

**City of Portland, Maine – Building or Use Permit Application** 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction:		Owner:		Phone:		Permit No: <b>990790</b>	
Owner Address:		Lessee/Buyer's Name:		Phone:		BusinessName:	
Contractor Name:		Address:		Phone:		Permit Issued	
Past Use:		Proposed Use:		COST OF WORK: \$		PERMIT FEE: \$	
				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: Type:	
				Signature:		Signature:	
Proposed Project Description:				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)			
				Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied <input type="checkbox"/>			
				Signature:		Date:	
Permit Taken By:		Date Applied For:					

**PERMIT ISSUED**  
JUL 26 1999  
CITY OF PORTLAND

Zone: CBL:  
Zoning Approval:  
**Special Zone or Reviews:**  
 Shoreland  
 Wetland  
 Flood Zone  
 Subdivision  
 Site Plan maj  minor  mm

1. This permit application does not preclude the Applicant(s) from meeting applicable state and Federal rules.
2. Building permits do not include plumbing, septic or electrical work.
3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

**REVOKED**  
per Board of Appeals  
September 16, 1999  
CERTIFICATION

PERMIT ISSUED  
WITH REQUIREMENTS  
(see Attached letter)

**Zoning Appeal**  
 Variance  
 Miscellaneous  
 Conditional Use  
 Interpretation  
 Approved  
 Denied

**Historic Preservation**  
 Not in District or Landmark  
 Does Not Require Review  
 Requires Review

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit

Action:  
 Approved  
 Approved with Conditions  
 Denied

Date: \_\_\_\_\_

SIGNATURE OF APPLICANT ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

CEO DISTRICT

Zoning Division  
Marge Schmuckal  
Zoning Administrator



Department of Urban Development  
Joseph E. Gray, Jr.  
Director

**CITY OF PORTLAND**

Mike Swan, AVP, Operations  
c/o Maine Medical Center  
22 Bramhall St.  
Portland, ME 04102-3175

September 20, 1999

RE: 120 West Street - Thomas House - R-4 zone - 63-E-1

Dear Mike,

As you know, the Board of Appeals overturned my interpretation concerning the proposed offices at Thomas House during the September 16, 1999 meeting. Please be advised that your permit #990790 which was issued on July 26, 1999, is no longer valid and has been revoked in order to comply with the Board of Appeals ruling. The building shall only be used for a dormitory use as allowed by their previous permit. Any office furniture or equipment shall be removed.

Thank you for your cooperation in advance. If you have any questions regarding this matter, please do not hesitate to contact me.

Please note, as outlined at the Board of Appeals meeting that you do have a right to appeal the Board's decision thru Superior Court.

Very truly yours,

Marge Schmuckal  
Zoning Administrator


cc: Chris Vaniotis, Bernstein, Shur, Sawyer & Nelson, P.A., P.O. Box 9729, Portland, ME 04104-5029  
Charlie Lane, Corporation Counsel  
File

**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE  
PERMIT IS ISSUED**

**Building or Use Permit Pre-Application  
Attached Single Family Dwellings/Two-Family Dwelling  
Multi-Family or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

**NOTE\*\*If you or the property owner owes real estate or personal property taxes or user charges on ANY PROPERTY within the City, payment arrangements must be made before permits of any kind are accepted.**

Location/Address of Construction (include Portion of Building): <b>Thomas House 120 West Street, Portland, ME 04102</b>		
Total Square Footage of Proposed Structure	<b>15,397 sq. ft.</b>	Square Footage of Lot <b>24,374 sq. ft.</b>
Tax Assessor's Chart, Block & Lot Number	Owner:	Telephone#:
Chart# <b>63</b> Block# <b>E</b> Lot# <b>1</b>	<b>Maine Medical Center</b>	<b>871-2447</b>
Owner's Address: <b>22 Bramhall Street Portland, ME 04102</b>	Lessee/Buyer's Name (If Applicable) <b>N/A</b>	Cost Of Work: <b>\$</b> Fee <b>\$ 25.00</b>
Proposed Project Description: (Please be as specific as possible) <b>Minor renovations to the interior of the First Fl. to accommodate MMC's Medical Education Dept offices. Renovations include new paint, floor refinishing, carpeting, and new data/telecomm wiring. There are no structural or exit route changes. One new elec. outlet was added.</b>		
Contractor's Name, Address & Telephone <b>Moreau Electric Inc., 711 Lisbon St. Lewiston, ME 04243 207-782-4800</b>		Rec'd By: 
Current Use: <b>Dormitory</b>	Proposed Use: <b>Dormitory / Medical Ed Offices</b>	

Separate permits are required for Internal & External Plumbing, HVAC and Electrical installation.

- All construction must be conducted in compliance with the 1996 B.O.C.A. Building Code as amended by Section 6-Art II.
- All plumbing must be conducted in compliance with the State of Maine Plumbing Code.
- All Electrical Installation must comply with the 1996 National Electrical Code as amended by Section 6-Art III.
- HVAC (Heating, Ventilation and Air Conditioning) installation must comply with the 1992 BOCA Mechanical Code.

You must include the following with your application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
- 2) A Copy of your Construction Contract, if available
- 3) A Plot Plan/Site Plan

Minor or Major site plan review will be required for the above proposed projects. The attached checklist outlines the minimum standards for a site plan.

**4) Building Plans**

Unless exempted by State Law, construction documents must be designed by a registered design professional.

A complete set of construction drawings showing all of the following elements of construction:

- Cross Sections w/Framing details (including porches, decks w/ railings, and accessory structures)
- Floor Plans & Elevations
- Window and door schedules
- Foundation plans with required drainage and dampproofing
- Electrical and plumbing layout. Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review must be included.

