

OUELLET TODAY

PARTNERSHIP
IN CONSTRUCTION



George and Barbara Bush Center
Biddeford, Maine

Bush Statue Lands On Its Feet

A larger-than-life statue of President George H.W. Bush is on display at the University of New England's George and Barbara Bush Center. UNE asked Ouellet Associates to assist with the installation by taking out an aluminum curtainwall window at the top of the stairway where the statue was to be placed.

The OAI team saw an easier way. Why not cut a hole in the roof and gently lower the statue directly into place? The solution eliminated the risk of damage by bringing it in head first and flipping it upright in a tight space. It also eliminated the need to remove and replace additional features from the building's interior. Best of all, it cost UNE just a fraction of the original plan's cost.

The nine-foot-tall sculpture of the 41st president is carved from a block of Colorado Yule marble—the same marble used in the Lincoln Memorial. The statue is on loan from artist John Andelin of Williston, N.D., a self-taught sculptor who is also a practicing pathologist.

Whether it's a multi-million-dollar construction project or an art installation, you can always count on value engineering from OAI.



OUELLET ASSOCIATES INC.

General Contractors & Professional Managers of Construction

Messages That Get Read—And Get Results

Do your e-mails get the attention—and rapid response—they deserve? Here's how to make sure people read and answer your messages while they're still fresh:

- **Grab them with your subject.** The subject line should read like a compelling newspaper headline. One technique: Use the subject line to tell people what you want up front: "Please come to the 3 p.m. meeting," for example, or "Do you have the Jones file?"
- **Limit yourself to one subject per message.** Don't overload readers with questions and data. Single-topic e-mails are easier to answer than lengthy essays or questionnaires.
- **Ask for action.** Tell the reader what you need him or her to do—present a report at the 3 o'clock meeting, or bring the Jones file to your office. Specify whether you want a response to your

e-mail. If it's not necessary, tell them.

- **Be consistent.** Tracking e-mails is easier when you keep the same subject line.

Social Media Is Exploding

Social media has arrived in the workplace (as if there was any doubt), according to a survey conducted by Internet marketing firm 6S Marketing. The survey, which drew on a database of more than 10,000 respondents, found that 70% of workers use some form of social media, with Facebook most popular (named by 70%). Forty-seven percent use Twitter (the majority are 19 to 25 years old), and only 20% depend on MySpace. Fifty-eight percent blog, with 47% blogging for personal reasons, 57% blogging for work and 35% for both reasons. And 61% of businesses say they track what's being said about their companies online.

Supporting Innovation

Do you need innovative movers and shakers on the job? Here are some things you can try to encourage employees' creativity and motivate them to share their ideas:

- 1) **Be positive.** This doesn't mean you'll accept every idea an employee submits, but always reinforce the value of coming up with ideas and innovations. Show that you appreciate the effort it took to come up with the ideas, even if you can't implement them.
- 2) **Make the process easy.** Creating a lot of hoops, such as asking people to write their ideas on a complicated form, can reduce the number of ideas you get. Stimulate creativity by allowing people to share their ideas their own way.
- 3) **Respond quickly.** If an idea sits on your desk for a week before you respond, the creative energy behind it will fade away—along with the employee's enthusiasm for it.
- 4) **Look for ideas out of the loop.** Many inventions come from people outside their field of expertise. Invite ideas from the widest range of experience, job levels, education, social status, age, etc.
- 5) **Try a change of pace.** If one of your employees works primarily on manufacturing accounts, give him or her a retail account. The different experience can create benefits.
- 6) **Expect things to happen by chance.** When you create an environment for creativity and innovation, it'll happen. Just give it time.

