

**TOWN OF CAPE ELIZABETH  
MEETING MINUTES**

MEETING: Spurwink School Reuse Committee  
DATE: May 17, 2016  
TIME: 8:30am  
PLACE: Thomas Memorial Library conference room

**Welcome/Roll Call**

**8:35am**

James Garvin, Chair

**Members present:**

James Garvin  
Jim Walsh  
Heather Altenburg  
John Voltz  
Caitlin Jordan

**Town Representatives present:**

Greg Marles, Director of Facilities and Transportation

**New Business:**

Review and approval of Minutes from May 4, 2016

- I. Mr. Walsh made a motion to accept the minutes with the addition of the charge of the committee from the Town Council. Seconded by Mr. Voltz and passed 5 to 0 in favor. Mr. Marles will make the adjustment and submit the minutes for posting.

**Next Meeting dates:**

May 25, 2016 8:00am at Thomas Memorial Library conference room  
June 1, 2016 8:00am at Thomas Memorial Library conference room

**Spurwink School Condition report:**

Mr. Marles provided the committee with a 44 page building condition report. The report was outlined by Mr. Marles to the committee and questions were fielded during the outline of certain areas of the report. The committee would like to have a hazard assessment condition on the building for reference.

Ms Altenburg made a motion to authorize Mr. Marles to have a Hazard assessment conducted by an outside agency with a maximum capital expenditure of \$4,000. This was seconded by Mr. Walsh and was passed 5 to 0 in favor.

Chair Garvin suggested the next meeting agenda items. This was openly discussed by the committee and was agreed upon.

1. Review of charge to the committee from the Town Council
2. Establish process and procedures for receipt and review for use proposals

**Public Comment:**

A request from Mr. Rowe, representing the Cape Elizabeth Historical Society, for floor plans of the Spurwink School. Mr. Marles will provide floor plans as requested as well as posting the plans to the Town website.

Opened 8:15am - Closed at 8:20am

The meeting was adjourned at 9:40am with a motion from Ms. Jordan and was seconded by Mr. Walsh. The committee voted 5 to 0 in favor to adjourn.

**Respectfully Submitted**

Gregory Marles, Director of Facilities and Transportation