

**MINUTES**  
**Rice Library Building Committee**  
June 20, 2018  
6:00 PM  
Kittery Town Hall – Council Chambers

**Attendees**

Kendra Amaral	Fran Farr
Charles Denault	Margaret (Peggy) Meyers
George Dow	Jim Anderson
Doug Greene	Tim Brochu
Jeff Pelletier	Jennifer Brewer
Lee Perkins	
Patty Moore	

**Introductions**

Resident members were welcomed and all members were introduced.

**Project Overview and Goals**

Kendra Amaral provided a synopsis of events leading to the development of the Rice Library Building Committee. The discussion regarding the library building's future has been on-going for over ten years. The discussion began with workshops, surveys and informal discussions and culminated in a non-binding referendum which resulted in the majority of the town preferring the renovation/expansion of the current library building. As a result, three committees were formed and the Rice Library Building Committee has been charged with managing the development and construction of the project.

**General Discussion**

Jim Anderson discussed his experience with school building projects and the success of these endeavors. This project included developing a cost/square foot that was deemed accurate and then worked with architects to move forward. A discussion ensued concerning the applicability of this method to the renovation/expansion of an existing historic building, but all agreed this may be a good approach.

Kendra Amaral presented the town's five-year capital plan which includes \$500K over the next three fiscal years for "soft costs" associated with designing the project and obtaining estimates for bid documents. The FY19 budget for these soft costs is \$100K, with FY20 and FY21 planning for \$350K and \$50K, respectively. It is estimated that bonding of the project will take place sometime in FY21.

Councilor Pelletier discussed the importance of public communication and input for both the selection of the architect and when closing in on final design/programming space. This input could come in the form of a public forum. Jim Anderson suggested holding a design charette to

“test drive” designers and all agreed this would be a good methodology. This would occur after shortlisting of firms. It is estimated that an architect would be on board by Fall.

Councilors Denault and Pelletier felt that transparency of the process was critical and agreed that meetings should be taped for residents to view online at their convenience.

### **Committee Organization and Roles**

Election of committee Chair and Vice Chair:

Committee Chair – Jim Anderson

Vice Chair – George Dow

It was agreed that the committee would have one voice and that the will of the committee would rule as the project is developed.

It was agreed that Patty Moore would take minutes at each meeting until such time the technical team was hired and would take over meeting recording. Minutes will be posted onto a shared Dropbox to be developed for all to comment.

### **Next Meeting**

The next meeting has been scheduled for July 11<sup>th</sup> at 6:00PM in Town Hall Council Chambers.

The meeting was adjourned at 7:15 PM.

Respectfully submitted:

Patricia Moore