

**Town of Cape Elizabeth
Spurwink School Reuse Committee
Meeting Minutes
November 20, 2017**

Present: Jamie Garvin (Chair), John Voltz, Heather Altenberg, Jim Walsh

Staff: Perry Schwarz, Facilities Director

Public: Jim Rowe (President, CEHPS) and Historical Society Members

Call to Order:

The meeting called to order at 7:00pm by Jamie Garvin.

Approve Minutes:

J. Garvin Opened the meeting with everyone reviewing the minutes from October 25, 2017. J. Garvin seeks motion to approve the meeting minutes from October 25, 2017. No additions or edits needed. J. Walsh Moves and H. Altenberg, Seconds, All in Favor. Minutes Approved.

Agenda Review:

J. Garvin stated that the main objective is to review financial information prepared by P. Schwarz and to also provide brief update with regard to conversation that J. Garvin had with Jim Rowe.

Public Comments:

J. Garvin, opened the floor to public comment.

Jim Rowe opened with public comment he is thrilled to see so many of his members present for this meeting.

J. Rowe wanted to address a few points that have been raised by their membership over the past several weeks.

1. We would like to use the entire building, he continued to state; we know that P. Schwarz had not recommended to use the lower floor of the building, but the members would like to see that large room in the basement could accommodate monthly meetings, membership meetings and programs. These are approximately two hours per month. September through to May and typically these run between 30-50 attendees.
2. There is a note that a replacement of a lift is not mentioned in P. Schwarz's assessment but was prominent in G. Marles's assessment, and J. Rowe stated he would like to see that cleared up at some point, because that seemed to be a high ticket item.
3. J. Rowe addressed, P. Schwarz's question about the need or lack of need for additional parking echos a point made earlier in the process. It does not make sense that a building they formerly occupied would place enough stress on the location to require a new parking lot. Our times of heavy usage, which is about one evening per month are not generally coincidental with heavy library usage. This would likely be a decision for the planning board or the zoning board before heading to the council. Just wanted to raise that question again.

4. J. Rowe went on to address, that the Historical Society would like to identify the minimum price tag for getting us into a building that meets code. We have a really terrific job that P. Schwarz did in estimating costs, a lot of those costs do not appear to be a requisite for the Historical Society to move into the building. So if it could be identified what would be required to bring the building up to code for the Historical Society to move in, that would be appreciated.
5. J. Rowe, also stated, that there is agreement that the Historical Society should have a financial vested interest, it is asked that the town council and their expectations remain sensitive to the fact that the Society is not a foundation, nor are we as a group experienced fund raisers, we will do our best with reasonable expectation. If we are given the go ahead we would like to explore the chances of obtaining a mailing list for fundraising purposes or where we could work with the Thomas Memorial Library Foundation on this. We are unsure what the requirements or limitations are as far as getting a mailing list of the town or the town entity. We also would seek approval of all naming opportunities for prospective donors. These are things that will be coming up down the road, but wanted to get them on the table so that you are aware of them.
6. Finally, if we do raise significant money to help offset renovation costs the building. We would expect some kind of agreement and assurances regarding the the duration of our tenancy. We would not want to raise a bunch of money and then have the rug pulled out from under us after say five years. Perhaps the current records management agreement could be reworked. That is again down the road. Just making you aware of our concerns.

No other community comments.

J. Garvin stated he had met with J. Rowe in which they discussed the ongoing annual payment or obligation as one model versus a singular, one time contribution that might be made by the historical Society or anyone else that would be interested. It seems that the best course of action for the Historical Society would be to try and come up with more of a one time amount to offset some of the renovation costs versus locking them into an obligation for which they are not currently comprised for managing that ongoing expense. J. Rowe's opinion was they could probably put together a pretty significant capital campaign to try and do a healthy fundraising effort, but would have to do that on an annual basis, maybe not capital variety but as an ongoing fundraising initiative would be a much more burdensome task for their group. So, we discussed pros and cons of that option and J. Garvin stated J. Rowe has reaffirmed this tonight. No questions.

J. Gavin, asked P. Schwarz to go through with more detail some of what he was able to pull together.

Summary of Estimates:

P. Schwarz reviewed each line of estimate.

Damage Repairs: Both inside and outside of building. Areas of repair and new paint required. Around radiators from damage from steam, fascia of outside building where paint is peeling. Part of this would be to paint the building to match the library. It is in need of exterior paint, over all anyway. Light gray to match.

Carpet removal and installation: Typical commercial estimating on life of carpet is ten years, P. Schwarz noted this is at least 20 with showing of wearing throughout the building.

Rubber Stair treads/and Landing: A requirement by code and need to be replaced.