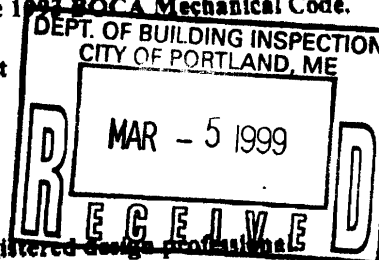
**Certification**

I hereby certify that I am the Owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: 

Date: **2-3-99**

Building Permit Fee: \$25.00 for the 1st \$1000. cost plus \$5.00 per \$1,000.00 construction cost thereafter.  
Additional Site review and related fees are attached on a separate addendum



**BUILDING PERMIT REPORT**

DATE: 4/27/99 ADDRESS: 120 West St CBL: 063-E-001  
 REASON FOR PERMIT: Change of use  
 BUILDING OWNER: mmc  
 PERMIT APPLICANT: Contractor Mike Swan  
 USE GROUP B-R2 BOCA 1996 CONSTRUCTION TYPE B-B

CONDITION(S) OF APPROVAL

This permit is being issued with the understanding that the following conditions are met:

Approved with the following conditions: 1, 20, 21, 23, 27, 29, #31, #34

- X 1. This permit does not excuse the applicant from meeting applicable State and Federal rules and laws.
2. Before concrete for foundation is placed, approvals from the Development Review Coordinator and Inspection Services must be obtained. (A 24 hour notice is required prior to inspection)
3. Foundation drain shall be placed around the perimeter of a foundation that consists of gravel or crushed stone containing not more than 10 percent material that passes through a No. 4 sieve. The drain shall extend a minimum of 12 inches beyond the outside edge of the footing. The thickness shall be such that the bottom of the drain is not higher than the bottom of the base under the floor, and that the top of the drain is not less than 6 inches above the top of the footing. The top of the drain shall be covered with an approved filter membrane material. Where a drain tile or perforated pipe is used, the invert of the pipe or tile shall not be higher than the floor elevation. The top of joints or top of perforations shall be protected with an approved filter membrane material. The pipe or tile shall be placed on not less than 2" of gravel or crushed stone, and shall be covered with not less than 6" of the same material. Section 1813.5.2
4. Foundations anchors shall be a minimum of 1/2" in diameter, 7" into the foundation wall, minimum of 12" from corners of foundation and a maximum 6' o.c. between bolts. (Section 2305.17)
5. Waterproofing and damp proofing shall be done in accordance with Section 1813.0 of the building code.
6. Precaution must be taken to protect concrete from freezing. Section 1908.0
7. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed. This is done to verify that the proper setbacks are maintained.
8. Private garages located beneath habitable rooms in occupancies in Use Group R-1, R-2, R-3 or I-1 shall be separated from adjacent interior spaces by fire partitions and floor/ceiling assembly which are constructed with not less than 1-hour fire resisting rating. Private garages attached side-by-side to rooms in the above occupancies shall be completely separated from the interior spaces and the attic area by means of 1/2 inch gypsum board or the equivalent applied to the garage means of 1/2 inch gypsum board or the equivalent applied to the garage side. (Chapter 4, Section 407.0 of the BOCA/1996)
9. All chimneys and vents shall be installed and maintained as per Chapter 12 of the City's Mechanical Code. (The BOCA National Mechanical Code/1993). Chapter 12 & NFPA 211
10. Sound transmission control in residential building shall be done in accordance with Chapter 12, Section 1214.0 of the City's Building Code.
11. Guardrails & Handrails: A guardrail system is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level. Minimum height all Use Groups 42", except Use Group R which is 36". In occupancies in Use Group A, B, H-4, I-1, I-2, M and R and public garages and open parking structures, open guards shall have balusters or be of solid material such that a sphere with a diameter of 4" cannot pass through any opening. Guards shall not have an ornamental pattern that would provide a ladder effect. (Handrails shall be a minimum of 3e4" but not more than 38". Use Group R-3 shall not be less than 30", but not more than 38".) Handrail grip size shall have a circular cross section with an outside diameter of at least 1 1/4" and not greater than 2". (Sections 1021 & 1022.0) - Handrails shall be on both sides of stairway. (Section 1014.7)
12. Headroom in habitable space is a minimum of 7'6". (Section 1204.0)
13. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 1/4" maximum rise. All other Use Group minimum 11" tread, 7" maximum rise. (Section 1014.0)
14. The minimum headroom in all parts of a stairway shall not be less than 80 inches. (6'8") 1014.4
15. Every sleeping room below the fourth story in buildings of Use Groups R and I-1 shall have at least one operable window or exterior door approved for emergency egress or rescue. The units must be operable from the inside without the use of special knowledge or separate tools. Where windows are provided as means of egress or rescue they shall have a sill height not more than 44 inches (1118mm) above the floor. All egress or rescue windows from sleeping rooms shall have a minimum net clear opening height dimension of 24 inches (610mm). The minimum net clear opening width dimension shall be 20 inches (508mm), and a minimum net clear opening of 5.7 sq. ft. (Section 1018.6)
16. Each apartment shall have access to two (2) separate, remote and approved means of egress. A single exit is acceptable when it exits directly from the apartment to the building exterior with no communications to other apartment units. (Section 1010.1)
17. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hour, including fire doors with self closer's. (Over 3 stories in height requirements for fire rating is two (2) hours.) (Section 710.0)

Applicant: MAINE MED. Care

Date: 7/23/99 <sup>Final</sup>

Address: 120 West Street:

C-B-L: 63-E-001

CHECK-LIST AGAINST ZONING ORDINANCE

Date - Existing

Zone Location - R-4

Interior or corner lot -

Proposed Use/Work - To change the use from Dormitory to Dormitory with Accessory Med. Ed. Offices

