

MEMORANDUM of MEETING

Reference: DOE Progress Meeting

Project: 3316.00 / Ocean Avenue Elementary School - Portland, Maine

Date: February 12, 2008

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ATTENDEES	Initials	Company / Affiliation	e-mail
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Anita LaChance	ARL	Assistant City Manager	ARL@portlandmaine.gov
Jill Blackwood	JB	Acting Assistant Superintendent	blackj@portlandschools.org
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Dick Rollins	RLR	WBRC A/E - MEP	dick.rollins@wbrcae.com
attendees above			
File 08			

The agenda for this project progress meeting was:

1.0 Schedule and Process update

2.0 School Construction Review & Approval Process

- Programming
- Concept Design

3.0 Future Meetings

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1.0 Schedule and Process update

Action

1. The Building Committee is scheduled to hold its first meeting during the last week of February.
2. The project would be looking at a spring 2009 bond date and may need to go out to bid in January instead of February in order to meet a Spring 2009 bond.
3. The possibility of any local funding for the project will need to be reviewed with the Building Committee.

2.0 School Construction Review & Approval Process

Action

1. Programming:
 - A current copy of the program was distributed for review.
 - The use of cubbies in the classrooms for storage was discussed. The question of whether the cubbies should be open to the classroom or in their own alcove was discussed. The school department would prefer not to have them open onto the classroom space so that clutter can be contained.
 - Portland has a higher percentage of special needs programs and students than most districts and this will push the “gross square foot per student” number up due to the spaces that will be required to address these needs.
 - Half-height walls will surround the centrally located spaces at the center of each classroom wing. These walls will be kept low to allow for supervision in the corridors.
2. WBRC presented a revised site plan that denotes areas set aside for expandability. An alternate bus loop arrangement will be investigated for review at a future meeting.
3. A reference to the site as a possible “Land Bank Property” was listed in the January 17th notes from the design teams meeting with the city planning staff. After reviewing this following that meeting, according to Denise Clavette, the Director of Parks and Recreation for the City of Portland, the Baxter site has not been added to the list of Land Bank properties.
4. An initial concept elevation of the classroom wing was presented for review. The preference would be for masonry rather than any other exterior finish.
5. A draft of the concept budget was presented for review. Numbers associated with the construction, administrative costs, and fees & services are still being refined and verified.

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3.0 Future Meetings

Action

1. The next project progress meeting will be held on Tuesday, February 19th @ 9:00 am in the Superintendents Office.
2. The project Concept Design review meeting with the State Board of Education Construction Sub-committee would be held on Monday, March 3rd @ 9am.
3. The Concept Design Straw Poll is scheduled for March 3rd @ 6:30 in the East End gym.
4. The project Concept Design Approval meeting with the State Board of Education would be held on Wednesday, March 12th.

Respectfully Submitted,



Michael Johanning
Project Manager