Additional frame and drywall: This is to meet code in the stairwell. You cannot have access behind steps that lead to another floor, this is not allowed by fire code. This will need to be completely sealed. Not allowed to use it as storage within a stairwell.

Boiler demolition: Due to age of boiler, as well based on the historical Society. P. Schwarz recommended that the Historical Society in a building that has an old boiler and old water lines. This is at the end of its life, but in areas where there could be a potential steam leak, it wouldn't be good for the products that would be going in there. P. Schwarz is recommending a heat pump where there is heat/AC capabilities.

Electrical upgrades: Some is needed for lighting requirements to meet code for exit signs as well as a little increase for exterior lighting. P. Schwarz does recommend new LED light bulbs (price adjustable) for more efficiency in the Electric bill. Not fixtures, just bulbs.

Misc. Repairs to structure: P. Schwarz reported where he has seen rotted wood, holes, front porch deck boards. Clapboard siding to match the library, could be something shaved. (For the back half of the building.)

Demo and removal of furniture: P Schwarz noted this is demolition of things within the building. Ex: Library furniture, has a home, book shelves and seating remain.

Dumpsters: Estimated for three.

Window Costs: Approximately 16 windows that need replaced. Most do not function properly.

Parking Lot: Estimated \$10,000 for engineering services and drawings to have a designer to come up with a parking lot. Noted: Unsure how the drainage would be addressed. There is a drain in the library parking lot in the center. Can't officially give this a price.

Excavation of the Parking Lot: Estimated at \$40,000. To tear it up and stone it for paving. Paving is about \$12,000. Lines/arrows/handicap are estimated at \$3,000.

Sidewalk: This would continue the walk along side of the Spurwink building approximately 100 feet of curbing.

Landscaping:

Pole lighting: Match library poles

Estimated demolition: to tear down the building and fill in the hole around at \$60,000.

P. Schwarz, addressed the concern about the basement and does not have a solid answer. In everything that he has read in the code books in a commercial environment, the ceiling is not to be below seven (7) feet is the minimum to be an inhabitable space for people to use. We are at about 6'10" in the basement. P. Schwarz stated he has a call into an architect that is currently working for the School to see if there is anything he can provide for information on this. However, what P. Schwarz is seeing in the code books is a life safety code it was approved for 80 people and he is unsure if that should have been allowed or not. He will come back with more information with this, or if the code has been since revised from prior approval.

Chair life: Wasn't added because they are currently functioning. They are showing their age but they do work right now and feels they can be used until the point we can't get parts for them anymore. P. Schwarz stated there are other options before he'd recommend that they be changed out.

J. Garvin asked about future expansion and hours of the Historical Society which may address concerns with the parking lot. J. Rowe does not feel it will significantly impact the parking lot. Seven cars at max when open on a weekday. Does not expect used over 7-10 cars. Days are open for work only, that is a smaller group. Peak usage is during the monthly meetings which can represent an estimate of about 25 cars. One evening per month. Also stated coordinating that with the library as not to impact anything they may have going on.

The history behind the parking lot. Mike McGovern the previous manager wanted the parking lot completed to include what was required for the Spurwink School. That was voted down in the building project. It was made very clear that it had to be done if there was another use for the Spurwink school. So there may not be any room for negotiation. J. Gavin, added he called Maureen spoke about the fact that the CEHPS did in fact exist in the previous library, but because the previous library did not include the addition to this current building it is a therefore a different building and that triggers the additional requirement of parking. Also, mentioned you moved into the police Station and based on what was just described on the program there was no requirement made in that process to expand that parking area. So that was also shared with Maureen as a quick pro quo to make the case for not having to spend \$100,000 dollars. Maureen made it very clear that the planning board would have to approve this. It would be after the decision of the town council, not prior. J. Garvin stated it sounds like it has to be done for this new use, regardless of the fact you're only open for limited hours and the limited number of cars there. It was in fact a major discussion that was not in the budget of the money we wanted to spend.

J. Walsh, stated that it is better to do this now and right versus cutting a corner and facing this down the road.

J. Garvin agrees the investment in this is not to cut corners.

J. Walsh, stated whatever is being looked at to go into this space ought to be in conjunction with parking and other decisions ought to be in conjunction with the new Comprehensive Plan that is being developed. If there is a reason to have that Green Space or that is consistent with our comprehensive plan and how we will handle the parking in the center of town that is guided by the comprehensive plan, all of the previous planning board decisions may no longer be germane. J. Garvin agrees this is a valid point but is unsure they will get an answer in the timeline. J. Voltz suggests that a sensible approach would be to consider a waiver until such time you receive guidance.

J. Garvin suggested there are other ways to do this, such as renting the additional parking spaces such as from the dental office. If more spots are required by the Planning board. There are creative ways to deal with it.

