

**Town of Cape Elizabeth  
Spurwink Church Study Committee  
Meeting Minutes  
June 6, 2005  
7:30 p.m. Town Hall  
William H. Jordan Conference Room**

**Present**        Jane Beckwith  
                     Daniel Chase  
                     Carol Fritz  
                     Paul McKenney  
                     Darren McLellan  
                     R. Bruce Munger  
                     Elizabeth B. Peterson  
                     Ann R. Strout  
                     Millicent Vetterlein

**Staff**            Debra Lane, Assistant Town Manager        Ex-officio  
                     Ernie MacVane, Facilities Manager        Ex-officio

**Guest**           Anne Swift-Kayatta, Town Council Chairman

The first meeting of the newly formed ad-hoc committee convened on Monday, June 6, 2005 at 7:30 p.m.

**Introductions** – All members were present.

**Welcome and Overview of Committee Charge**

Town Council Chairman Anne Swift-Kayatta joined the committee to officially welcome the committee members and provide an explanation of the committee charge as approved by the Town Council.

On February 14, 2005, the Cape Elizabeth Town Council voted to appoint an ad-hoc committee to be named Spurwink Church Study Committee. The 9-member committee, assisted by 2 staff, has been charged with the following:

- ❑ Review all relevant material and seek advice relating to the condition of the Spurwink Church
- ❑ Develop a plan for any proposed rehabilitation of the structure and for any site changes
- ❑ Make a recommendation to the Town Council on how any plan developed should be funded
- ❑ Review and make recommendations on the town's position on ownership and responsibility for the church

### **Spurwink Church Uses**

Debra provided an overview of the uses of the Spurwink Church. Statistics were provided for a 9-year average 1996-2004 and 5-year average 2000-2004.

1996-2004		2000-2004	
Weddings	44	Weddings	42
Memorial Services/Funerals	3	Memorial Services/Funerals	3
Christenings	1	Christenings	2
Arts Activities	1	Arts Activities (none since 2001)	
Total average use 1994-2004	49	Total average use 2000-2004	47

It was suggested that Janet Hannigan, Church Greeter be invited to provide an overview of the policies, uses and demands of the use of the church. Jane offered to contact Janet and invite her to the next meeting. The committee has also requested a copy of the use and fee policy.

### **Review of Engineer's Report**

Prepared by Pinkham & Greer Consulting Engineers, Inc. dated November 13, 2003  
Re: Spurwink Church Restoration Work

Utilizing a PowerPoint® presentation, including photos of the church, Ernie highlighted problem areas of the church as depicted in the Pinkham & Greer report. Committee members had an opportunity to ask questions and learn some of the challenges of maintaining an historical building.

Committee members were provided a copy of the report.

### **Committee Resources**

The Town Council has designated \$12,000 from the \$23,000 Spurwink Church Fund for professional advice/engineering services.

There was no decision to spend any funds at this point.

Information from early fact-finding will be gathered by committee members.

1. The committee established one of the first priorities to compile the history of the church. Specifically the committee wants to know when renovations and repairs have been made. Dan volunteered to research the town's historical records. Jane and Elizabeth have offered to assist. The goal is to have a comprehensive overview of the history, use, and maintenance of the church.

2. The committee agreed to solicit recommendations and advice from various associations affiliated with historical structures. Millicent will contact the Maine Preservation Society. Darren volunteered to call Greater Portland Landmarks and the Maine Historical Society. The purpose of these contacts is to find out what services are available for the conservation of historical buildings. Are there grants or other available resources to help pay for suggested renovations?

#### **Election of Chairman and Secretary**

Moved by P. McKenney and Seconded by J. Beckwith to elect R. Bruce Munger and Darren McLellan to serve as Co-Chairmen of the Spurwink Church Study Committee.

Motion passed unanimously.

Moved by D. McLellan and Seconded by R. Bruce Munger to elect Debra Lane to serve as Secretary of the Spurwink Church Study Committee.

Motion passed unanimously.

*Note: Two members were interested in serving as chairman so the committee decided that co-chairmen would be beneficial to the committee.*

As with any first meeting, the committee spent much time brainstorming. At the end of the meeting, it was evident that there are two important aspects: historical significance of the Spurwink Church and conservation of the structure. The scope of the committee's charge must be further discussed and defined.

Suggestions were made for potential ways to proceed with the committee's charge:

- ❖ Organize the background and history of the church
- ❖ Further define the scope – historical significance, conservation and future use
- ❖ Solicit comments from residents regarding the town's future ownership and responsibility for the church
- ❖ Open the church for viewing to provide the history/background of the church. This will give exposure to the church and the needs.
- ❖ Following the committee's final report, explore the option of creating a town-appointed committee, which serves as advisory to the town council
- ❖ Prepare funding alternatives e.g. potential grants, fund raising

After the first meeting, it appears to the committee that the task at hand is conservation for practical use without changing the historic character. Millicent summed up the consensus of the committee. The committee doesn't want to appear that a renovation, addition or replacement will occur. At this time, the committee believes conservation of the structure is the focus.

**Meeting Schedule**

7:00 p.m. Town Hall - William H. Jordan Conference Room

Monday, July 18

Monday, August 15

Monday, September 19

**Proposed Agenda Monday, July 18**

Approval of minutes from June 6

Presentation of Information (*brief written reports for the minutes are requested*)

Dan – Historical information from town records

Millicent – Maine Preservation Society

Darren - Greater Portland Landmarks and Maine Historical Society

Discussion on use of facility – Janet Hannigan, Church Greeter

Engineer's Report – Further discussion - Pinkham & Greer Consulting Engineers, Inc.  
report dated November 13, 2003

Scope of Committee Charge

Committee tour of the church

Adjournment

After hearing no further business, Co-Chairmen Munger and McLellan adjourned the meeting at 9:03 p.m.

Respectfully Submitted,  
Debra M. Lane, Secretary