

Date: 7/25/13

To: Doug Sherwood, Portland School Department Facilities Director

Fr: Scott Segal, Longfellow PTO Co-chair

Re: Seeking approval to locate a storage shed on Longfellow school property

Cc: Dawn Carrigan, Longfellow School Principal

I have enclosed a sketch located where we would like to place a storage shed at Longfellow.

As you know, we are in dire need of storage space on school property.

The intent of the shed will be to store PTO and school equipment.

The shed will be purchased from Shed Happens. It will take 2-3 weeks for delivery.

We are hoping for school and city approval by August 2nd, in order that we can have the shed available for use by the week of August 26th.

We are still working out the details regarding the doorway entrance of the shed. It may be easier for us to install a steel door with level hardware in-house than to have it done by Shed Happens. Regardless, we understand access needs to be ADA accessible and vandal resistant.

If you have any questions, please contact me @ 838-8632 or by e-mail: ssegal@maine.rr.com

Scott M. Segal

A handwritten signature in black ink that reads "Scott M. Segal". The signature is written in a cursive style with a large, stylized "S" at the beginning.