

HALL SCHOOL BUILDING COMMITTEE

Date: Wednesday, October 6, 2015
Time: 6:00 p.m.
Location: Ocean Avenue Elementary School Library

AGENDA

1. Review and Approve Meeting Minutes: 9/2/15
2. Review current project timeline
3. Review progress on Site Approval application/site investigations
4. Review and discuss space allocation workbook and concept floor plans
5. Discuss potential locally funded options



MEMORANDUM

To: Hall School Building Committee

Subject: Meeting Packet- 9/2/15

Project Name: Hall Elementary School

Date: October 1, 2015

The meeting packet for October 6, 2015 contains the following items:

- Meeting Agenda
- Minutes from 9/2/15 Hall School Building Committee Meeting
- An updated timeline for Site Approval, Concept Approval and local referendum process
- Current Schematic Site Plan
- Space allocation tables
- Schematic Floor Plans

Project update

Since the last building committee meeting, a number of critical tasks have been completed as the project moves through the Department of Education's 21 step process.

First, a meeting with the Portland Planning board was held on September 8, 2015 to discuss the project and give board members a chance to provide preliminary comments. Where the project will not be formally permitted until sometime after the referendum, no formal votes were taken. The board was generally very pleased with the direction the project was taking, echoing comments heard throughout the process on maintaining the neighborhood school feel, addressing vehicular circulation and minimizing the disturbance of the natural resources on the site.

The Site Approval Application was submitted to the Department of Education (DOE) on September 11, 2015 for preliminary review by the construction team. A review meeting with DOE was held on September 17, 2015 to review the application and address any questions or comments. The application was reviewed and found to be technically sound by DOE. The application is currently awaiting approval by the Commissioner of Education and is tentatively scheduled to appear before the State Board of Education at their November meeting.

The public forum/straw poll was held at the Hall Elementary School gymnasium on September 29. 30 people were in attendance to hear the presentation and ask questions. After the presentation was held, a straw poll was conducted and received very positive support. The final vote was 25 yes, 2 no and 1 abstention.

The playground subcommittee has met three times to discuss the exterior play areas and natural learning spaces (9/15, 9/22 and 9/29).

The attached timeline has been updated to show the Site Selection Approval occurring in November and the Concept Plan tentatively before the State Board in December. With these revised dates, the referendum would likely be held in March of 2016.

Schematic Site Plan

The attached site plan shows further refinement to the plan the building committee supported at the September meeting. Major changes include modification to the Riggs/Lomond access road to avoid heritage trees on site and updates to the building footprint.

Space Allocation Table

The attached space allocation table is the current version that is being reviewed by Portland Public Schools as well as the Department of Education. The number and types of spaces included in the design are being negotiated with the DOE at this time.

Schematic Floor Plans

The schematic floor plans reflect updates to the location of programs that are the result of meetings with Portland Public School staff/teachers as well as discussions with DOE. The spaces shown are outlined in the space allocation table. More explanation of the floor plans will be given at the Building Committee meeting.



Building Committee MEETING MINUTES - No. 006

Meeting: Hall School Building Committee **Date:** September 2, 2015 **Time:** 6:00 PM

Location: Hall School Library, Portland, ME

Project: Hall Elementary School

Notes and observations were made by Tyler Barter

The following is a summary of the issues discussed in the order presented:

Meeting Agenda: *Copy of agenda attached*

Action/Date Responsible Party	Item No.	Item
<i>Attendees</i>		<i>List of Attendees at end of Minutes</i>
New Business		
	1.	Oak Point Associates reviewed the project timeline for Site Approval and Concept Approval. The Site Approval application will be submitted following the Planning Board meeting on 9/8/15.
	2.	Dawn asked if there could be a teacher/staff member on the committee to act as a liaison. While they may not be a voting member, staff is encouraged to attend and offer insight and influence the process. Possibly 1-2 representatives could attend.
	3.	A site plan showing access from Sagamore Village was discussed. There were a number of concerns from the Police and Fire Departments on access through the narrow streets. There would also be significant off-site improvements that would be locally funded. After discussion, the committee elected to pursue access from Riggs/Lomond.
	4.	Access from Riggs/Lomond was discussed. The approval requirements for the City of Portland were reviewed.