Sewage Disposal -

Lot Street Frontage -

Front Yard -

Rear Yard -

Side Yard -

Projections -

Width of Lot -

Height -

Lot Area -

Lot Coverage/ Impervious Surface -

Area per Family -

Off-street Parking -

1961 Bldg permit required; New offices require 4 parking spaces

5 off street spaces -

Loading Bays -

(total office space = 1,403 sq ft = 400 = 3.7 spcs req. or 4 parking spcs. req.)  
TOTAL of 9 parking spaces required - 23 spaces shown

Site Plan -

Shoreland Zoning/ Stream Protection - N/A

Flood Plains - Zone C

Zoning Division  
Marge Schmuckal  
Zoning Administrator



Department of Urban Development  
Joseph E. Gray, Jr.  
Director

## CITY OF PORTLAND

### Land Use Zoning Report

**Address:** 120 West Street - Thomas House

**Date:** July 23, 1999

**Reason For Permit:** Change of use from Dormitory to Dormitory with Medical Ed. Offices

**Building Owner:** Maine Medical Center

**C-B-L:** 063-E-001

**Permit Applicant:** Mike Swan

#### APPROVED WITH THE FOLLOWING CONDITIONS:

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. The offices (Medical Education) being approved are based on a customary accessory use to this previously approved dormitory based upon the job descriptions provided with your application. The principle use has not been changed nor enlarged so as to increase the cubical content of this structure. Typically dormitories at most colleges or teaching facilities have offices for dorm directors and counselors, and some student services. Please be aware that any changes to the accessory offices shall require a separate permit prior to expansion within the existing building. This includes a significant increase in staffing levels and also a change in staffing responsibilities. This is not an approval for general Maine Medical Center office space.
3. The parking spaces required shall not be diminished without notice to this office for approval. Any future allowed increases in the office area shall require parking reviews. At this location 5 off-street parking spaces were required under the 1961 building permit approval for the allowed dormitory use. This accessory permit for medical education offices requires 4 off-street parking spaces. The total presently required for off-street parking is 9 spaces.
4. Please be aware that this decision may be appealed within 30 days of my decision. Any

actions you may take for the installation of the offices within that time frame may be reversed by the Board of Appeals or, if further appealed, Superior Court. Please be aware that you would be proceeding at your own risk.

5. Any exterior work shall require a separate review from Historic Preservation.

6. If you have any questions regarding this matter, please do not hesitate to contact me at 874-8695.

  
Marge Schmuckal, Zoning Administrator

cc: Gordon Simonds, 104 West St., 10402  
Charlie Lane, Corporation Counsel  
Mark Adelson, Housing & Neighborhood Services  
Joseph Gray, Jr., Dir. of Planning & Neighborhood Services  
File



Maine Medical Center

August 17, 1999

63-E-001

Sam Hoffses Chief Building Inspector  
Lt. McDougal Fire Prevention Officer  
Portland City Hall  
389 Congress St.  
Portland, ME 04101

Subject: Fire Separation Review of 120 West St., the Thomas House 99083-2.2

Dear Sirs;

Thank you for taking the time to visit the Thomas House, and review the "Mixed Use" occupancy code requirements of that building with me.

We agree that the building is a "Mixed Use Group" as defined by the BOCA building code. We are following the guidelines that define a "Nonseparated use group", and must meet the code requirements based on the most restrictive use group of the building. The most restrictive use group would be a "Dormitory" use. The building is currently following the guidelines of a type "3b" structure, and falls within the guidelines for height and area limitations.

Based on those guidelines, the building meets the current code requirements, and does not need a 2-hour fire separation between occupancies.

MMC will proceed to furnish the ground floor level for Medical Education Offices, and complete the telecommunications wiring to accomplish this.

Please feel free to contact me with any issues that you have.

Thank you again for your time.



Richard Saklad  
Architect





JOB DESCRIPTION

ASSOCIATE VICE PRESIDENT FOR MEDICAL EDUCATION

MAINE MEDICAL CENTER

1. Qualifications:

The Associate Vice President for Medical Education (AVPME) shall be a physician with a broad experience in clinical medicine and health education and demonstrated teaching and administrative ability. This experience shall be at a level which would allow the AVPME to develop meaningful relationships with clinical chiefs of service, nursing administration within the Maine Medical Center, administrators and physicians from other hospitals and academic leadership in the medical school and other academic institutions and agencies. The AVPME shall be responsible to the Vice President for Medical Affairs for the coordination of all undergraduate, graduate, and postgraduate medical education and training programs in the Center and Center programs as they relate to other hospitals, agencies and the community and State at large. The AVPME shall have experience in development and administration of funding for research and education.

2. Functions:

The AVPME shall coordinate all medical education and training programs in the Center, guided generally by the Education, Patient and Research goals of the center and, specifically, by the Vice President for Medical Affairs in accordance with institutional

priorities. Specific areas of involvement and objectives within those areas would in part include:

## 2.1 Medical Education

### 2.11 Undergraduate.

To provide an interface between the Maine Medical Center clinical faculty and medical school faculty in defining goals and objectives as well as content of the clinical component of their training consistent with the resources available to the Maine Medical Center and other clinical resources throughout the State. To develop a program of education at the undergraduate level which would effectively utilize the practicing physician and provide the support to the physician-teacher that would maximize the effectiveness of his available time. To develop educational programs which would address the objective of improving the skills of the physician as a teacher. To support a system dealing with student affairs issues, such as career counseling, learning difficulties, and other personal problems.

### 2.12 Graduate medical education.

To work with chiefs of service and directors of training programs in the review of training programs against priorities reflecting institutional constraints, institutional requirements, and health manpower needs as determined by accrediting agencies, for the region and the State. To work with directors of training programs in defining training goals and objectives and performance guidelines which would result in an objective evaluation of

performance of trainees in satisfaction of the requirements of professional societies, accrediting agencies and specialty boards.

