



# **RICE LIBRARY BUILDING COMMITTEE**

**March 20, 2019**

**6PM**

**Council Chambers**

**Town Hall**

**AGENDA**



1. Review and Approve Minutes
  - a. February 13, 2019
  - b. February 27, 2019
  
2. Design Status and Update (Scott Simons Architects)
  - a. Communications and Previous Business Items
  - b. Programming Study Presentation
  - c. Schematic Design Kick-Off
  - d. New Business
  
3. Next Meeting

Materials: (available in the Project Drop Box)

- Draft February 13, 2019 Minutes
- Draft February 27, 2019 Minutes
- Design Status and Update



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

## Meeting Agenda: Meeting No. 04 – Schematic Design Kick Off

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Date: March 20, 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 4

1. **Communications and Previous Business Items**
  - A. Accept previous Meeting Minutes
2. **Programming Study Presentation**
  - A. Review of Program Interviews
    1. Discuss apparent needs and recurring themes
  - B. Space Program
    1. Analysis of previous program
    2. Review of current recommendations
  - C. Building Assessments
    1. Discuss deferred maintenance requirements
    2. Summary of Final Report
  - D. Sustainability Goals
    1. Discuss goals of Energy Retrofit and New Construction
3. **Schematic Design Kick Off**
  - A. The Modern Library
    1. Community role
    2. Lessons learned from recent project work
  - B. Survey of Project Precedents
    1. Discussion of Material and Contextual Response
  - C. Preliminary Concept Designs
    1. Presentation of options
    2. Discussion of comparative merits
  - D. Committee Review
    1. Further discussion of goals
    2. Establishment of next steps
4. **New Business**
5. **Next meeting time**                      **TBD**

## Meeting Minutes: Meeting No. 02

PROPOSED REVISED (KA)

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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

## Meeting Minutes: Meeting No. 03

PROPOSED REVISED (KA)

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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
  - 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**