Action/Date Responsible Party	Item No.	Item
	5.	The access to the service area from Purchas street was reviewed. There was concern about the ability for trash and service trucks to get through these streets. Currently, the neighborhood is serviced by larger vehicles. Alternate locations for the service area were discussed but found to be less desirable (closer to the front of the building or off the parent loop).
	6.	Bike access to the site was reviewed. There are 3 dedicated access points for bikes currently planned.
Vote to endorse Option 1 for the Site Plan (M/S/A, unanimous)	7.	The committee discussed the various options. There were comments from the city arborist requesting the road location to miss as many of the heritage trees on that portion of the site. The committee elected to reconfirm its support for Option 1 (Riggs/Lomond access) with the revisions and understanding that OPA would work with the city to address staff and planning board comments.
Oak Point Associates and PPS will develop a running list of local options	8.	There are a number of potential locally funded options that the committee needs to consider. Some of the items mentioned to start were Sidewalks on Orono Road, granite curbing for roadways on site, storm water Improvements, a middle school sized gym, geothermal, additional insulation, solar thermal hot water and natural play areas. The pros and cons of each item will need to be discussed.
Vote to endorse relocation of Kindergarten to Deering High School (M/S/A)	9.	<p>Potential relocation of students was discussed. Three individual options were presented.</p> <ul style="list-style-type: none"> • Relocation of 5th Grade students to Lincoln Middle School • Relocation of Kindergarten students to the lower level of Deering High School • Relocation of Many Rivers students to another facility, likely Riverton in portable classrooms <p>Dawn reported that Staff felt they could make any of the three options work. There was concern about relocating the 5th grade since half of the students attend King Middle School. There was also concern about relocating Many Rivers as this is a program in transition and the relocation could be disruptive to the overall program. Kindergarten students are not yet in the school community and are also the most likely to feel the impact of the construction. With Longfellow next door, it was felt that they would have the necessary support for their specials (music, art, resource etc).</p>
	10.	Oak Point presented a preliminary floor plan for the building. The current plan is roughly 83,000 square feet and includes a middle school size gym. The increase in size of middle school gym (2,275sf) would be a local expense and may need to be

Action/Date Responsible Party	Item No.	Item
		reduced in size. These plans will be reviewed with the Hall School staff.
	11.	A list of potential subcommittees was discussed. Typical committees include moveable equipment/finishes, playground, naming and technology. With the exception of playground, these committees would not be needed until after referendum.
	11.	The public forum/straw poll was set for September 29, 2015 at 6:30
		END OF MEETING MINUTES

The above items are true to the best of the writer's knowledge. If there are any errors or omissions, please notify Allison Towne DiMatteo of Oak Point Associates, at the next scheduled meeting. If no corrections or additions are noted at that time, these minutes will become a permanent record of the preceding. If corrections or additions are made, these changes will be noted in the minutes of the next scheduled meeting.

Meeting Attendees:

Name	Representing
Mark B. Adelson	Building Committee, Portland Housing Authority
Joe Carter	Building Committee
Jeanne Crocker	Portland Public Schools, Interim Superintendent
Bob Doherty	Building Committee
Sean Kelsey	Building Committee
Anita LaChance	City of Portland
Katie Lamb	Building Committee
Whitney Letellier	Building Committee
Nick Mavodones	Building Committee, City Councilor
Marnie Morrione	Building Committee, School Board Member
Laura Newman	Building Committee
Pedro Nieves	Building Committee
Dawn Kenniston	Hall School Principal
Douglas Ritter Sherwood	Portland Public Schools
Ed Suslovic, <i>Chair</i>	Building Committee, City Councilor
Sarah Thompson	Building Committee, School Board Chair
Craig Worth	Portland Public Schools
Brian Jackson	Building Committee
Steven Scharf	Public
Tyler Barter	Oak Point Associates
Allison Towne DiMatteo	Oak Point Associates
Jonah Dewaters	Oak Point Associates
Rob Tillotson	Oak Point Associates