### 2.13 Continuing education.

To work with the medical staff both within the Maine Medical center and, as appropriate, in other institutions that relate to the Maine Medical Center in defining continuing education needs, developing programs of continuing medical education which would be responsive in content and format to these needs, and ensuring compliance with accrediting CME agencies. To work with other hospitals in the region and throughout the State, as appropriate, in satisfying continuing medical education requirements through the appropriate use of Maine Medical Center staff who now function as consultants to these referring hospitals. To develop and fund appropriate linkages including technology which would facilitate interhospital communications, consultation and education throughout the region and State.

### 3. Patient and Public Education:

3.1 To work with medical staff in defining patient education requirements. To develop appropriate medical staff input in defining public education program requirements and in developing appropriate content for these programs.

3.2 To act as a resource for community and public agencies in development of public education programs and models which would allow these agencies and institutions to assume on-going responsibility for delivery of these programs.

4. Evaluation:

4.1 To work with clinical chiefs, training program directors at all levels, and other agencies in developing meaningful evaluation instruments which would assess need, adequacy of content, performance of participants and impact on patient care.

4.2 To continually assess the responsiveness of training programs to patient care problems and the requirements as assessed by the Education Committee and as reflected in patient care audits.

5. Regional and Statewide Coordination:

5.1 To work with regional and Statewide agencies, schools and hospitals in defining medical education requirements as a reflection of patient problem requirements and develop a plan to approach these medical education requirements on a Statewide basis, effectively utilizing available resources.

5.2 To work with the medical staff and administration of the Maine Medical Center in defining the appropriate role of the Center in such programs.

6. Development of support to work with medical staff, agencies and institutions throughout the State in development of appropriate funding to support medical education programs.

7. Development of Resources:

7.1 To inventory medical education activities and resources at the Maine Medical Center, the region, and in the State.

7.2 To develop a mechanism whereby these medical education activities can be effectively publicized, delivered and

coordinated, not only at the Maine Medical Center but in the region and throughout the State so as to most effectively utilize our resources and maximize impact of programs from the standpoint of quality, cost effectiveness and satisfaction of defined needs.

MAINE MEDICAL CENTER

JOB DESCRIPTION

JOB TITLE: Administrative Secretary FLSA STATUS: Nonexempt  
DEPARTMENT: Health Education JOB GROUP: Professional/  
Technical/Administrative  
Support  
DATE: 1/20/94 JOB CODE:  
PAY GRADE:

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GENERAL SUMMARY

Under general supervision, relieves the Associate Vice President, Medical Education of the day-to-day administrative details of the institutional education program. Provides secretarial support as required. Primary responsibilities include:

- a) Coordinates continuing medical education, resident, and medical student non-clinical administrative details.
- b) Interprets institutional education policies and procedures to staff of other departments, current and prospective residents, medical students, and other health professional students.
- c) Coordinates the use of Thomas House, Chisholm House, and other student housing.

Work is performed with considerable independence requiring initiative, discretion, good judgment and strong interpersonal and organizational skills.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Acts as a liaison with UVM regarding student affairs; independently coordinates rotations, resolves problems, and assures appropriate evaluation. Coordinates annual faculty appointment and reappointment process with UVM and MMC clinical departments, assisting departments with adherence to protocol. Maintains faculty advising program.
2. Screens applicants for residency and student electives in terms of eligibility and credentials according to institutional policy.
3. Orients medical students at MMC regarding non-clinical matters such as housing, meals, and institutional and community facilities.
4. Interprets institutional educational policies and procedures to

Administrative Secretary  
Department of Medical Education

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PRINCIPAL DUTIES AND RESPONSIBILITIES (Cont.)

staff of other departments, current and prospective residents, medical students, and other allied health professional students and hospital departments. Monitors programs to assure compliance with these policies.

5. Serves as primary contact for all house officers concerning administrative matters such as payroll, vacation and conference time, loan deferments, uniforms, and use of on-call space. Maintains all records related to these, as well as personnel file for each resident.

6. Organizes orientation program for new residents, which assists them with licensure, payroll, institutional benefits, policies, and responsibilities. Initiates contracts and required personnel action forms for all residents.

7. Coordinates the use of Thomas House, Chisholm House, and other student housing; assigns space according to priority and policy. Addresses, on a daily basis, problems raised by residents and students.

8. Authorizes disbursement of funds, maintains records of and monitors all expenditures; assists with development of operational, capital, and grant budgets.

9. Composes and types correspondence. Types, from dictation or handwritten copy, all non-routine memos, reports, and correspondence. Maintains correspondence files and records as required by the various residency review committees.

10. Opens and processes incoming mail, responding when appropriate and referring non-routine correspondence to Associate Vice President for his action or response.

11. Organizes meetings and conferences. Prepares agendas, locates meeting sites, and types and distributes minutes. Schedules appointments, completes travel arrangements, and maintains Associate Vice President's appointment schedule, providing him with appropriate materials in conjunction with participation at meetings.

12. Receives and screens visitors and telephone calls. Responds to most non-clinical inquiries independently, referring clinically related questions or those requiring policy decisions to Associate Vice President or other appropriate personnel.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. One to two years of progressively most responsible secretarial work



experience; graduation from high school including or supplemented by

Administrative Secretary  
Department of Medical Education

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MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont.)

up to one year of course work in secretarial science or business subjects; or any equivalent combination of experience and training which provides the following knowledge skills and abilities.

