

**MEMORANDUM of MEETING**

Reference: DOE Progress Meeting

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

Date: February 19, 2008

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<b>ATTENDEES</b>	<b>Initials</b>	<b>Company / Affiliation</b>	<b>e-mail</b>
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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**

**3.0 Future Meetings**

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**1.0 Schedule and Process update** **Action**

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1. The Building Committee is scheduled to hold its first meetings during the last week of February.

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

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1. Programming:
  - A revised copy of the program was distributed for review. The latest version accounts for all of the spaces shown on the concept floor plans.
  - The Ed Tech Small Group spaces and other perimeter small group spaces have been designated on the floor plan and will allow for the greatest plan utilization.
  - The Ed Tech Small Group spaces will see a variety of uses during the school day and their staff and student use will change throughout the school year as well. These spaces will allow students to remain in their classroom wings but in a different environment from their classroom.
  - Functional Life Skills (FLS) students will be incorporated into the new school to relieve overcrowding at other schools and the addition of English Language Learners (ELL) programs at the school will help to strengthen the student diversity. The number of students in the new school will be 441 with the following distribution: 389 in grades K-5 and an additional 52 in the FLS and ELL programs.
  - The Kitchen layout will be developed with a Food Service Consultant as the project moves beyond Concept Approval. The space will include a serving line, office, as well as locker and rest room space for staff. An access drive will serve the Kitchen directly at the exterior of the building.
  - It was suggested that a hand washing sink and a drinking fountain be added at the cafeteria. The cafeteria will seat 150 students resulting in a 3-shift lunch.
  - The stage floor will be 15" to 18" above the adjoining gym and cafeteria floors and the space may see dual use for band and strings.
2. The Ramp in the eastern classroom wing was discussed. The ramp is shown to make up the grade difference across the site so that less ramping and/or fill will be required at the exterior of the building at egress doors. This option may help with project costs, but may not provide the most flexibility for long-term building use. The item is to be reviewed in more detail at future meetings.
3. Number and widths of egress paths at the main entry will be reviewed with the code authorities as a part of the required code reviews. **WBRC**

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4. The State Police are requesting that the exterior doors of school facilities be identified with large numbers at the exterior of the building for security reference. Speakers for communication from the main office to the exterior play areas and bus area should also be considered.
5. Gym flooring options will need to be discussed in further detail. Synthetic options are available and could provide some cost and maintenance savings. Portland Public Schools has had some issues with the original synthetic flooring at the Riverton School, but the new synthetic floor there is working out well.
6. The site plan was reviewed. The road improvements at Ocean Ave are scheduled by MDOT for this summer and funding will not yet be in place from the state to cover the cost of a new access point. The state will also not fund city required sidewalks that are not on the project site or improvements to the Ocean Ave and Forest Ave intersections.
7. The concept budget is still being developed and will be presented for review at the next progress meeting. Numbers for a geothermal system are still being investigated. The state will only fund the cost for a test well and study as well as a benchmark building heating system. Costs above a benchmark system will have to be locally funded. **WBRC**
8. Copies of the plans reviewed today will be distributed electronically to Goff French at BGS for his review. The full size drawings given to DOE will also be available for review in Augusta. **WBRC**
9. The following documents will be brought to the next meeting for review in preparation for the State Board of Education Construction Sub-committee meeting: **WBRC**
  - Concept Site Plan showing area for expandability
  - Site model images or building elevations
  - Project Program
  - Concept Budget & Schedule
10. The Superintendent will provide a statement as a part of the Concept Approval package as to how the project will effect the district and how the project will enhance / improve the delivery of education in Portland. **JWV**

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**3.0 Future Meetings**

**Action**

1. The next project progress meeting will be held on Tuesday, February 26<sup>th</sup> @ 8:30 am in Augusta.
2. Building Committee meetings have been scheduled for February 26<sup>th</sup> and 28<sup>th</sup> starting at 5pm.
3. The project Concept Design review meeting with the State Board of Education Construction Sub-committee would be held on Monday, March 3<sup>rd</sup> @ 9am.
4. The Concept Design Straw Poll is scheduled for March 3<sup>rd</sup> @ 6:30 in the East End gym.
5. The project Concept Design Approval meeting with the State Board of Education would be held on Wednesday, March 12<sup>th</sup>.

Respectfully Submitted,



Michael Johanning  
Project Manager