

MEMORANDUM of MEETING

Reference: DOE Progress Meeting

Project: 3316.00 / Portland Elementary Schools

Date: March 21, 2007

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DISTRIBUTION

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File 08

The agenda for this project progress meeting was:

1.0 Schedule

2.0 School Construction Review & Approval Process

- New Construction vs Renovation Submission
 - Cost Estimates of four site options
 - Middle Schools – K-8 options
 - Next Steps

3.0 Contract

4.0 Next Meeting

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1.0 Schedule

Action

1. Comparative Cost Analysis work has been completed for possible new construction and renovations at Clifford as well as other options listed below.
2. Additional appraisal and cost analysis options have been requested by the city and will require additional time to complete.

2.0 School Construction & Approval Process

Action

1. The cost analysis numbers were reviewed for the following alternatives:
 - Renovation / Addition at the Clifford School
 - New School on the Baxter School or Dougherty Field site
 - Renovation / Addition at the Reiche School
2. The DOE will entertain options for a K-8 facility but will not support the appraisal of the Middles School Facilities with State Funds. If a K-8 is located at King, is there space for play areas and playgrounds for all age groups?
3. New school options:
 - A new building on the Dougherty Field (West School) Site is challenged by the presence of the landfill on the site as well as the Rec Departments plans for the site.
 - The Baxter School site also still remains an option. If it is decided that this will be the site of a new elementary school; the school department will review other options for the Casco Bay High School.
4. Additional cost analysis options proposed at the last 3x3 meeting for Hall and Longfellow were discussed. It was agreed that a Renovation / Addition cost analysis should be completed for the Longfellow Elementary School.
5. Scaling back a renovation/addition to an existing facility so that it does not exceed the dollar amount for new construction will not be an acceptable solution. The projects direction (either new or renovation) will need to meet state mandates. All aspects of the educational program, building code and building energy guidelines must be met for a state funded project.
6. The cost involved to properly renovate two schools is considered to be cost prohibitive, but it was not dismissed as a possibility. This option would need further assessment and may cause delays in the project funding.

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 contract needs to be set in place to bring definition to the project. The state is concerned about the City's process and the scale of study being completed. If the city decides to broaden the scope beyond the elementary schools for this phase of the project, the funding for the additional scope will need to be paid for by the city.

4.0 Future Meetings

Action

1. The next DOE meeting is scheduled for March 29th or April 3rd for the sole purpose of contract review. All parties to the contract must be in attendance. (Following the meeting, the contract review meeting was scheduled for Wednesday, April 4th @ 10:30am in Augusta).
2. The next Project Progress meeting will be scheduled at the contract meeting above.
3. It is to be noted that all project related meetings involving the DOE's School Construction Team will be held in Augusta. All school projects throughout the State are expected to meet in Augusta with the DOE and exceptions will not be made.

Respectfully Submitted,



Michael Johanning
Project Manager