



75 York Street
Portland, Maine 04101
phone 207 772 4656
fax 207 828 4656
www.simonsarchitects.com

Meeting Minutes: Meeting No. 02

PROPOSED REVISED (KA)

Date: February 13, 2019
Project: Rice Public Library Renovation and Expansion
Location: Kittery, Maine
To: Kendra Amaral + Library Planning Committee
Prepared by: Scott Simons Scott Simons Architects
Ryan Kanteres Scott Simons Architects
Chris Berry Scott Simons Architects

Meeting title: Building Committee Meeting No 2

1. Reviewed Communications

- A. Primary contacts: Building Committee – Kendra Amaral copying James Anderson and Lee Perkins, Design Team – Ryan Kanteres copying Chris Berry
- B. Acceptance of previous Meeting Minutes was tabled pending incorporation of Library Building committee comments

2. Review Project Goals and Schedule:

- A. Long term goals Review priorities – Expansion and Renovation; transparent process; community support
- B. Short term goals Review priorities – Complete Phase 1 + Successful Referendum; transparent process; community engagement, planning approval
- C. Process: Programming: Stakeholder interviews + feedback
Committee Workshops will take place as part of the schematic phase
Participation in the Block party has been suggested
- D. Proposed Phase One
 - 1. Programming + Schematic Design
 - A. Programming efforts are underway
 - B. Iterative process/alternative studies to elicit feedback/develop preferred options will be developed
- E. Final Products
 - 1. Programming Phase deliverables will include Program Statement, and assessment reports
 - 2. Schematic Design with include: Site Plan, Floor Plans, Exterior Elevations, Building Sections, Schematic Design Report, Renderings, Project Budget

3. Progress Update

- A. Review of Program Interviews progress
 - 1. Meeting with staff completed
 - A. Themes of accessibility, separated spaces, and safety were discussed
 - B. Staff helped to better inform design team of daily operations
 - C. Staff's familiarity with building helped to identify areas of functional challenges

2. Meetings with stakeholders are on going
 - A. SSA has meet with representatives of the School Department
 - A. Themes of student gathering and possible school group uses were discussed
 - B. Proximity to Traip academy was repeatedly identified as an asset
- B. Review Status of Building Assessments
 1. Structural Assessment
 - A. Site visit scheduled, and preparatory meetings have taken place
 2. Mechanical
 - A. Site visit scheduled
 3. Electrical
 - A. Site visit scheduled
 4. Site
 - A. Survey has been completed
 - B. Final site analysis summary is being compiled
4. **New Business**
 - C. Opportunities for community connections were reviewed
 1. Supporting the shipyard community was discussed
 2. The connection to the schools and the breakdown of the number of students was reviewed
 - D. SSA will connect with Kittery Planning Staff (Adam Causey) before the next meeting
 - E. Kendra will furnish the design documents for the street and sidewalk improvements to the design team for coordination.
 - F. The design team will include prioritized energy retrofit recommendations in the project program summary
 - G. SSA will provide summary schedule at subsequent meetings
 - H. Lee Perkins informed the design team that a grant funded electric car charging station is being installed. It was understood that this station will likely need to be relocated as part of the final design
5. **Next Meeting Time**
 - A. February 27, 2019
 - B. March 20, 2019