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MEETING NOTES: CHS Stakeholder Interviews

date: Tuesday, June 04, 2019 @ 1:00 pm
project: Town of Cumberland Historical Society and Prince Memorial Library Expansion
location: Cumberland Town Hall
To: Bill Shane
Thomas Bennett
Brenda Moore
prepared by: Kayla Caron Scott Simons Architects SSA
Austin Smith Scott Simons Architects SSA
Maya Gamble Scott Simons Architects SSA
Cc: Chris Berry Scott Simons Architects SSA
meeting title: Kick Off building Committee Meeting
Attendees: Carolyn Small, Thomas Bennett, William Stiles, David Echeverria, Eli Rivers, Linda Fulda, Tom Gruber, Austin Smith, Kayla Caron, Maya Gamble

1. Review and discussion of Goals, Design Process, and Communication
 - a. Short term goal (now-August): Moving the CHS to PML location, presentation to town council on August 26th
 - b. Long term goal: library/CHS expansion
 - c. Reminder that all communication should go through Thomas to ensure that the design team receives information from the whole board
 - d. Discussion of findings from initial stakeholder interviews: both spaces need storage
 - e. We should start scheduling public presentations
 - f. Advisory committee has a presentation as a secondary phase to the public survey to show the design team at a later date
 - g. It's important to loop in groups for fundraising purposes – want community to feel involved with the process
2. Discussion of Initial Design Studies
 - a. Site review: septic field to be removed, two small wetland areas that should be easy to work around
 - b. Initial project challenges: design team needs to further explore the grade of the site to understand the relationship between the existing library, the expansion, and the CHS
 - c. A daylight basement in the CHS could be challenging and could create a strange proportional relationship between Prince and CHS
 - i. Could consider a continuous basement beneath all spaces so only one elevator is required
 1. Elevator could be installed at a later date but should be planned for
 - d. Diagrams provided by design team show rough sizes of the program and are used to demonstrate potential adjacencies
 - e. Option I: CHS is placed behind PML with additional program in between the two buildings
 - i. Open to entry/circulation desk being relocated to a more central location noted as a desirable location by PML staff)
 - f. Option II: (preferred option) CHS is shifted to the south to allow for more visibility from the street, additional program curves to connect the two buildings.
 - i. Front entrance needs to be ADA accessible
 - g. Option III: CHS sits next to Prince adjacent to the road, additional program remains on the west side of PML and uses existing entry
 - i. Concern was expressed about the CHS taking away from Prince if it's also on the road
 - ii. The two buildings represent the identity of Cumberland up front on the road
 - iii. Using the existing entrance would mean the children have to move through the adult collection/spaces to get to the children's room, which would be a noise concern

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- iv. Entrance would be more desirable between the two spaces
 - v. It is important to consider that the CHS might stand independent from the PML for ~two years
 - 1. The design team will begin to develop drawings in the two phases of the project to demonstrate how this will work
3. Space Needs/Desires
- a. Storage, storage, storage!
 - i. CHS, PML, and town require climate-controlled storage space
 - b. Additional Parking
 - i. People are frequently unable to attend events due to lack of parking
 - ii. More parking would allow for expansion of library programs
 - iii. Parking needs to accommodate the 120-person meeting room
 - iv. An overflow parking area (gravel) should be considered
 - c. Children's Space
 - i. Need a space where kids can be kids without being in the middle of the adult area
 - d. Large Meeting Room
 - i. Should be able to accommodate up to 120 people
 - ii. After-hours access is necessary
 - iii. Additional support space is required (restrooms, storage, kitchenette)
 - iv. Potential for a folding partition to divide the spaces into small meeting rooms
 - v. Could be used as a warming station during power outages
 - e. Smaller Meeting Rooms
 - i. For ~12 people
 - ii. Should be fitted for basic A/V
 - iii. Could potentially be a break out from the larger meeting room (folding partition wall)
 - f. Isolated Study Rooms
 - i. 1-6 people for studying/tutoring
 - g. Secured Gallery Space
 - i. Should be able to be open after hours with proper security
 - ii. Displays that can be easily changed
 - iii. Potential for local artists to exhibit their work
 - h. Dedicated Silent Space
 - i. No talking, phones, etc.
 - ii. The Prince room could potentially accommodate this
 - 1. Need to consider the mechanical noises from the equipment in the basement
 - i. Sustainability
 - i. Should consider solar capacity
 - ii. Analyze other green building options – electric car charging stations?
 - j. Outdoor Space
 - i. Front gardens are sacred and should be preserved
 - ii. People use the green space in front (table, benches, etc.)
 - 1. Would be nice to develop
 - 2. Direct access from interior would be desirable
 - k. Systems:
 - i. Automatic temperature control
 - ii. Motion sensor lighting
 - iii. Archive quality climate-controlled spaces
4. Future Thinking
- a. Building should function 30-50 years
 - b. Site development/building placement should consider future expansions
 - c. Projected storage needs for both CHS and PML need to be planned for
 - d. Planning for future green building elements should be considered
5. Next Steps:
- a. Design team will develop initial floor plans for the Option II scheme as well as a programming document to be distributed ahead of the next meeting
 - b. Design team will further explore the grade of the site and determine potential solutions
 - c. Begin to develop an outline for the full schedule of the project with meeting dates and public presentations
 - d. Schedule time for advisory committee to present survey results
6. Next Meeting: June 18th at 1:00 pm - Building Committee