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## Meeting Minutes: Meeting No. 03

## PROPOSED REVISED (KA)

Date: February 27, 2019  
Project: Rice Public Library Renovation and Expansion  
Location: Kittery, Maine  
To: Kendra Amaral + Library Planning Committee  
Prepared by: Scott Simons Scott Simons Architects  
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Meeting title: Building Committee Meeting No 3

### 1. Review Communications

- A. Accept previous Meeting Minutes
  - 1. Minutes with edits from Jan 29<sup>th</sup> were accepted
  - 2. Minutes from Feb 13 and 27<sup>th</sup> will be finalized ahead of the March 20<sup>th</sup> meeting

### 2. Review of Program Interviews

- A. Preliminary Summary of Staff Interviews
  - 1. Completed
- B. Preliminary Summary of Stakeholder Interviews
  - 1. The final sessions have been completed. Themes from the KCC group and Foreside group meetings were reviewed with the committee. These meetings largely focused on the ways the project could satisfy community needs, this discussion prompted a detailed conversation regarding the project's parking goals.
    - A. The importance of connections to the foreside, and meeting community needs were highlighted by both groups.
    - B. Small conference rooms, an informal 'charging cafe', meeting point, gallery opportunities, and possible video conference spaces were discussed
      - A. It was made clear that a dispersed approach to art display was preferred
    - C. Site design solutions will be developed to meet the library's specific parking needs
    - D. Structured parking solutions were discussed but deemed to likely be beyond the scope or budget of this project

### 3. Review of Previously Prepared Programming Documents

- A. Preliminary summary of design team review of previously prepared programming documents
  - 1. An update of quantitative and qualitative analysis was presented
  - 2. Spaces that are connected to the exterior were identified as highly desirable for both adult and children's spaces.
  - 3. The earlier programming exercise provided appropriate space for the collection size, but a more efficient combination of meeting space is recommended.
    - A. A dividable, flex space was identified as an acceptable approach

**4. Building Assessments**

- A. Existing Condition Documentation
  - 1. Completed, with final revision including the Fire Escape will be posted to the google drive next week
- B. Structural Assessment
  - 1. Assessment is completed. No significant surprises were identified, concern about moisture seeping through the basement level brick wall was discussed as an area needing to be addressed
- C. Mechanical Assessment
  - 1. Assessment is completed. No significant surprises were identified. Systems were in good repair, areas of air infiltration were identified
- D. Electrical Assessment
  - 1. Assessment is completed. No significant surprises were identified. Requirement for three phase power was discussed
- E. Site Assessment
  - 1. Survey and assessment are completed. No significant surprises were identified.
    - A. Location of gas service was discussed. Kendra will reach out to Unitil for information.
    - B. T.Y. Lin sidewalks improvement plans will be incorporated

**5. New Business**

(Power Point was planned to be shown, but technical issues with projector prevented.)

- A. Kendra requested earlier notification for setting up meetings and calls
- B. SSA will provide the committee with access to a project google drive for upload of existing information
- C. The conversation around art display spaces emphasized the importance of providing for multiple uses with all spaces. Committee does not want "single use" spaces in the building.
- D. Design team will need an itemization of items coming back from the Kittery navel museum
- E. Emergency power was discussed
  - 1. The facility will not be an emergency shelter
  - 2. UBS for servers were recommended. Further provisions such as switch gear for emergency generator connection will be considered in pricing effort

**6. Next meeting time      March 20th**