

MEMORANDUM of MEETING

Reference: Progress Meeting
Project: 3316.00 / Portland Elementary Schools
Date: August 22, 2007
Page 1 of 3

ATTENDEES	Initials	Company / Affiliation	e-mail
MaryJo O'Connor	MO	Superintendent	oconnm@portlandschools.org
Doug Sherwood	DS	Facilities Manager	sherwd@portlandschools.org
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DISTRIBUTION	Via e-mail		
Anita LaChance	ARL	Assistant City Manager	ARL@portlandmaine.gov
Richard Graves	RMG	WBRC A/E - Architectural	richard.graves@wbrcae.com
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
attendees above			
File 08			

The agenda for this project progress meeting was:

1.0 School Construction & Approval Process Review

- New vs. Renovation Analysis
- Regional Study
- Education Specifications
- Programming
- Building Committee

2.0 Site Selection

- West & Baxter Site information
- Site Matrix

3.0 Future Meetings

- 3x3 meetings –August 28th @ 5:30 - City Hall (3x3 Committee Vote)
- DOE meeting – August 30th @ 12:30 - PATHS
- Progress Meetings – September 12th & 26th @ 10:00
- Education Specifications

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

1. Drafts of letters to the State Commissioner of Education, Susan Gendron, requesting waivers of aspects of the School Construction Rules were reviewed. Waivers will be requested for: **MO**
- Energy Efficiency rules as per Section 6 “SCHOOL CONSTRUCTION ELIGIBILITY AND APPROVAL PROCESS”, paragraph 2.G and Section 9 “DESIGN AND FUNDING APPROVAL”, paragraph 7; a renovation project will be required to meet and exceed by at least 20% the energy efficiency standards.
 - Site rules as per Section 7, “SITE SELECTION”. A project is required to have sufficient land to meet 5 criteria and a renovation project at the Nathan Clifford site will require a waiver for three of these criteria:
 1. B - “Safe access for vehicles and pedestrians including appropriate separation of private vehicles, school buses and service and delivery vehicles.”
 2. C – “Reasonable future additions to the project.”
 3. E – “Sufficient parking for staff, visitors and reasonable continuing community use.”

After review of the drafts, the electronic files were made available to the school department to print on their letterhead and mail out to the Department of Education.

2. Doug Sherwood is in the process of completing the Regional Study. Additional back-up information on the elementary schools in Portland was provided by WBRC to aid in completing part V of the document. **DS**
3. The Educational Specifications are almost complete. A final meeting to review other school projects will be scheduled with WBRC. Any missing information will be coordinated with Doug Sherwood and Sue Ward. It was requested that WBRC help in the assembly of the document and present a draft for review. It will then be presented at a meeting of the School Committee for final signatures (School Committee meetings are held on the 1st and 3rd Wednesdays of each month). **WBRC**
4. The States Programming charts have been started by WBRC with information from the existing Clifford facility and the Ed Spec. WBRC will contact the Clifford School principal (Marysue Morrison), copying Doug Sherwood, to discuss and coordinate a format and time frame for the staff programming meetings. **WBRC**
5. The formation of a Building Committee is still on hold pending decisions by the 3x3.

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Page 3 of 3

2.0 Site Selection **Action**

1. The boundary survey has been completed at the Baxter School. The adjacent properties Owners were notified by the consultant in advance of this work.
2. Ann Archino Howe met with the Portland Water District (PWD) and the City Planning office to discuss land owned by the PWD that is adjacent to Dougherty Field. As a review of site selection options, this parcel would be added to the Dougherty Field site, closing off St. James street, to better allow for a new elementary school while removing a limited number of ball fields. One of the main issues with the PWD property is that it is assumed that the soils are contaminated from a past oil spill.
3. A draft copy of the Site Selection Matrix was distributed for review. No changes have been made since the last meeting and no modifications have been made based on the recent information from the meeting with the Portland Water District.
4. The time frame for completion of the Site Selection Application is narrowing. A site selection application along with a straw poll will need to be presented to the State Board of Education well in advance of the Concept Approval scheduled for March 2008. The Site Selection Application submission has been on WBRC's schedule for September with a State Board approval in October.

ARL

3.0 Future Meetings **Action**

1. Meetings scheduled:
 - 3x3 meetings – Tuesday, August 28th - City Hall (3x3 Committee Vote)
 - DOE meeting – Thursday, August 30th @ 12:30 - PATHS
 - Progress Meetings – September 12th & 26th @ 10:00
 - Education Specifications – to be determined

Respectfully Submitted,



Michael Johanning
Project Manager