**PROJECT TIMELINE: SITE AND CONCEPT APPROVAL
FRED P. HALL ELEMENTARY SCHOOL**

	AUGUST			SEPTEMBER				OCTOBER				NOVEMBER				December	
WEEK OF	17-Aug-15	24-Aug-15	31-Aug-15	7-Sep-15	14-Sep-15	21-Sep-15	28-Sep-15	5-Oct-15	12-Oct-15	19-Oct-15	26-Oct-15	2-Nov-15	9-Nov-15	16-Nov-15	23-Nov-15	30-Nov-15	6-Dec-15
APPROVAL PHASE	SITE APPROVAL																
	CONCEPT APPROVAL																
												Major Milestone		Major Milestone		Major Milestone	Major Milestone
STATE DEPT. OF EDUCATION Facilities Staff (DOE) Construction Committee (CC) State Board (SB)			DOE review progress mtg 9/2/15	Draft Site App to DOE 9/11/15								State Board Meeting (CC) Site Approval 10/30/15	Draft Concept App to DOE 10/2/15	State Board Meeting (SB) Site Approval 11/10/15		State Board Meeting (CC) Concept Approval 11/30/15	State Board Meeting (SB) Concept Approval 12/09/15
																	Major Milestone
CITY OF PORTLAND				Planning Board Workshop 9/8/15			Planning Staff progress review TBD										Council Approve referendum 12/14/15
																	Major Milestone
PORTLAND BOARD OF PUBLIC EDUCATION	Meeting approves Ed Specs 8/18/15			Meeting Pre-K Vote-OPA Update to Board 9/01/15		Meeting OPA Update to Board 9/15/15						Meeting (update) 11/3/15					Special Mtg: request Council to approve referendum 12/12/15
			Major Milestone				Major Milestone							Major Milestone		Major Milestone	
HALL SCHOOL BUILDING COMMITTEE/OPA/PPS			Building Committee Meeting 9/2/15		Building Committee Meeting 9/16/15 (if Needed)		Straw Poll 9/29/15	Building Committee Meeting 10/7/15		Building Committee Meeting 10/21/15 (if Needed)		Building Committee Meeting 11/4/15		Building Committee Meeting 11/18/15		Straw Poll 11/28/15	
PPS STAFF				OPA/Staff Meeting 9/8/15	Senior Leadership Review TBD												





FRED P. HALL ELEMENTARY SCHOOL
 Portland, Maine

Schematic Site Plan
Bus Loop from Orono Road



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Proposed Hall Elementary						
558 Students						
Space/Enrollment	DOE Allowable Area (Square Feet)	# of rooms	Size	State/Local	Local Only	Total
Classrooms						
Regular Classroom						0
Pre-K & Kindergarten	1,000					0
Elementary School	800					0
Pre-K		2	1000	1000		2000
Kindergarten		4	1000	1000		4000
1st Grade		3	800	800		2400
2nd Grade		3	800	800		2400
3rd Grade		3	800	800		2400
4th Grade		3	800	800		2400
5th Grade		3	800	800		2400
						0
1st Grade-Many Rivers		1	800	800		800
2nd Grade-Many Rivers		1	800	800		800
3rd Grade-Many Rivers		1	800	800		800
4th Grade-Many Rivers		1	800	800		800
5th Grade-Many Rivers		1	800	800		800
						0
Spanish		1	800	800		800
						0
Fine Arts						
Music						
Elementary School 300-600 Students	1,000	1	1000	1000		1000
Practice Room	80 - 150	1	150	150		150
Music Storage	Negotiable	1	200	200		200
Art (Includes Storage & Kiln)						
Elementary School	1,200 - 1,500	1	1500	1500		1500
Stage						
Elementary School 300-600 Students	1,000	1	1000	1000		1000
Projects Room (Unified Arts/STEM)						
Elementary School	Negotiable - Program Driven	4	140	140		560
Elementary School	Negotiable - Program Driven	2	260	260		520
Elementary School	Negotiable - Program Driven	2	200	200		400
Special Services						
Classrooms						
Elementary School	250 - 800					
Special Education K-2		1	800	800		800
Special Education 3-5		1	800	800		800
Literacy Intervention		1	600	600		600
Read 180		1	600	600		600
ELL		4	400	400		1600
OT/PT		1	600	600		600
Speech		2	400	400		800
Quiet		1	150	150		150
K-2 Functional Life Skills		1	1000	1000		1000
3-5 Functional Life Skills		1	1000	1000		1000