Parking is based on the square footage of the building and hours of use. It is more during concurrent use then you need to accommodate for all of that.

The committee will ask that P. Schwarz get the answer with regard to the ceiling height. He will have it by end of the week. P Schwarz, it can be used for storage, but don't want a group of people down there.

P. Schwarz stated, roof is in good shape. Estimating 5-10 years left on it.

P.Schwarz stated, This estimate is bare bones, not done to meet needs.

J. Garvin, asked nothing that is noticeable now that say in three years will show up? P. Schwarz, said no, nothing will jump up, but roof will be next biggest item, but that is a good 5-10 years left.

P. Schwarz said there is a fire alarm system up to code and inspected. Not outfitted for key-card all key access.

J. Garvin expressed he didn't feel it is the sole responsibility of the occupant of the building pay for the additional costs in the parking lot. The question is simply town or privately owned you have obligation of the tenant of some of the cost.

Pulling together a total cost benefit analysis of making a recommendation in the technology piece.

J. Garvin asked what everyone's thoughts on how to proceed. Draft a straightforward and direct brief report, that summarizes all activity of meeting and due diligence, these are the various times the interests that we got, and the level of public participation. How we got to where we are today and if the group is in agreement that this makes the most sense to put before the council, for them to figure out what they would like to do with it. Open to other thoughts or discussion on that.

J. Walsh would like to get more definitive language on the fundraising piece. Feels it needs to be a firmer commitment to something that little more concrete. Feels they need to go at this as a capital campaign and whatever that may mean. It can't be given to the town council all over the map. The town council needs to know they are a 5013C recently and that they are committed to something to support the Quarter Million investment that is being made in this process.

J. Gavin, stated in speaking with J. Rowe he and the organization are certainly committed to doing something. The question is just what. The questions were more around looking at assistance at the logistics in helping them be successful in that effort. J. Garvin, stated he will put in any report prepared that the Historical Society has stated they are a willing participant in any process and are willing to make a commitment.

J. Walsh just believes that when this goes before the town council the Historical Society is committed to a capital campaign.

J. Voltz stated, we're in the best position to provide some guidance if for whatever reason the Historical Society, something happens and decide "that's not what we want to do" then what do we do with it? J. Voltz feels there a couple of options there and it is something that will be worth further discussion. If for whatever reason we can't come to an agreement or something changes for the Historical Society, then it leaves the process back at zero again.

J. Voltz suggested an agreement that states this building will be for commercial use. So it will be useful and intended for public purpose. Having a view on this as a Plan B. There should be a discussion on Plan B.

H. Altenberg asked if demolition of the building is completely off the table. If it is going to cost \$250,000 to simply just get it prepared for something then it becomes unclear if they would want to recommend to fit it out for something that would need to revisit year after year.

J. Garvin stated, that Historical Society is Plan A at \$250,000. Plan B is continued commitment to try and lease it in the short run with ultimate goal for public use, and it is continued in its current form, empty or Plan C. Tear it down and grass it over.

J. Walsh stated it felt there is a desirable appetite to rent the space. It was stated that it wouldn't be hard to find tenants.

J. Voltz is looking to preserve it for public use if the Historical Society weren't to work out. Unsure in terms of how long, but more than being empty. Not a long term lease. Holding pattern that is not costly, out of pocket.

H. Altenberg, stated that the location needs to be considered, right next to the public library and the schools, so the type of commercial business that goes in there needs to be very thoughtful about what it might be. There has been efforts to get public use into the building and there hasn't been a lot of interest.

J. Voltz, stated two things could change. The groups that may decide that they want to try and do that may be a change and it may also be changed in terms of what it will be used as in public use.

J. Garvin, doesn't want to get too far off task with other plans stating that there is a very viable Plan A on the presumption that will be successful, and don't need to spend a lot of time dissecting other alternatives.

J. Voltz thinks that the consensus on guiding principles we recommend they follow should Plan A not work out.

J. Garvin, suggested that a volunteer to draft up the summary and report here. J. Garvin is happy to do it if no one else feels strongly about doing it. Bring it back for the approval and then send it on to the Town Council. J. Garvin stated it is to get this done by end of December. He isn't looking to rush it so set a meeting for Week of December 11 or week of December 18, 2017. Have it circulated and well reviewed in advanced. Have people come if it needs editing, in order to approve in the meeting and then send on to the council.

J. Gavin asked for choices of scheduling. Tentative decision for Monday, December 18, 2017 at 7:00 PM. J. Garvin will confirm with everyone and will get it posted upon confirmation.

J. Rowe thanked the committee and appreciation for their courtesy.

The meeting was adjourned at 8:15pm.

Respectfully submitted by:

Perry J Schwarz