



**RICE LIBRARY BUILDING**  
**COMMITTEE February 27, 2019**  
**6PM**  
**Council Chambers**  
**Town Hall**  
**AGENDA**

1. Review and Approve Minutes
  - a. REVISED January 29, 2019
  
2. Design Status and Update (Scott Simons Architects)
  - a. Review Communications
  - b. Review Program Interviews
  - c. Review Previously Prepared Programming Documents
  - d. Building Assessments
  - e. New Business
  
3. Next Meeting

Materials: (available in the Project Drop Box)

- Draft January 29, 2019 Supplemental Minutes
- Proposed Amendments to SSA Draft January 29, 2019 Minutes
- Design Status and Update Detail

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**2019-1-29**

**Rice Public Library Building Committee  
Meeting Minutes  
REVISED**

**Kickoff Meeting with SSA & LA**

**Attendees:**

Kittery Building Committee

Jim, Kendra, Jeff, Chuck, Jenn, Peggy, Lee, Doug, George

Scott Simons Architects - Scott Simons, Ryan Kanteres, Chris Berry

Lassel Architects – Mike Lassel

**Discussion**

Scott Simons – first order of business is to align budget & program, means & methods for communications

Ryan – will be project manager & principle point of contact focusing on process & goals

Chris – business manager will focus on the stakeholder interviews, transparency & programming

Jim Anderson – expects there will be committees & subcommittees for specific program areas

Kendra Amaral – briefly reminds all about the right to know laws, communication over email ok for scheduling only – otherwise no group email correspondence.

RPL Building Committee primary contacts: Kendra, Jim, Lee

Scott – Long term goals:

community engagement, participation & ownership - transparency, no hidden agendas, meetings & participation in different forums, survey monkey, test different ideas for sweet spot of community support

Mike – need to get Planning Board approval & Board of Appeals support

Kendra – Planning and Development department will need to be updated

Library Building Committee  
January 29, 2019  
REVISED

- 35 Mike – be go to have a meeting with the Town Planner, current land use codes and parking could  
36 present challenges
- 37 Chuck – Committee should be aware of possible abutter land swap
- 38 Jim – can't address the optional parcel at this point
- 39 Kendra – suggested a quick feasibility study would indicate the necessity of the option. The  
40 BOA will only be involved as needed, Planning Board meets twice per month. Should only present  
41 when there is a sketch plan.
- 42 Ryan – suggested a staff meeting to work out programming issues & considerations
- 43 Scott – flushing out a schedule to meet the proposed timeline:  
44 meet w/ planning board by April, 4 months of listening sessions & feedback, iterative process  
45 8-10 weeks to figure it out then refinement, provide a range of ideas, materials, shapes, get feedback,  
46 the alchemy of aligning program, budget, function, form & systems, people  
47 programming principles start to finish
- 48 Chris – who should we be meeting with? would like a list – 3 weeks for gathering data & input
- 49 Jim – will this include a charrette?
- 50 Lee – has focus groups
- 51 Mike – listening sessions before workshops and charettes
- 52 Jen – will you provide individual listening sessions as well as group sessions?
- 53 Chuck – who are the user groups?
- 54 Jeff – likes the open charrette process
- 55 Peggy – Kittery kids talent night! parents & kids participate
- 56 Lee – Kittery Block Party would be a great time for presentation boards to be on display  
57 June 15
- 58 Kendra – library staff, school staff & kids, library & foreshore patrons, business folk, Taylor Building  
59 Committee, KCC board & admin are all possible stakeholders.
- 60 Scott & Jim – Portland & Portsmouth libraries have art galleries
- 61 Scott – identify the people & groups, provide the contacts
- 62 Mike – existing conditions drawings & 3d model prepared
- 63 Lee – interview library staff & board next week
- 64 Jim – ask Ryan to add Planning staff meetings and Planning Board meetings to schedule
- 65 Scott – Cohen report suggests a gross area of 20,000 s.f. that includes circulation & service space, a net

66 useable of roughly 15,000 s.f. (this anticipates the existing building's square footage as part of the total  
67 numbers) @ roughly \$300/s.f.

