

**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: No public comment given.

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

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