Proposed Hall Elementary

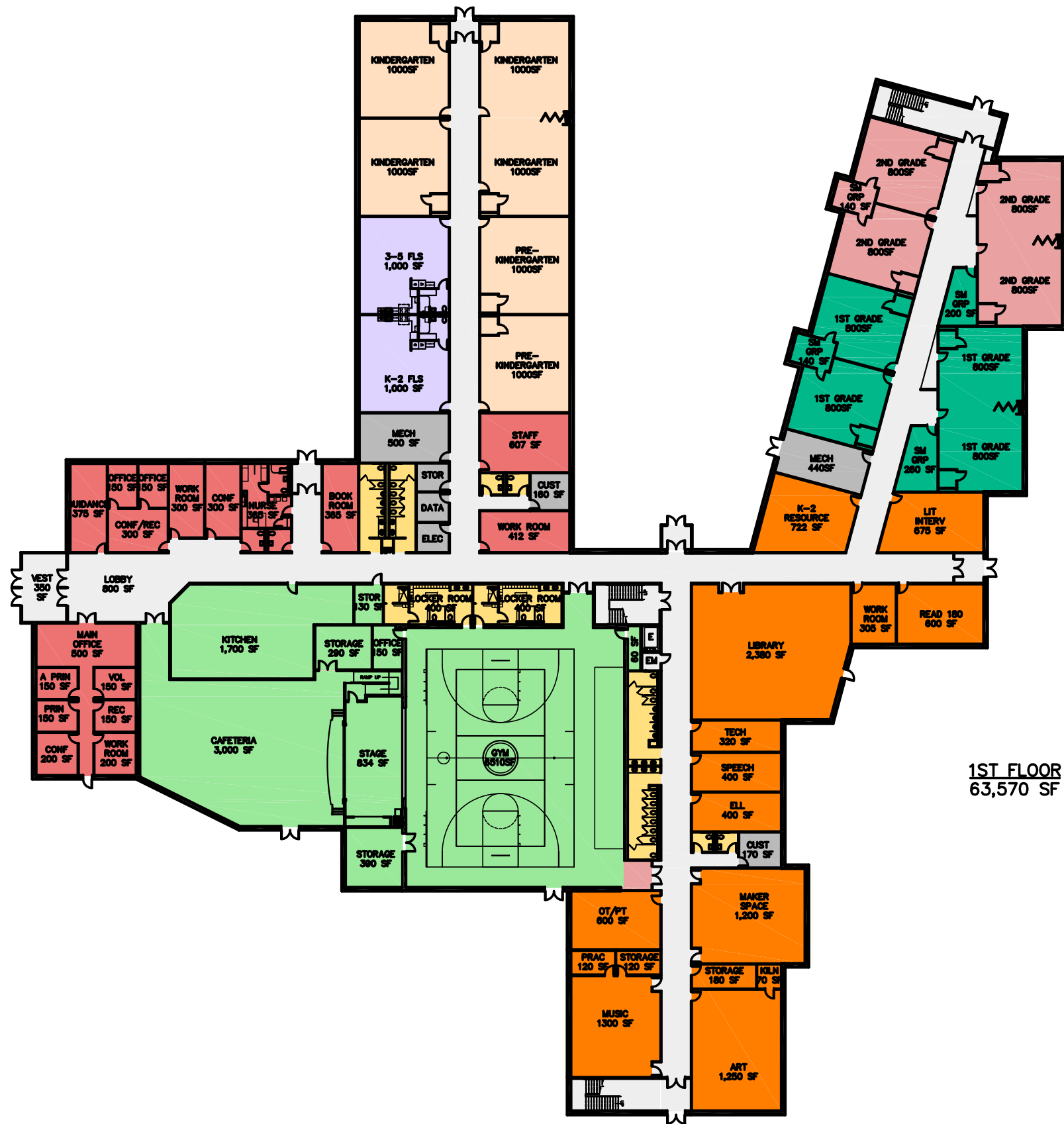
558 Students

Space/Enrollment	DOE Allowable Area (Square Feet)	# of rooms	Size	State/Local	Local Only	Total
Technology						
Tech Support/Server Rooms						0
Elementary School	80 - 200	1	400	400		400
						0
Learning Commons						
Library/Media Center						
Elementary School	See DOE Library Guidelines	1	1750	1750		1750
Maker Space		1	1200	1200		1200
Office		1	700	700		700
Physical Education						
Gymnasium						
Elementary School < 600 Students	42' x 64' court plus 3' sidelines Bleacher seating for 1/3 student body	1	5632	3357	2275	5632
Locker rooms, Storage, PE Offices	Negotiable					620
Locker rooms		2	400	400		800
Office		1	150	150		150
Storage		1	800	800		800
Food Services						
Cafeteria	Enrollment ÷3 servings x 15 sf per student					
Elementary School 300-600 Students	Formula	1	2790	2790		2790
Kitchen/Dry Storage/Walk-Ins	Enrollment x 80% x 4 sf per student					
Elementary School 300-600 Students	Formula	1	1786	1786		1786
Office/Staff Lockers/Staff Toilet	Included in Kitchen Area					
Administration/Offices						
Administrative, Guidance & Special Service Offices, Conference Rooms, Work Spaces						
Elementary School	75 - 300					
Main Office		1	550	550		550
Principal		1	150	150		150
