

APPROVED



Meeting Minutes: Building Committee

Date: January 21, 2020
Project: Rice Public Library Renovation and Expansion
Location: Kittery, ME
To: Kendra Amaral + Library Planning Committee
Prepared by: Curtis Boivin Lassel Architects
Ryan Kanteres Scott Simons Architects

In Attendance:

Kendra Amaral	Town Manager
Jim Anderson	RLBC
Lee Perkins	Library Director
Jennifer Brewer	RLBC
Doug Greene	RLBC
Tim Brochu	RLBC
David Batchelder	RLBC
Ryan Kanteras	SSA
Curtis Boivin	LA
Peggy Meyers	RLBC
Patty Moore	Finance Director
Jeff Pelletier	Town Council
George Dow	RLBC

Meeting title: Building Committee Meeting and status update

Meeting minutes from January 7, 2019 were approved

Subcommittee updates

- IT subcommittee
 - Adequacy of existing electrical room discussed for meeting server needs
 - Should a location in the new building be considered for server location?
 - Kittery Police Chief has asked for quality cameras at exits and a panic button at circulation desk.
 - Technology considered includes:
 - Projection in maker space
 - Sound system (include hearing impaired tesla coil wiring)
 - 3D printer
 - Charging and power outlets for patrons
 - Wiring for future RFID system to be installed later
 - Action items
 - Hire IT consultant (RLBC)

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- FFE Subcommittee
 - Inventory of shelves and furnishings has been completed.
 - Re-use of existing is being assessed
 - Photo catalog of major pieces is done
 - Action items
 - Lay out furnishings on the room plans (SSA)
 - Assess the pieces to be reused (FFE Com/SSA)
- Finishes
 - Main walk-off carpet is proceeding with a color and pattern direction.
 - Bathroom finishes are being reviewed with easy to clean products
 - Child height toilet is being considered for 3rd floor children's area bathroom
 - Children's area is looking to have a neutral color carpet and brighter wall paint or furnishings
 - Children's area theme with local
 - Mast/ sail
 - Utilize shelf end caps for theme
 - Exterior preliminary brick and slate samples were available to see
- Design Development Recap
 - Curves are being introduced at circulation desk and children's circulation desk
 - Sliding automatic doors were shown at the main entrance
 - Space along the brick wall in the lobby is programmed with seating
- Permitting Update
 - Sketch plan has been approved
 - Parking count to be qualified at next planning board meeting
 - Board of Appeals miscellaneous variation for flat roof and continuation of nonconforming height has been approved
 - Upcoming Planning Board 2nd week of February
 - Landscaping
 - Parking
 - Building exterior
 - This would not extend the timeline to finish
- Next meeting agenda
 - Building wall types are to be designed
 - Circulation desk to be programmed
 - Lighting plan to be shown with fixtures on reflected ceiling plans
- Funding
 - NEH 3:1 matching grant \$500,000 has been presented

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- Bond counts toward matching grant
 - Fund raising from library for \$500,000
 - Grant to be used toward enhanced features like
 - Landscaping enhanced design
 - Children's area enhanced design
 - IT equipment beyond basic
- Construction Manager process update
 - Two addenda issued
 - RFP deadline extended to Thursday January 23, 3pm
 - Review proposals and shortlist 2-3 companies.
 - Interviews on February 3rd
 - 4 firms dropped out. 7 firms remaining.
- Next meeting February 4 at KCC
 - February 18 meeting TBD (school vacation week)

Curtis Boivin, AIA