

**TOWN OF CAPE ELIZABETH
MEETING MINUTES**

MEETING: Spurwink School Reuse Committee
DATE: May 4, 2016
TIME: 7:00 p.m.
PLACE: Spurwink School

Welcome/Roll Call **7:04pm**

Molly MacAuslan, Town Council Chair

Members present:

James Garvin
Jim Walsh
Heather Altenburg
John Voltz

Member not present:

Caitlin Jordan

Town Representatives present:

Michael McGovern, Town Manager
Greg Marles, Director of Facilities and Transportation

Introduction:

Town Council Chair Molly MacAuslan introduced the committee and reviewed the process that was used to create the committee. Town Council Chair MacAuslan reviewed how the committee was created and committee members.

The charge of the committee was reviewed by Mr. McGovern; several questions were fielded from the committee as to the details of the charge. Mr. McGovern reviewed the decorum on how to conduct a public meeting, the creation of an agenda, reporting requirements, and the Freedom of Access Act (FOAA).

The meeting was turned back to Town Council Chair MacAuslan to field questions regarding extending Public Participation and can the time limit be extended.

A motion was made by Mr. Walsh to approve the extension of the Public Participation section when deemed necessary by the committee Chair. This was seconded by Ms. Altenburg. The measure passed 4 to 0 in favor.

Election of Chair:

A motion was made by Mr. Garvin to elect Mr. Walsh as the chair. This was seconded by Mr. Voltz. Jim explained that he was not necessarily interested in being the chair and nominated Mr. Garvin. This was seconded by Ms. Altenburg. No vote was taken on the nomination of Mr. Walsh. The vote for Mr. Garvin was 4 to 0 in favor.

Mr. McGovern spoke on the duties of the Town Liaison Mr. Marles for creating an agenda with Chair Garvin as well as writing the minutes for the meeting. Mr. Marles will have the agenda and minutes posted on the website once they are approved.

Review of Charge:

Chair Garvin reviewed the charge of the committee and the timeline to generate a report to the Council. The original charge had a reporting date of May 9, 2016, but with delays in starting the Committee this date will be pushed out. Town Council Chair MacAuslan explained that the Council would be looking for a report in 2 to 3 months and had a working budget of \$25,000 to hire outside consultants if necessary.

The committee is charged with reviewing reuse proposals for the former Thomas Memorial Library (Spurwink School). The committee shall report to the Town Council by May 9, 2016. The committee may recommend to the town manager the expenditure of up to \$25,000 from the library building improvement account (7154052) for any professional analysis needed of the building and its suitability for reuse.

Public Comment:

Opened 7:26pm Closed at 7:45pm

A motion was made by Mr. Walsh and seconded by Ms. Altenburg. The motion passed 4 to 0 in favor to open the discussion session.

Mr. Jim Rowe addressed the Committee on behalf of the Cape Elizabeth Historical Society and their interest to relocate from the Police Station to the Spurwink School. They would like to make a formal proposal to the Committee at a future meeting. Mr. Norm Jordan also spoke on the current location of the Historical Society space is too small for their expanding archives. A representative from the Jordan Foundation explained that they are a worldwide organization and have a large archive with the Historical Society and that they may be able to provide a certain level of funding to help with moving costs. Chair Garvin closed the public session seeing no more comments.

Review of Process:

Chair Garvin opened the session with a discussion of citizen response to the future use of the Spurwink School that was contained within the tax bills. Mr. McGovern explained that they had 807 responses to the survey with 17% suggesting demolition, 52% wanting public use of the building and 31% were in favor of other uses.

Review of Proposal:

Chair Garvin opened the session discussion the proposals submitted from the November, 2015 submission for use request from Cape Elizabeth School Department, Cape Elizabeth educational Foundation and the possibility of a senior center. The committee would like to expand the possible uses and or look at all possibilities for the future use. They would like to explore the School Department use of the space as a Learning Center.

Mr. Walsh spoke on the idea of looking at all proposals and what the complete impact is for each request.

Town Council Chair MacAuslan discussed that the Town Council will want to see the total upfront costs for any of the possible uses of the Spurwink School.

Chair Garvin has requested that Mr. Marles provide for the next meeting a general condition report as to the condition of the Spurwink school.

Next steps:

Chair Garvin would like to possibly have a completed report by June 22, 2016 and a review period until August 1, 2016. The committee established the next meeting date of May 17, 2016 8:30am to be held in the Thomas Memorial Library conference room. An open discussion took place about possible uses of the Spurwink School with regards to private and public entities.

Adjournment:

The meeting was adjourned with a motion from Mr. Walsh and was seconded by Mr. Voltz. The committee voted 4 to 0 in favor to adjourn.

Respectfully Submitted

Gregory Marles, Director of Facilities and Transportation