Assistant Principal		1	150	150		150
Conference		1	300	300		300
Sm. Conference		1	150	150		150
Mail room (Main Office)		1	375	375		375
Work Rooms		2	350	350		700
Copy Room (Main Office)		1	200	200		200
Staff Room		1	600	600		600
Book Room		1	400	400		400
Social Worker		2	165	165		330
Guidance		1	275	275		275
File Storage		1	250	250		250
Clinic						
Elementary School	350-500	1	500	500		500
Volunteer Room	150-300	1	300	300		300

Proposed Hall Elementary						
558 Students						
<i>Space/Enrollment</i>	<i>DOE Allowable Area (Square Feet)</i>	<i># of rooms</i>	<i>Size</i>	<i>State/Local</i>	<i>Local Only</i>	<i>Total</i>
Other						
Recycling Room						0
Elementary School	100-250	1	250	250		250
Maintenance/Storage	Negotiable	1	1500	1500		1500
Building Area						
Program Area Subtotal						59688
Non-Assignable Areas (.4)						23876
Total Building Area (calculated)						83564

Maximum State Funded Building Area		558	143			79794
Local Only Funded Building Area					2275	0

Total Building Area					82069	
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1ST FLOOR
63,570 SF

- KINDERGARTEN
- 1ST GRADE
- 2ND GRADE
- 3RD GRADE
- 4TH GRADE
- 5TH GRADE
- SHARED SPACES
- GUIDANCE/ADMINISTRATION
- CAFETERIA/KITCHEN/GYM
- CIRCULATION
- MECH/STORAGE/JANITOR
- TOILET
- FUNCTIONAL LIFE SKILLS

