

MEMORANDUM of MEETING

Reference: Progress Meeting
Project: 3316.00 / Portland Elementary Schools
Date: March 07, 2007
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ATTENDEES	Initials	Company / Affiliation	Telephone / e-mail
MaryJo O'Connor	MO	Superintendent	oconnm@portlandschools.org
Dick Paulson	DP	Director of Finance & Operations	paulsr@portlandschools.org
Doug Sherwood	DS	Facilities Manager	sherwd@portlandschools.org
Richard Graves	RMG	WBRC A/E - Architectural	richard.graves@wbrcae.com
Michael Johanning	MEJ	WBRC A/E - Architectural	michael.johanning@wbrcae.com

DISTRIBUTION			
Attendees			Via e-mail
Anita LaChance	ARL	Assistant City Manager	ARL@portlandmaine.gov
Dick Rollins	RLR	WBRC A/E - MEP	dick.rollins@wbrcae.com
John Poulin	JPP	WBRC A/E - Structural	john.poulin@wbrcae.com
Ann Archino Howe	AAH	Sustainable Design Studio - Civil	sustainabledesign@maine.rr.com

File 08

The agenda for this project progress meeting was:

- 1.0 School Construction & Approval Process Review**

- 2.0 Site Selection**

- 3.0 Future Meetings**

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1.0 School Construction & Approval Process Review **Action**

1. The Appraisal portion of the Facility Analysis is currently being presented at the Middle Schools for Community discussion. The community needs to be reminded that the appraisal of the elementary facilities is a part of the process required by the state.
2. The process for the Regional Study was reviewed. It was discussed that this should be kept simple and only contacting the districts immediately adjacent to Portland. A simple letter could then be written outlining the results of these contacts in order to meet this aspect of the states requirement. **DS**
3. As discussed at the last DOE meeting, the Educational Specifications will be completed by the Superintendent and staff after the New vs Renovation phase of the process.
4. Comments from Doug Sherwood on the DOE meeting minutes from the February 21st meeting were reviewed after the meeting. WBRC to review the comments and distribute by e-mail. **MEJ**

2.0 Site Selection **Action**

1. Approaching abutting landowners about the sale of their property adjacent to the Clifford and Baxter sites will be reviewed with Anita LaChance.
2. Issues needing to be resolved at the Douglass Street site include the adjacency to the old dump and the rearranging of the site with the Rec department.
3. Issues needing to be resolved at the Baxter site include the removal of existing trees, extent of wetlands, and impact of the use of the existing school for Casco Bay HS.
4. Doug Sherwood has provided some city analysis information that was completed when sites were being reviewed for past school projects.

3.0 Future Meetings

Action

1. Meetings to be scheduled:
 - Site Meeting to be established as soon as possible with Anita LaChance, Rec Department Representative, City Arborist, City Planning Office

2. Meetings scheduled:
 - 3x3 Meetings
 - Thursday, March 15th @ City Hall
 - Thursday, March 22nd @ City Hall
 - DOE meeting - March 21st @ 10:30
 - Community Meetings @ Middle Schools:
 - Middle School meetings (Moore) - March 8th
 - Progress Meetings – April 4th & 25th

Respectfully Submitted,



Michael Johanning
Project Manager