2. Knowledge of business English, spelling, grammar and punctuation.
3. Knowledge of office practices, procedures and equipment.
4. Knowledge of medical terminology.
5. Ability to maintain confidentiality in the performance of duties.
6. Ability to plan, organize and prioritize own work to ensure timely completion of all work assignments and to respond in a flexible manner to unanticipated situations.
7. Ability to handle public relations matters in a courteous, tactfully manner.
8. Ability to establish and maintain effective working relationships with physicians, residents, supervisors, other employees at all levels of the organization and the general public.
9. Ability to concentrate and pay close attention to detail when typing, filing, proofreading, etc. up to fifty percent of work time.
10. Ability to supervise, delegate tasks, and train departmental staff.

WORKING CONDITIONS

1. Normal office environment with little exposure to excessive noise, dust, temperature, etc.
2. Generally sedentary work but requires standing and walking approximately ten per cent of work time.

REPORTING RELATIONSHIPS

1. Reports to the Associate Vice President, Medical Education.



March 4, 1999

Marge Schmuckal  
Assistant Chief of Codes/Zoning  
Administrator  
City of Portland, Maine  
389 Congress St. - City Hall Room 24  
Potrland, Maine 04101

Dear Marge:

As we have discussed, Maine Medical Center would like to apply for permission to occupy the first floor of our Thomas House property, 120 West St., with the offices of the Associate Vice President for Medical Education. As you are aware the primary use for this building is for the housing of medical students. The duties of this office directly relate to the coordination of education and training programs for the students that occupy the house. We view the Medical Education Office as an accessory use of the property.

The office of the Associate Vice President for Medical Education includes 5 individuals:

- ① Associate Vice President for Medical Education - 20 hour position, responsible for coordination of all undergraduate, graduate, and postgraduate medical education and training programs at Maine Medical Center. This person provides an interface between Maine Medial Center and the University of Vermont Medical School (UVM) in defining goals, objectives, and content of student training. This includes support for student affairs and issues such as career counseling, learning difficulties, and other personal problems.
- ② Administrative Secretary - 40 hour position, assists the Associate Vice President for Medical Education in the day-to-day administration of the institutional education program. Includes coordinating the use of the Thomas House, Chisholm, and other facilities as student housing. This person is the liaison with UVM regarding student affairs and orients medical students regarding non-clinical matters such as housing, meals, and institutional and community facilities. Addresses, on a daily basis, problems raised by residents and students.

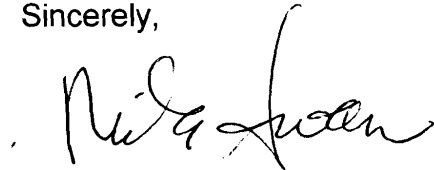
- 20  
40 Special  
20 eq...  
20 23 full  
time  
positions
- ③ Medical Education - Secretary II - 20 hour position, assistant to the Administrative Secretary performing general secretarial duties in support of the office of the Associate Vice President for Medical Education.
- ④ Department of Medicine - Program Assistant - 20 hour position coordinating the assignment of medical students and residents to community based outpatient medical rotations. Works closely with community hospitals' administration regarding housing and legal requirements for students and residents.
- ⑤ Department of Medicine - Ethics Coordinator - 20 hour position responsible for development and coordination of Ethics training for University of Vermont students.

Enclosed with this letter are the following documents:

1. Use Permit Application
2. Floor Plan for the first floor of the Thomas House, indicating intended uses
3. Job performance standards for the Associate Vice President for Medical Education, Administrative Secretary, Medical Education - Secretary II, the Department of Medicine - Program Assistant. These are included to demonstrate their association with the medical students at the Thomas House.
4. Copy of the Certificate of Occupancy for the Thomas House for medical students at Maine Medical Center.
5. Copy of an interoffice memorandum, dated October 6, 1997, from you to the Chairman and Members of the Board of appeals indicating your belief that dorm related offices, as an accessory use, could be located at the Thomas House.

I hope that this will assist you in your evaluation of this request. Please let me know if you have an questions. I can be reached at Tel. 871-2944. Thank you very much for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Swan". The signature is written in a cursive style with a large, looping initial "M".

Mike Swan, AVP, Operations

Enclosures: 8

KRA and PERFORMANCE STANDARDS  
 POSITION: Medical Education--Secretary II

KEY RESULTS AREA	STANDARDS	RATING
Scheduling	<ul style="list-style-type: none"> <li>*Schedules meetings involving multiple people/groups.</li> <li>*Coordinates room assignment, catering and preparation of materials.</li> <li>*Ensures complete and accurate information.</li> </ul>	
Typing	<ul style="list-style-type: none"> <li>*Accurately types and proofreads all correspondence/documents within assigned timeframes.</li> <li>*Designs forms and composes multiple documents to meet specific needs of customers.</li> <li><b>*Performs accurate data entry to track department specific information and to obtain reports/statistics.</b></li> <li>*Utilizes available resources in the institution to improve/maintain computer skills.</li> <li>*Shares computer knowledge with others in department and assists in problem solving equipment/software problem when necessary.</li> </ul>	

<p>Telephone Communication</p>	<p>*Responds to all calls in a courteous and helpful manner. Follows through with customer requests to completion.          *Takes accurate messages, determines urgency, and relays information to appropriate person.</p>	
<p>Coordination of Paper/Information Flow</p>	<p>*Reviews incoming mail, sorts according to priority, takes necessary action and delivers to appropriate individual in a timely fashion.          *Labels outgoing mail accurately and distributes in a timely manner.          *Organizes and maintains filing system (paper/electronic) so that material is current and easily accessed.          *Photocopy materials so that they are neat, accurate, in correct sequence within deadlines.          *Revises/formats manuals, reports and other documents.          *Assumes confidential treatment of sensitive information.</p>	
<p>Special Projects</p>	<p>*Tracking of Integrated Institutional Agreements for renewal.</p>	