Facts That Fascinate

- Cats have over a hundred vocal sounds, while dogs only have about 10.
- Our eyes are always the same size from birth, but our nose and ears never stop growing.
- The Boston University Bridge is the only place in the world where a boat can sail under a train driving under a car driving under an airplane.
- February 1865 is the only month in recorded history not to have a full moon.
- Many hamsters blink only one eye at a time.
- The Pentagon has twice as many bathrooms as necessary. When it was built in the 1940s, the state of Virginia, where it's located, still had segregation laws requiring separate toilet facilities for blacks and whites.
- No word in the English language rhymes with month.
- Isaac Asimov is the only author to have a book in every Dewey-decimal category.
- The first Ford cars had Dodge engines.
- Leonardo Da Vinci invented scissors.
- In the last 4,000 years, no new animals have been domesticated.
- Babies are born without kneecaps. They don't appear until the child reaches 2–6 years of age.
- The highest point in Pennsylvania is lower than the lowest point in Colorado.
- Frank Lloyd Wright's son invented Lincoln Logs.

SPEED BUMP

Dave Coverly



What NFL franchise has won Super Bowls for two different U.S. cities?



Trivial Matters

- 1) Which nation spreads across 11 contiguous time zones?
 - a) Russia
 - b) the United States
 - c) Australia
 - d) China
- 2) Which of the following is *not* a member of the U.S. presidential cabinet?
 - a) Surgeon General
 - b) Vice President
 - c) Secretary of Veterans Affairs
 - d) Attorney General
- 3) Which famous American toy celebrated its 50th birthday in March 2009?
 - a) the Hula Hoop
 - b) the Etch-A-Sketch
 - c) the Barbie Doll
 - d) the Frisbee
- 4) What cuddly, fecund creatures invaded the U.S.S. *Enterprise* during a famous 1967 episode of *Star Trek*?
 - a) Wombles
 - b) Tribbles
 - c) Tutttles
 - d) Fuzzies
- 5) What NFL franchise has won Super Bowls for two different U.S. cities?
 - a) Rams
 - b) Chargers
 - c) Cowboys
 - d) Raiders

Answers: 1) a) 2) a) 3) c) 4) b) 5) d) (The team won Super Bowl XVIII as the L.A. Raiders.)

Overcome Your Fear Of The Boss

Are you afraid of your boss? If you want to succeed in your organization and career, you should overcome any fear you have as soon as possible. Assuming that your boss isn't a psychopath or a garden-variety bully, here's how to ease your nerves:

- **Take the first step.** Don't hide from your boss. Look for opportunities to talk and get to know each other informally as well as in work-related settings. The more you get to know each other, the more comfortable you'll feel.
- **Be prepared.** When you meet one on one, or participate in a meeting, spend some time thinking about what you want to say. What points do you want to make? Do you have all the facts? You'll reduce the chance of embarrassment, and maybe you can impress your boss with your attention to detail.
- **Don't suck up.** The boss's power may be intimidating, but don't let that rob you of your own opinions. You'll have to choose your battles carefully, but showing your boss you have the integrity to disagree will build his or her respect in your abilities.

Controlling Office Supply Costs

These days every workplace is looking for ways to save money. Office supplies can be a good place to start. Try some of these strategies for keeping supply costs down:

- **Order supplies on a schedule.** Post a supply request form, and let people know when you place orders. Ordering just one or two boxes at a time throughout the month will increase your costs.
- **Buy generics.** Unless there's a clear need for a name-brand item, purchase the generic equivalent instead.
- **Keep an eye on supply levels.** Don't get caught by a sudden shortage of paper clips. Ask co-workers to let you know when they're taking the last box of something (or put it on the request form) so you don't have to make a last-minute order that costs more.

