



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

MEETING NOTES: *Progress Meeting (4 of 5)*

date: Tuesday, July 16, 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: Progress Building Committee Meeting (4 of 5)
Attendees: Carolyn Small, Thomas Bennett, David Echeverria, Steve Moriarty, Eli Rivers, Linda Fulda, Tom Gruber, Bill Shane, Austin Smith, Kayla Caron

1. Comments or corrections to meeting notes of July 02, 2019
 - a. No edits or corrections noted by group.
2. Floor Plan Progress Review:
 - a. SSA confirmed conformance with program areas.
 - b. Review of Floor Plans in Phases 1 and 2, both first floor and basement levels
 - i. Items of note: Security at the existing entry would be handled with a video camera that could be monitored from the new circulation desk.
 - ii. Change indication of Vault to general storage location.
 - iii. It is unlikely that the elevator would be possible due to budget in Phase 1. This area should be shown as the pit/shaft and label as future elevator.
 - iv. In the rendering of the entry courtyard, update the scale figures so the couple is using the ramp and new people use the stairs.
 - v. Direct grade access to the basement is critical for staff access.
 - a. Since the project is phased, it is unknown how long the bottom of the CHS would not be ADA accessible. It is primarily a concern for staff moving items.
 - b. The complexity of the grade and potential drainage issues make this difficult.
 - c. Ramp access down to the basement would be too steep and create the need for a catch basin (not ideal).
 - d. Natural Daylight into the basement remains a possibility.
 - e. There was discussion about the length of the driveway to CHS and if it could be reduced or eliminated.
 - f. SSA needs more accurate survey information to study options for direct basement access.
 - g. Once SSA has more information, new sketches can be submitted to the Building Committee via email.
 - h. Other options to accommodate the grade were briefly reviewed- but the group decided that the plan itself works very well.
 - a. New Site altogether

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- b. Move CHS further away from parking lot
 - c. Regrade the existing parking lot
 - d. Have CHS and PML on different floor levels.
- 3. Outstanding issues
 - a. Overview of Utilities & Mechanical Systems
 - i. Austin updated the group on some information from W.H. Demmons on Archival space and conditioning systems option. The general requirements are that there needs to be a very tight envelope. This would mean that the existing schoolhouse shell would not be usable archive space.
 - b. Structural Discussion of Existing CHS Facility
 - i. At the start of the meeting Bill Shane updated the group on the complexity of the CHS move and new information from Copp Building Movers. He will be meeting with them this week and will update the group once he has more information. Since this issue will impact the program and building, it was determined that the previously scheduled community meeting at GCA on the 29th of July should be postponed so the public has accurate information.
 - a. Bill Shane to cancel GCA reservation with Jen
- 4. Presentation discussion for boards (7/17)
 - a. The group will see the latest presentation with some edits for clarity, and addition of simple block diagrams from presentation on 7/2
 - b. Show the existing site with an overlay of the proposed library and parking
- 5. Project Schedule:
 - a. Next meeting: presentation July 17 at Prince Room to Library Advisory Board/CHS board combined
 - b. Community meeting date to be determined upon more information, could be after Town Council Presentation.
 - c. Town Council Presentation: Monday August 26th.
- 6. Date and time of last Building Committee meeting: **Tuesday, August 6, 2019 at 1:00 pm.**, Cumberland Town Hall