68 Mike – checked the Cohen numbers as part of their earlier work and came up with a similar figure

69 Jim – budget number was calculated at 4.3 million for bricks & mortar @ \$380/s.f.

70 Kendra – 5.5 million grand total, 500k is the design cost, which in addition to bond in the CIP, 5

71 million for bonding, none of this is predicated on the Taylor Building sale or outside grants or

72 donations

73 Scott – today's dollars vs. inflation? 4.3 is really 3.9 when it comes time to build it

74 Ryan – FFE will suffer potentially if we don't take escalation into account

75 Scott & Lee – maintenance budget over next 2 years?

76 George – maintenance budget could go into CIP

77 Jim – the existing conditions & earlier energy audit will help to refine structural HVAC & functional

78 possibilities

79 George – critical to coordinate with KCC to ensure systems/programming to do not compete or overlap

80 needlessly – should complement each other

81 Ryan – what has changed in the last 3 years since the Cohen report was developed

82 Scott – meeting every 2 weeks during the listening & programming sessions – will present 3 options,

83 last meeting before May & prepped for warrant, prepare to sell the project in the fall ahead of vote

84 Ryan – 2 weeks out for next Feb 13 6pm

85

86 RPL Building Committee business:

87 vacant seat to be filled – Carol Forbes an earlier choice had to decline, Dave Batchelder suggested and

88 interested – everyone agrees as he was very active and appreciated during the school construction

89 committees

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## Meeting Minutes: Meeting No. 01

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Date: January 29, 2019  
Project: Rice Public Library Renovation and Expansion  
Location: Kittery, Maine  
To: Kendra Amaral                      Town of Kittery  
Jeffrey Pelletier                    Building Committee  
Jim Anderson                        Building Committee  
Douglas Green                      Building Committee  
Lee Perkins                         Building Committee – Library Director  
George Dow                         Building Committee  
Jennifer Brewer                      Building Committee  
Peggy Meyers                        Building Committee  
Prepared by: Scott Simons            Scott Simons Architects  
Ryan Kanteres                       Scott Simons Architects  
Chris Berry                         Scott Simons Architects  
Mike Lassel                         Lassel Architects

Meeting title: Kick-off Meeting

### 1. Introductions/Establish Communications

- A. Committee members, roles and leadership
  - 1. Committee members introduced
  - 2. Kendra Amaral was identified as the primary point of contact, but copy Jim Anderson and Lee Perkins
- B. Design team makeup and responsibilities
  - 1. SSSA team introduced themselves Scott, Chris, Ryan, Mike described their roles
  - 2. SSA will take the lead in the programing efforts and Lassel will take the lead in documenting existing conditions
  - 3. Ryan Kanteres will be the primary point of contact, but please copy Chris Berry on all correspondences
- C. Establish expectations of committee workshops
  - 1. Communications to go through the primary points of contact for both committee and the design team. (Kendra and Ryan)
  - 2. It is important that the design team inform the building committee when time sensitive feedback is need, and it is important that the building committee provide information with in the specified timeframe.
- D. Address and contact information; e-mail communication, contacts
  - 1. Kendra Amaral - [KAmaral@kitteryme.org](mailto:KAmaral@kitteryme.org)
  - 2. Lee Perkins - [lperkins001@hotmail.com](mailto:lperkins001@hotmail.com) (preferred email address)
  - 3. Jim Anderson - [jim.anderson@wsp.com](mailto:jim.anderson@wsp.com)
  - 4. Ryan Kanteres - [ryan@simonsarchitects.com](mailto:ryan@simonsarchitects.com)
  - 5. Scott Simons - [scott@simonsarchitects.com](mailto:scott@simonsarchitects.com)

project:  
file:

2018-0200 Rice Public Library Meeting Minutes 1.29.19

date:

2/7/19  
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6. Chris Berry - chris@simonsarchitects.com

E. Meeting Minutes

1. The A/V recording of the committee meetings from the council chamber will be the official record
2. The design team will issue minutes for meetings with the building committee
3. The committee will get to review and approve prepared minutes