<p><b>Coordination of Customer Needs</b></p>	<ul style="list-style-type: none"><li>*Organizes daily work, revises priorities as necessary and makes supervisor aware if deadlines cannot be met.</li><li>*Balances work requests and completes according to priorities.</li><li>*Keeps accurate, up-to-date records of specific activities.</li><li>*Takes initiative to clarify projects/work assignments to ensure that outcome meets customer's expectations.</li><li>*Organizes and maintains supplies/forms so that sufficient and current materials are available.</li><li>*Provides coverage for other secretary(ies) and demonstrates flexibility in providing such coverage.</li><li>*Adapts and responds to changes in assignment when necessary.</li></ul>	
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KRA and Performance Standards  
 POSITION: Department of Medicine - Program Assistant

Revised June 1997

KEY RESULTS AREA	STANDARDS	RATING
<p><b>Administrative</b>                      A) Maine Practice Network (MPN)</p> <p>-----</p>	<p>Coordinate administration of the MPN, working with schedules of 30+ sites, 17 community hospitals, 46-50 students from 3 medical schools, and MMC's IM residents.</p> <p><u>Schedule Community-Based Outpatient Medicine Rotations for:</u></p> <ul style="list-style-type: none"> <li>* 46-50 2nd-, 3rd- and 4th-year medical students yearly.</li> <li>* 10-12 MMC PGY-2 &amp; PGY-3 Medicine residents yearly.</li> </ul> <p>* Work closely with community hospitals' administration regarding housing and legal requirements for students and residents.</p> <p>* Coordinate revision and renewal of legal contracts between MMC, precepting sites, community hospitals and medical schools.</p> <p>* Coordinate site visits for six site visiting preceptors, with the goal of having each community visited annually.</p>	
<p>B) Maine Chapter American College of Physicians (Maine ACP)</p> <p>-----</p>	<p>Administrate operation of 400-member state chapter of internists' organization, reporting to chapter Governor. Work closely with Chapter Services at national office.</p> <ul style="list-style-type: none"> <li>* Organize, annually, 2-3 Governor's Advisory Council (GAC) meetings.</li> <li>* Complete nationally required chapter reports and income tax returns.</li> <li>* Monitor ACP &amp; Governors' Forum on CompuServe; communicate in email and forums of with Governor, national office and physician members.</li> </ul>	
<p>C) Department of Medicine, miscellaneous</p> <p>-----</p>	<p>* <u>Support staff for David E. Wennberg, MD, MPH - Division of Health Services Research Scheduling, correspondence, purchasing, mail; perform other follow-up tasks as needed.</u></p> <p>* Other projects, as assigned.</p>	
<p>D) Department of Pediatrics</p>	<p><u>Schedule Rural Outpatient Months for:</u></p> <ul style="list-style-type: none"> <li>* 6 Pediatrics Interns, January - June.</li> <li>* 1-2 occasional Pediatrics residents.</li> </ul> <p>* Work closely with same community hospitals' administration regarding housing and legal requirements for residents.</p>	



KRA and Performance Standards

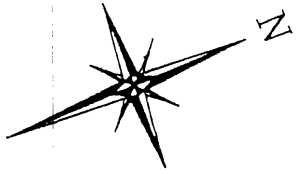
POSITION: Department of Medicine - Program Assistant - Page 2

KEY RESULTS AREA	STANDARDS	RATING
<p><b>Meeting Planning</b> A) Maine Practice Network (MPN)</p>	<p><u>Coordinate annual meeting of the MPN; 35 attendees:</u> * Schedule conference sites and organizing all aspects of meeting planning with conference sales at conference site - A/V, meals, room assignments, etc.  * Invite participants.  * Prepare meeting materials for Governance Board, annual meeting and Faculty Development session.</p>	
<p>B) Maine ACP</p>	<p><u>Coordinate annual 3-day scientific meeting of the Maine ACP; 85 attendees:</u> * Schedule conference sites and organizing all aspects of meeting planning with conference sales at conference site - A/V, meals, room assignments, etc.  * Invite speakers.  * Coordinate the Scientific Program Committee.  * Write brochure and registration specifics, working closely with national chapter services to ensure chapter's needs are met.  * Assist Chapter ACEL in writing application for Category I CMEs.  * Write drafts of Award Brochure and coordinating other contributors to brochure.  * Coordinate room assignments and registration for guest speakers and Committee.  * Prepare meeting materials.  * Coordinate 20 + exhibitors.  * Attend meeting and maintain ongoing communication with hotel staff for duration of meeting.  * Initiate and follow-up fund raising by letters and phone to existing companies that traditionally support the meeting and determine new sources of income.  * Collect &amp; deposit meeting revenue, including registration fees &amp; educational stipends.  * Negotiate and pay all expenses and honoraria.  * Communicate evaluation results to GAC for suggestions for future meetings.</p>	