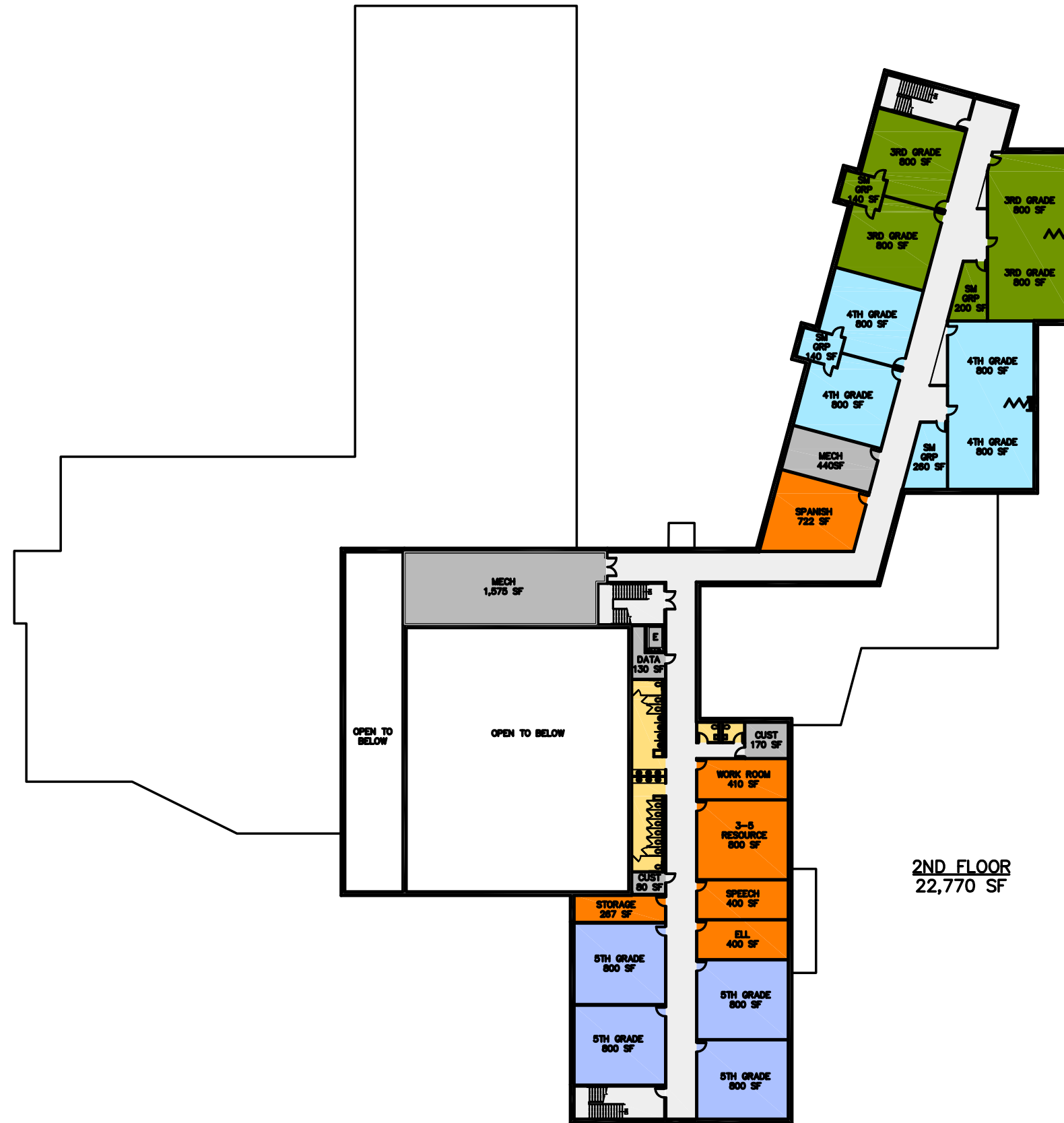
Hall School - Portland, Maine

FIRST FLOOR
OPTION C-1

SEPTEMBER 29, 2015

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- KINDERGARTEN
- 1ST GRADE
- 2ND GRADE
- 3RD GRADE
- 4TH GRADE
- 5TH GRADE
- SHARED SPACES
- GUIDANCE/ADMINISTRATION
- CAFETERIA/KITCHEN/GYM
- CIRCULATION
- MECH/STORAGE/JANITOR
- TOILET
- FUNCTIONAL LIFE SKILLS

2ND FLOOR
22,770 SF

Hall School - Portland, Maine

**SECOND FLOOR
OPTION C-1**

SEPTEMBER 29, 2015

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