2. Project Goals and Schedule:

A. Long term goals

1. Establishing priorities – Expansion and Renovation; transparent process; community support
  - A. The importance of planning approval was highlighted
  - B. These goals were identified as factors in formulating Stakeholder representation

B. Short term goals

1. Establishing priorities – Complete Phase 1 + Successful Referendum Vote; transparent process; community engagement
  - A. These goals were identified as factors in formulating Stakeholder representation

C. Process:

1. Programming: Stakeholder interviews + feedback
2. Committee Workshops
  - A. Iterative process/alternative studies to elicit feedback/develop preferred options
  - B. Staff interviews will be scheduled the week of Feb 4<sup>th</sup>
    - A. How best to connect to user groups was discussed?
      - i. Survey monkey was identified as a possible tool
  - C. Other Stakeholder interviews will be scheduled the week of Feb 11<sup>th</sup>
    - A. Representation from School Dept, Kittery Community Center, and the Foreside Business was discussed

D. Proposed Phase One

1. Programming + Schematic Design Schedule
  - A. SSA presented a draft schedule indicating a 5-6 week Programming, and a 12-16 Schematic Design duration

E. Final Products

1. Program Statement, Site Plan, Floor Plans, Exterior Elevations, Building Sections, Schematic Design Report, Renderings, Project Budget
  - A. SSA will bring examples to the next committee meeting

3. Getting Started

- A. Schedule Program Interviews with library staff, trustees, community leaders, parents, teens, others, etc.
  1. SSA will coordinate with Lee about Staff interview and Lee and Kendra for other groups
- B. Schedule Existing Conditions Investigations through end of February
  1. Lassel Architect is well underway and will share first Existing Condition Building Model with the rest of the design team this week
  2. Design sub-consultant assessment visit will be scheduled in the next week or two
- C. Discuss Project Budget
  1. Jim and Kendra gave additional clarification and background regarding the \$4.3 million budget

4. Next meeting time

Feb 13 6:00 pm

## **Proposed Amendments to SSA Minutes**

**January 29, 2019**

### **Add 2.F as follows:**

F. Schedule

1. Reviewed project schedule, milestones and actions.

### **Amend 3.C as follows:**

C. Discuss Project Budget

1. Jim and Kendra gave additional clarification and background regarding the \$4.3 million budget.
  - A. It was confirmed by the Rice Library Building Committee that this dollar value represents the construction costs, or bricks and mortar for both new and existing buildings and all site improvements. It does not include design team fees, survey or geotechnical costs, FF&E, technology equipment or hardware, and other similar soft costs.
  - B. This amount translates to approximately \$340/square feet for 10,000 SF of new and 6,000 SF of undefined renovations.
  - C. The Town has set aside reserves for bid escalation and construction contingency.
  - D. Given these parameters, SSA will design to the \$4.3M.

### **Add 3.D as follows:**

D. Other

1. The Kittery Block Party is seen as a great time to conduct bond vote outreach with presentation boards.



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## Meeting Agenda: Meeting No. 03

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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  
Ryan Kanteres Scott Simons Architects  
Chris Berry Scott Simons Architects  
Meeting title: Building Committee Meeting No 3

1. **Review Communications**
  - A. Accept previous Meeting Minutes
2. **Review of Program Interviews**
  - A. Preliminary Summary of Staff Interviews
    1. Review needs and themes identified from completed interviews
  - B. Preliminary Summary of Stake Holder Interviews
    1. Review needs and themes identified from completed interviews
3. **Review of Previously Prepared Programming Documents**
  - A. Preliminary summary of internal design team review of previously prepared programming documents
    1. Quantitative and qualitative analysis
4. **Building Assessments**
  - A. Existing Condition Documentation
  - B. Structural Assessment
    1. Summary of preliminary findings
  - C. Mechanical Assessment
    1. Summary of preliminary findings
  - D. Electrical Assessment
    1. Summary of findings
  - E. Site Assessment
    1. Summary of findings
5. **New Business**
6. **Next meeting time** TBD