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## MEETING AGENDA: Progress Meeting

**date:** Tuesday, June 18, 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  
Maya Gamble                      Scott Simons Architects

**meeting title:** **Progress Building Committee Meeting**  
**Meeting Two of Five**

1. Comments or corrections to meeting notes of June 4, 2019?
2. Review of Project Program
  1. Spread sheet
  2. Graphic program
3. Preliminary Floor Plan Review
  1. Full basement solution, (Rule of 18,000 sf)
  2. Orientation
  3. Adjacencies
  4. Access to lower level and site grading
  5. Handicapped access
4. Project Schedule
  - a. See attach schedule of meetings and completion
  - b. Establishing meeting goals
5. Date and time of next meeting: Tuesday, July 09, 2019 at 1:00 pm., Cumberland Town Hall