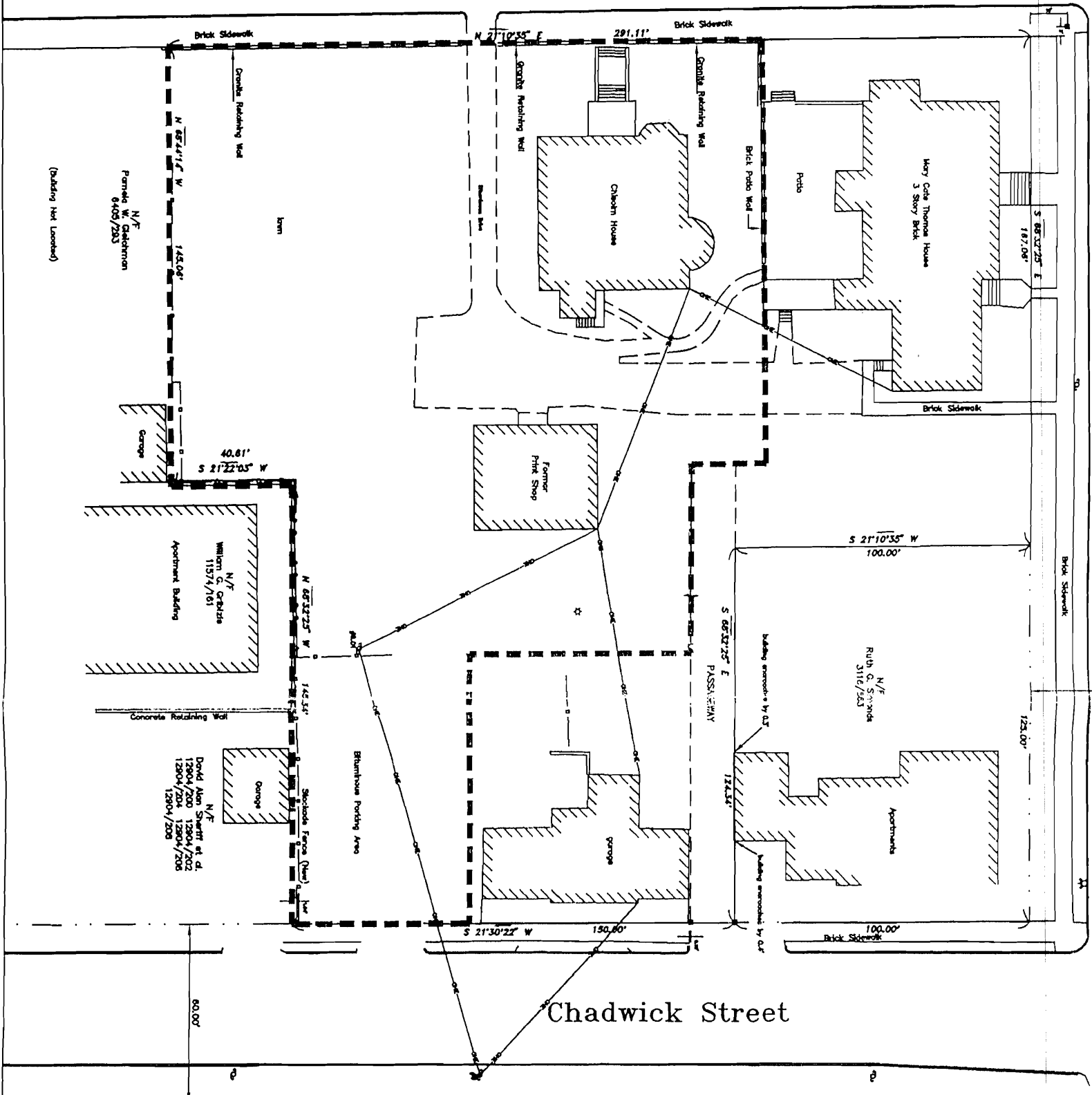
KRA and Performance Standards

POSITION: Department of Medicine - Program Assistant - Page 3

KEY RESULTS AREA	STANDARDS	RATING
<p><u>Budget</u> A) MPN</p> <p>-----</p>	<p>Coordinate disbursement of stipend funds to preceptors from either the medical schools (students) or MMC Department of Medicine (residents).</p> <p>* Monitor meeting expenses and request hospital funds when needed.</p> <p>-----</p>	
<p>B) Maine ACP</p>	<p>Disburse funds and maintain records of income and expenditures. Authorized to make all payments using chapter checking account.</p> <p>* Monitor CD accounts and their roll-over dates.</p> <p>* Prepare chapter Federal Income Tax Return.</p> <p>* Prepare and submit Annual Report to Secretary of State, State of Maine.</p>	
<p><u>Communications</u> A) Maine Practice Network (MPN)</p> <p>-----</p>	<p>* Coordinate production and updates of promotional brochure: booklet and inserts regarding site descriptions, faculty roster and curriculum. Serve as liaison between Dept. of Medicine and Audio/Visual Resources.</p> <p>* Maintain recruitment efforts for new sites and community hospitals.</p> <p>* Correspond with participants of MPN and prepare correspondence for Co-Chairs of Governance Board.</p> <p>* Write semi-annual newsletters of MPN, solicit input from membership and distribute to all sites and interested institutional and external parties.</p> <p>-----</p>	
<p>B) Maine ACP</p>	<p>Maintain Governor, Committee and Chapter communications.</p> <p>* Write quarterly chapter newsletters and work closely with News Bureau at national office regarding format and distribution and return ballots/surveys.</p>	



# Western Promenade (width varies)

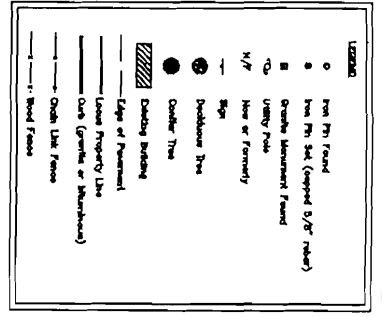


**Certification**  
 This survey conforms to the current standards of the Maine State Board of Licensed Professional Surveyors, Category I, Condition 1, except as noted:  
 (1) No written report.  
 (2) No description prepared.  
 David E. Tricomb      PLS 12733