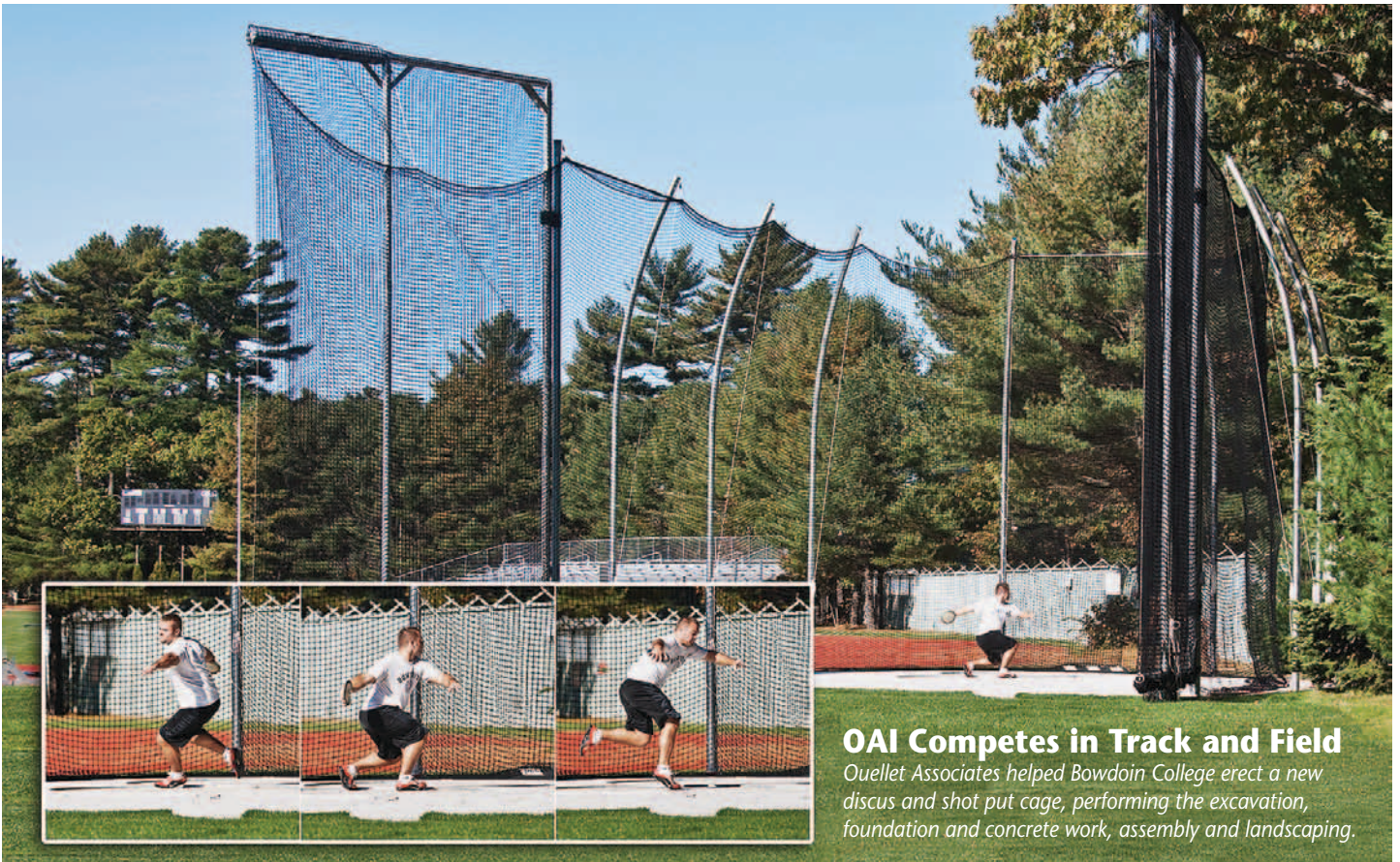
Unless there's a clear need for a name-brand item, purchase the generic equivalent instead.



Show Employees What They're Really Worth

Few employees ever sit down and calculate how much the company pays to keep them on board. Here are a few suggestions for giving employees a clearer picture of their worth:

- **Itemize benefits.** Attach a benefits sheet to each employee's annual performance review. Break down the annual cost of health insurance, paid vacation and sick days, workers' comp, FICA contributions and perks like bonuses.
- **List the costs that have increased.** Compare the salary and benefit figures from the previous year with the present increases.
- **Spell out the costs of running the workplace.** Things such as plant-care expenses, electricity and office supplies all add up. Let employees know where money is going to keep the workplace running smoothly—and encourage them to find ways to keep waste at a minimum.



OAI Competes in Track and Field

Ouellet Associates helped Bowdoin College erect a new discus and shot put cage, performing the excavation, foundation and concrete work, assembly and landscaping.

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