

MEMORANDUM of MEETING

Reference: DOE Progress Meeting

Project: 3316.00 / Portland Elementary Schools

Date: July 31, 2007

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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

3.0 3x3 Meeting Progress Summary**4.0 Contract Status****5.0 Next Meeting**

1.0 Schedule **Action**

1. The slides from the June 21st 3x3 meeting were distributed for reference during the meeting.
2. The Education Specifications are approximately 95% complete.
3. The project has moved forward with site selection to stay on schedule even though a decision on New or Renovation has yet to be made.
4. The schedule is tightening the possible time for Programming and Concept design; having less than 8 months to produce a concept is extremely tight. Additional delays may further compound this issue.
5. DOE recommended that the project maintain the current schedule to meet the required March 2008 concept approval deadline.

2.0 School Construction & Approval Process **Action**

1. Facility deficiencies are a major concern for the existing elementary schools in Portland. (See CEFPI Appraisal Guide Assessment)
2. The public as well as some members of the 3x3 committee have requested that they have an opportunity to meet with the Department of Education to express their concerns.
3. The best interest of all Portland students including the Clifford students must be the primary consideration.
4. Cost estimates completed for the project do not include monies gained from the possible sale of the Clifford School building.
5. State Board of Education, Chapter 61, Rules for Major Capital School Construction Projects must be followed. All school projects built with state funds will be required to meet all applicable building codes (most stringent prevails) including energy codes. A renovation at Clifford cannot meet the energy code w/o an exterior insulation system, which leads to issues with the historic preservation.
6. The DOE is looking to construct high performing school buildings that will last 75+ years.
7. DOE recommended the Baxter Site be looked at further and that test layouts be started on that site.

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8. The size of a new project site is design, layout and use driven; it is not acreage driven. The site criteria include:
 - Such structures as are needed for the education program and any necessary adjunct services such as a well or septic system,
 - Safe access for vehicles and pedestrians including appropriate separation of private vehicles, school buses and service and delivery vehicles,
 - Reasonable future additions to the project,
 - Appropriate recreation areas and playing fields, and
 - Sufficient parking for staff, visitors and reasonable continuing community use.
9. Some of the population mapping provided by the city has shown that the population densities around Baxter are higher than the Clifford school vicinity.
10. The Sit Matrix was reviewed comparing the Baxter site scoring in relation to the Dougherty Field site. The Baxter site is scoring well above the Dougherty Field ranking.
11. NESDEC is still being looked at to provide master planning services for the school department and conversations are on going with them.
12. It was pointed out that the Elementary Student Enrollment projections for Portland are shown to be relatively flat.

3.0 3x3 Meeting Progress Summary

Action

1. City Council and School Board Workshops will be scheduled in case of a split 3x3 vote with separate votes then coming from each body.

4.0 Contract

Action

1. Final contract language has been resolved and signatures are in process.

5.0 Future Meetings

Action

1. The next Project Progress meeting will be scheduled at a later date.

Respectfully Submitted,



Michael Johanning
Project Manager