West Street

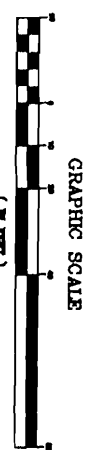
Chadwick Street

REDUCED COPY



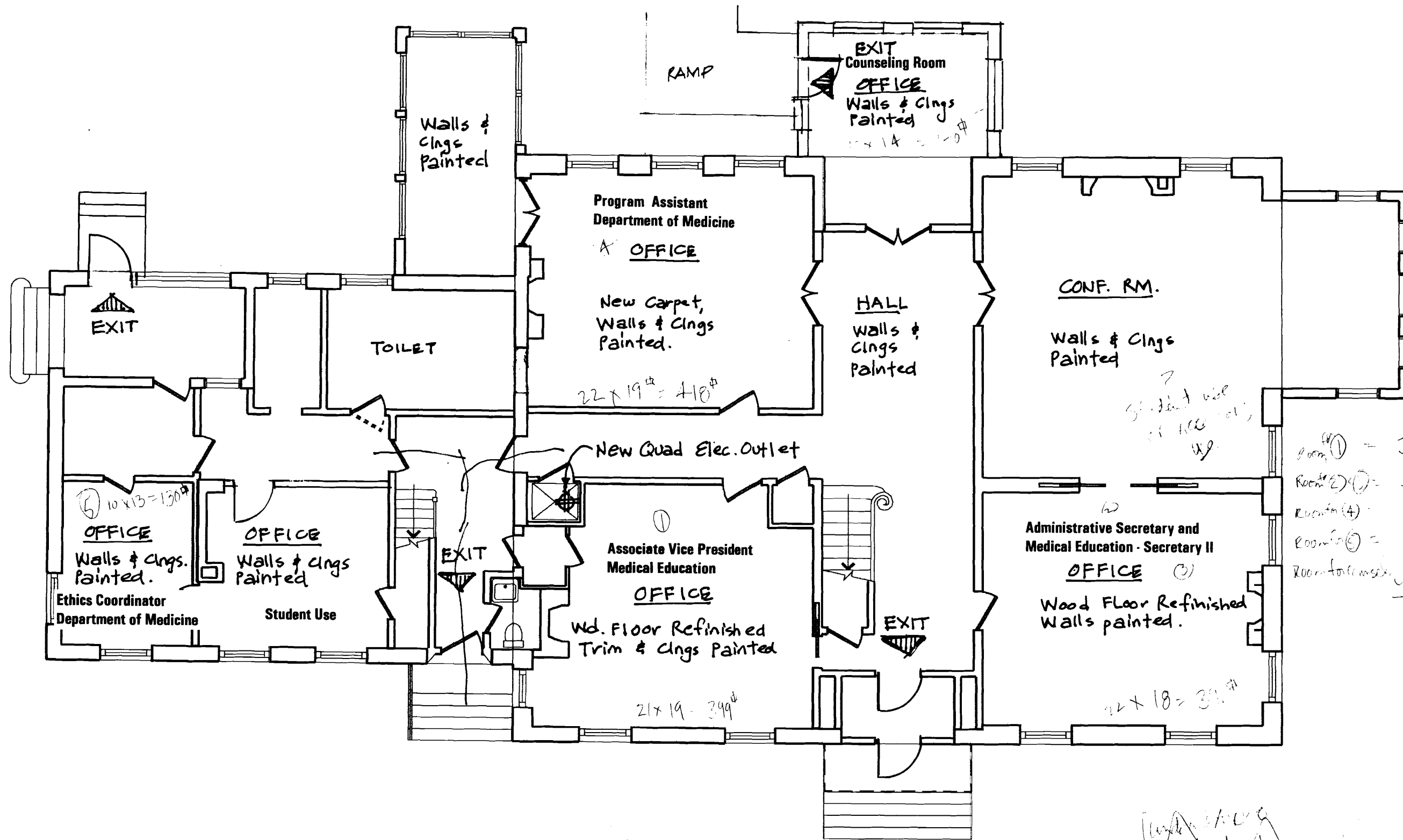
- NOTES**
- (1) Surveys are referenced to magnetic north 1985.
  - (2) Book and page references are to the Cumberland County Registry of Deeds.
  - (3) Map and lot references are to the City of Portland.
  - (4) Utility easements under the Center to Oxford Maine Power Company and Portland Water Bureau are shown.
  - (5) Easements are shown by dashed lines.
  - (6) Easements are shown by dashed lines.
  - (7) Easements are shown by dashed lines.
  - (8) Easements are shown by dashed lines.
  - (9) Easements are shown by dashed lines.

- REFERENCES**
- (1) Plan of Property made for Maine Medical Center by H.L. & E.C. Jordan dated December 14, 1981 and revised August 2, 1982.
  - (2) Existing Conditions and Standard Boundary Survey made for Maine Medical Center by Thomas Associates dated 08/07/82.
  - (3) Portland Water District Plan Showing Standard Assessed Lot dated March 1977.
  - (4) City of Portland Report of Map plan.
  - (5) Plan of Arthur K. Hunt land (C. Hunt). Recorded in Plan Book 8, Page 43.
  - (6) Plan of land west of the bracket line dated 1933. Recorded in Plan Book 1, Page 1.



Maine Medical Center  
**Standard Boundary Survey**  
 MAINE MEDICAL CENTER  
 BRAWHALL STREET    PORTLAND, MAINE

JOB# 9718    DATE: 12/08/97    SCALE: 1" = 30'  
 BOOK# 5876/638  
 DSC# 478  
**Nicomb Associates**  
 Portland North Business Park  
 Portland, Maine 04108



Room ① = 399#  
 Room ② = 396#  
 Room ④ = 418#  
 Room ⑤ = 130#  
 Room for... 140#  
 1483# = 400 = 3.7  
 4 pkgs spec  
 ref.

5 off street spaces required  
 5 off street spaces required by space!

THOMAS HOUSE FIRST FLOOR

Scale: 1/8" = 1'-0"

CHECK PLOT
TITLE: THOMAS HOUSE
FIRST FLOOR
SCALE: 1/8" = 1'-0"
PROJECT: MMC
DATE: 10/21/92
DRAWN: MSL