

MEMORANDUM of MEETING

Reference: DOE Progress Meeting

Project: 3316.00 / Portland Elementary Schools

Date: February 21, 2007

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| ATTENDEES | Initials | Company / Affiliation | e-mail |
|------------------|-----------------|--------------------------------------|----------------------------|
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DISTRIBUTION

| Attendees | | | Via e-mail |
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The agenda for this project progress meeting was:

1.0 Schedule

2.0 School Construction Review & Approval Process

- New Construction vs Renovation Submission
- Site Selection
- Education Specifications

3.0 Contract

4.0 Next Meeting

1.0 Schedule **Action**

1. The project Schedule was reviewed (see attached).
 - Renovation/addition design concepts for the Nathan Clifford School were presented to the 3x3 Committee and public at the school's February 15th planning and programming meeting
 - Public Meetings to review the facility appraisal for schools other than Nathan Clifford are scheduled for the first two weeks of March.
 - Comparative Cost Analysis work is beginning for comparison of possible new construction and renovations at Clifford.
 - State Board Site Approval is scheduled for the beginning of October after a City Public Hearing and Review in September.
 - State Board Concept approval is scheduled for March of 2008.

2. We were assured that the States Regionalization Plans would not delay this project.

2.0 School Construction & Approval Process **Action**

1. The Appraisal portion of the Facility Analysis was reviewed. The Appraisal shows significant needs at all schools.

2. Programming for a new or renovated school will be based on 350 to 400 students, although the State would like to see a larger number of students benefit from this project.

3. Additions to a renovated Clifford school would include a new gym, cafeteria, library, administration and circulation space as well as a new entrance. The mechanical, electrical and plumbing systems would be upgraded and/or replaced and new stairwells and elevator installed. Load bearing walls will impact interior renovations; thus, impacting educational programming options. There will be no on-site parking, but a one way flow around the site with diagonal parking and bus/car drop offs on different streets could work if the City of Portland approves the change in designation. The limited site size (1.53 acres) would not be expandable without purchasing adjacent homes/property.

4. The Clifford Renovation / Addition plan that was approved at the last 3x3 meeting was reviewed with the following comments:
 - Parking will have to be addressed. If no on-site parking is in place, the city must allow for dedicated on street parking (possibly one way streets w/ diagonal parking) to meet the building needs.
 - The Clifford Renovation does not address educational programming strategies in place or desired at all Portland Public School elementary schools.

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- Any renovation/addition has to meet the current energy code.
 - Expandability is limited due to site constraints. All Major Capitol Improvement Projects must be expandable. If a renovation of the Nathan Clifford School is the preferred option, the School Department or City will need to contact adjacent property owners to see if they would be willing to sell.
 - Bus and Parent drop-off traffic remaining on the street with public traffic is not ideal.
 - A renovated school of this size (350 – 400) does not address some long term needs and does not address the elementary student population at the West School.
 - A renovation of the Nathan Clifford School could displace students for 2 to 3 years.
5. The possibility of using the State Funding to renovate two schools instead of a renovation/addition at Clifford was also discussed. The cost involved to properly renovate two schools was considered to be cost prohibitive, but it was not dismissed as a possibility. However, DOE would consider state funding to renovate/expand Reiche or another school if Nathan Clifford School were closed in the process.
6. Site Selection:
- A new building on the Dougherty Field (West School) Site was reviewed. The use of this site would involve the city allowing the school to be built on the North end of the lot where the pool currently sits and the West school would be removed making room for more ball fields at the South side of the lot. A building on this site could also allow for extra capacity to handle students from other schools, as renovations at other facilities are needed.
 - The Baxter School site was reviewed. If a new school on the Baxter School site becomes the preferred option, some adjacent property owners should be contacted by the School Department or the City to see if they would be willing to sell. The possibility of demolishing the existing school building and removing some trees at the back of the lot should be assessed and actions taken accordingly.
 - A renovation/addition at the Reiche School site was reviewed. Further analysis will need to be completed to review the scope of this site option.
7. The New vs Renovation Analysis will be cost based, but also include the pros and cons of the proposed options. The 3 x 3 Committee will consider all findings and forward a recommendation to the Portland School Committee and City Council.

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8. Comparative Cost Analysis work will begin on the following alternatives:
- Renovation / Addition at the Clifford School **WBRC**
 - New School on the Baxter School site
 - New School on the Dougherty Field site
 - Renovation / Addition at the Reiche School
9. The Educational Specifications will be completed by the Superintendent and staff. This aspect of the Construction & Approval Process Review will be held pending the outcome of the New vs Renovation decision. **MO**

3.0 Contract Action

1. WBRC continues to be providing services without a signed contract in place. A meeting is required with the DOE, BGS, Ms. Anita LaChance and WBRC to bring the draft contract to agreement.
2. The scope of work outlined in the contract also needs to be reviewed with the added scope of the renovation/addition analysis at Reiche.

4.0 Future Meetings Action

1. The next DOE meeting is scheduled for March 21st
 - At this meeting, the 3x3 position on the current cost information will be reviewed along with budget information in place. A follow-up meeting with the 3x3 will be needed soon after to review the State Findings and so that work can begin as quickly as possible on a new building or renovation design.

Respectfully Submitted,



Michael Johanning
Project Manager

