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Meeting Minutes: Design Development Kickoff Meeting

Date:	December 10, 2019	
Project:	Rice Public Library Renovation and Expansion	
Location:	Kittery, Maine	
To:	Kendra Amaral + Library Planning Committee	
Prepared by:	Ryan Kanteres	Scott Simons Architects
	Matthew Maiello	Scott Simons Architects
	Curtis Boivin	Lassel Architects
In Attendance:	Ryan Kantares	Scott Simons Architects
	Matthew Maiello	Scott Simons Architects
	Curtis Boivin	Lassel Architects
	Mike Lassel	Lassel Architects
	Jennifer Brewer	RLBC
	Peggy Meyers	RLBC
	Patty Moore	RLBC – Town Finance Director
	David Batchelder	RLBC
	Jim Anderson	RLBC
	Kendra Amaral	RLBC
	Jeff Pelletier	Town Council
	Charles Denault	Town Council
	Tim Brochu	RLBC
	Lee Perkins	RLBC – Library Director

Meeting title: Building Committee Meeting Design Development Kickoff

- A. Ryan presented a recap of Schematic Design
- B. New materials, material and fixture selections were presented to gauge committee response and start conversation on how to make decisions moving forward.
- C. Design development progress was presented to show changes made to the façade incorporating additional brick detailing and revised window proportions to create a less stark modern presence.
- D. Committee began discussing materials and came up with criteria to establish overall “feel” of building when moving forward.
 - 1. Simple (clean and functional but not too sterile character)
 - 2. Quiet
 - 3. Warm (curves, furniture, art work)
 - 4. Durable (easy maintenance, reasonable first costs)

- A. Feedback on materials heard from committee
 - 1. Ceilings (Community Room and other)
 - A. Ryan presented Tectum, and mentioned the similar Trolldtekt, acoustic panels as a clean way to control acoustic in community room
 - B. Concern was noted about the look of Tectum Panels as dated.
 - C. Linear ACT was presented
 - D. Mike Lassel suggested a perforated gypsum board as alternative sound absorbing material
 - 2. Lighting Discussed
 - A. Ability to have flexible lighting in community room (direct/indirect/spot/art lighting)
 - B. Use of direct/indirect linear pendant lights adds clean look and even distribution
 - C. Fixture selection to fit within budget and spend money where it counts (main desk, community room, lobby) while using utilitarian, functional and durable fixtures elsewhere.
 - 3. Concrete floor at lobby
 - A. Concerns about noise
 - B. Long lasting (low life cycle cost)
 - C. Will Patina (wear) with traffic
 - D. Seen as potentially complimentary to the historic building
 - E. Concerns about cleaning and mud/salt-tracking
 - 4. Carpet Tile at Lobby
 - A. Shorter lifespan but can be replaced easily
 - B. A carpet-like walk off mat will protect other carpet in the building
 - C. Will be quieter
 - D. Not as striking as Concrete
 - 5. Carpet Tile preferred in reading/stack areas as it can be easily replaced if necessary.
 - A. Extent of carpet to be replaced in existing building to be discussed
 - 6. Addition of wood elements at entry to bring in warmth
 - A. Circulation desk an important place to showcase historic elements
 - A. Lee mentioned possible re-use of historic rolling ladders and old shelving from existing building at main desk areas.
 - 7. Public art noted as a good way to soften a space and add character and color.
 - 8. Architects to check in with vendors about toilet accessories and Kittery maintenance supervisor on preferred bathroom fixtures and accessories.
 - 9. Exterior Sitework Feedback
 - A. Ryan presented patterned vs. concrete pavers as a way to tie the inside of the building to the outside of the building. Idea is to make the lobby a bridge between old and new.
 - B. Concerns with granite benches as cold and wet
 - C. Concerns with exterior wood furniture as not long-lasting

- F. Feedback from Committee on Developments to façade and addition of detail
 - 1. Committee mentioned that the changes to brickwork as shown begin to address public concern with the building feeling too sterile (institutional) and tie better to the horizontal lines of the existing building.
 - 2. Some committee members discussed a different treatment of the lower entries to break up the three-story façade.
 - 3. Wood was mentioned as a possible material to bring warmth to the exterior of the building in limited areas.
 - 4. Discussion on the roof materials
 - A. Concerns with metal roof as too cold and would like to show it darker to relate to existing slate color
 - B. Metal shingle roof was discussed as a way to tie to the existing slate
 - C. Composite slate was discussed as an option to tie to the existing building.
 - A. Concern was noted about the comparison between real vs. imitation slate
 - D. Flat roof will be EPDM and not visible.
 - E. Special consideration will be taken to stop snow from falling near entries.
- G. Conclusions on Material selection moving forward
 - 1. Scott Simons Architects will put together three composed material palette concepts in PDF form and distribute to committee.
 - 2. Sub-Committee on finishes will meet and discuss options with design team.
 - 3. Physical samples of materials can be ordered and delivered by Lassel Architects to the Library where they can be viewed in the field by committee and community members.
- H. Mike presented the benefits of CM at risk vs. Design-Bid-Build Processes.
 - 1. Benefits include a shared risk, more invested partner in design, more accurate pricing, more predictability and selection of sub-contractors is still a bid process
 - 2. Jim noted that any agreement should include an escape clause and ways to limit pre-construction costs from a CM.
 - 3. Motion was made to move forward with CM at risk and Mike Lassel will put together an RFQ/P for distribution
- I. Formation of Sub-Committees
 - 1. IT/Security Committee – David Batchelder (Chair), Jeff Pelletier, Lee Perkins, Chuck Denault
 - 2. FFE Committee – Lee Perkins (Chair), George Dow, Peggy Meyers
 - 3. Finishes Committee – Tim Brochu (Chair), Jennifer Brewer, Doug Greene, Lee Perkins
- J. Upcoming Meetings
 - 1. January 7th – Decisions to be made on the direction of interior and exterior finishes
 - 2. January 23rd
 - 3. February 11th