



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

MEETING AGENDA: Kick Off Meeting

date: Tuesday, June 2, 2019, 1:00 pm
project: Cumberland Historical Society & Prince Memorial Library, 2019-0120
location: Cumberland Town Hall
To: William Shane Town Manager, Cumberland
Brenda Moore
Thomas Bennett Director, Prince Memorial Library
prepared by: Austin Smith Scott Simons Architects
CC: Kayla Caron Scott Simons Architects
Chris Berry Scott Simons Architects
meeting title: Kick Off Building Committee Meeting

1. Introductions & Goals
 - a. Committee members, Roles and Leadership
 - b. Design team makeup
 - c. Communication Protocols: addresses and contact information, meeting agendas and minutes, emails, distribution, etc.
2. Outline of the Design Process
 - a. Long-term goals: establish priorities
 - b. Short-term goals: establish priorities and phasing
 - c. Process: committee workshops / testing with community stakeholders
3. Project Scope
 - a. Stakeholders – initial interviews, Cumberland Historical Society & Prince Memorial Library
Report on interviews of Monday, June 3.
 - b. Phasing
 - c. Discussion of Deliverables: studies, drawings, final report, renderings, etc.
4. Getting Started
 - a. Site analysis
 - b. Discussion of priorities
 - c. Site Option 1
 - d. Site Option 2
 - e. Site Option 3
 - f. Program analysis & verification
5. Project Schedule
 - a. Meeting Schedule – next meeting