

MEMORANDUM of MEETING

Reference: Progress Meeting
Project: 3316.00 / Portland Elementary Schools
Date: July 25, 2007
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ATTENDEES	Initials	Company / Affiliation	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
Michael Johanning	MEJ	WBRC A/E - Architectural	michael.johanning@wbrcae.com

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 – July 31st & August 2nd @ 5:30
- DOE meeting – July 31st @ 10:30 am
- Progress Meetings – August 22nd
- Education Specifications – July 30th @ 7:30

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

1. There has been no update on the status of the New vs Renovation Analysis since the Commissioner of Educations letter was issued.
2. Doug Sherwood will be completing the Regional Study. **DS**
3. The Ed Spec meetings are currently on going. Review comments from WBRC are in process. **WBRC**
4. The Programming aspects of the project will follow the Ed Specs, but due to the tight time frame, will be started early.
5. The formation of a Building Committee is still on hold pending decisions by the 3x3.

2.0 Site Selection **Action**

1. The survey and final wetland delineation work have been scheduled for the Baxter site. The final wetlands delineation took place on July 24th and the boundary survey is scheduled for August 1st.
2. A meeting with Parks and Rec was held on July 23rd to discuss the Dougherty Field and Baxter sites.
 - A new school on the Dougherty Field site with associated parking will remove a number of fields that will not be easily replaced if at all.
 - The Baxter neighborhood has lost its playground space when the school was closed. A new project there would bring back this much-needed space.
3. A draft copy of the Site Selection Matrix was distributed for review. Lines have been added for the review of the displacement at either site for Adult Ed classrooms and Rec Department ball fields. The states 20 site categories along with the 3 added by the city show the Baxter Site ranker well above of the Dougherty Field Site in the number of possible points (see attached).
4. Ann Archino Howe met with the city traffic engineer last week concerning both possible new sites. A traffic study will be necessary to determine the current traffic flow at the sites. Initial concerns at the sites include:
 - Baxter - Banning on-street parking for a section of both Walton and Ocean may be needed to support the traffic and turning movements of a school.
 - Dougherty Field - there are limited access intersections to get to the siteScoring was added to line 17 of the attached Matrix.

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5. The Site Selection Application documentation is on-going.
6. As the project moves forward and after a site is selected, it was suggested by WBRC that the selected neighborhood be notified of the project intensions and that possibly a neighborhood meeting should be held for review of information and to take gather neighborhood input.

3.0 Future Meetings

Action

1. Meetings scheduled:
 - 3x3 meetings – Tuesday, July 31st & Thursday, August 2nd @ 5:30
- As outlined in previous schedules presented to the 3x3; a vote is needed on the site selection so that the project can proceed with more detailed site investigations.
 - DOE meeting – Tuesday, July 31st @ 10:30 am in Augusta
(*The time of this meeting was confirmed with DOE after the meeting*)
 - Progress Meetings – August 22nd. Future meeting dates beyond August have been coordinated with Sue Ward (see attached).
 - Education Specifications – July 30th @ 7:30

Respectfully Submitted,



Michael Johanning
Project Manager

	Category	Source/Comments	Possible Points	Baxter Site	Dougherty Field Site
1	Designated Growth Area	Comprehensive Plan	5	5	5
2	Public Water & Sewer	Portland Water District & City/adequate for existing schools	5	5	5
3	Zoning allows for School	City/ conditional use in zone; Planning Board review - must show there is no encroachment on residential areas.	5	4	1
4	Proximity to Fire Station	scaled/Baxter ±1.8 mi; West ±1.2 mi	5	5	5
5	Proximity to Police / Hospital	scaled/Baxter ±1.8-2.0 mi; West ±1.2 mi	5	5	5
6	Proximity to Comm. Resources (Library / DayCare / Clinics)	scaled/ closest library - Stevens Ave; Baxter ±0.9 mi; West ±1.2 mi.	5	5	5
7	Ease of Utilities Connection	Data / DSL (Check speed & map)	5	5	3
8	3 Phase Power	CMP - assume yes to both sites	5	5	3
9	Soils	SW Cole/Baxter - stiff to very stiff silty clay over a thin layer of glacial till; West - 7-10' fill over silty clay; both - groundwater perched above silty clay at between 1-5'	5	4	2
10	Ledge	SW Cole/Baxter - refusal at 7-8'; West - refusal at ±20'	5	5	5
11	Wetlands	Woodlot Alternatives/Baxter - 3 wetland areas provisionally identified; West - assume no wetlands present because whole site has been developed.	5	5	5
12	Site Drainage	observation/Baxter - gently sloped in an easterly direction; West - relatively flat but slightly higher than Douglas St.	5	5	5
13	Adjacent Landuse Compatibility	Baxter - residential neighborhood with a private high school across Ocean Avenue; West - residential with some light industrial across St James St.	5	5	3
14	On an Arterial Roadway	Access to each site is from City streets. Neighborhood is bisected by major arterials for both sites. See notes.	5	3	3
15	Traffic Sightlines	Ok for both	5	5	5
16	Speed Limits	observation/Baxter - Ocean Ave 30 MPH; Walton St 25 MPH; West - Douglas and St James Streets 25 MPH	5	5	5
17	Offsite traffic controls needed	City Transportation Engineer	5	3	4
18	Sidewalks / Walkable Site	Major arterials and a collector (Ocean Ave) bracket both sites diminishing walkability even though there are sidewalks. Sidewalk on Walton St is intermittent.	5	5	3
19	Airport / Train tracks	Baxter - active rail line on west side with forest buffer; West - active rail line across St James St from site	5	4	2
20	History of Site	Land Owner, Tax Maps, City	5	5	0
21	Transportation	Portland Public Schools	5	5	5
22	Adult Ed Displacement	Portland Public Schools	5		
23	Rec Department Displacement	Parks & Recreation - Field Space in Portland is already limited and the loss of ball fields at Dougherty Field with no replacement would be detrimental	5	5	0
TOTAL:			115	98	79