill Wadman and Seconded by Bill Marshall

The Spurwink Meeting House Preservation Committee approves Draft #3 of the Request for Proposals Engineering/Architectural Services Repairs/Capital Needs of the Spurwink Church. Said document will be forwarded to the Town Manager for approval and distribution. See attached.

Motion Passed Unanimously

### **Engineer List**

Debra provided a list of potential engineers/architects. After review, the committee agreed upon a final list. The list will be submitted to the Town Manager for approval.

### **Time Line**

<b>February 25, 2008</b>	Mail Request for Proposals
<b>April 7, 2008</b>	Deadline for Submission of Proposals Distribute Proposals to Committee
<b>April 17, 2008</b>	Committee Meeting - Selection of Firms to Interview Interview Potential Firms (Schedule Potential Interview Dates)
<b>May 15, 2008</b>	Committee Meeting – Vote on Final Recommendation to Town Manager (Schedule Committee Meetings)

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**Proposed Agenda for Next Meeting**

**It was a consensus of the committee to cancel the March 20<sup>th</sup> meeting.** Until the proposals are received, the committee is on hold.

Interview dates will be scheduled at the April 17<sup>th</sup> meeting. Please bring your calendars.

**Invitation – Annual Boards and Commissions Workshop**

Debra invited the committee members to attend the Annual Boards and Commissions Workshop. The event has been scheduled for Monday, March 17, 2008 at 7:00 p.m. More details to follow soon.

**Adjournment**

No further business was before the committee Chairman McLellan adjourned the meeting at 7:40 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 Meeting is Canceled***

**Thursday, April 17 Selection of Firms to Interview**

**Thursday, May 15 Vote on Final Recommendation to Town Manager**

Respectfully Submitted,  
Debra M. Lane  
Assistant Town Manager