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## **MEETING NOTES: Progress Meeting (3 of 5)**

**date:** Tuesday, July 02, 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 (3 of 5)  
Attendees: Carolyn Small, Thomas Bennett, William Stiles, Steve Moriarty, Eli Rivers, Linda Fulda, Tom Gruber, Bill Shane, Kayla Caron

1. Goals for end of meeting:
    - a. Consensus on option A or option B for floor plans on July 16<sup>th</sup>
    - b. Presentation Date options for Library Advisory Board/CHS Board presentation, potential date and location for Community meeting
  2. Notes on last meeting:
    - a. Presenting both options with equal graphics
    - b. Accessibility to entry, at Phase 1 and Phase 2 buildouts
    - c. Correct small error in Item #6 from meeting 6/18 notes
  3. Review of Project Program
    1. Community Meeting Room Program
      - a. Capacity- consensus on 200 occupants, the BC understands that egress/exits will need to increase (2 exits per divided portion of room), additional plumbing fixtures, and additional parking provisions will need to be made for lighting doors, exits, etc.
      - b. Subdivision of Meeting Room (space divided into 3 equal sections- 66 occ. per space, requiring 2 points of egress from each section). Zone lighting/controls
    2. Right sizing of the CHS program- space has been added according to discussion from last meeting.
    3. Phasing- SSA presented plans, diagrams, and massing in phased approach for a clear picture of how each stage of the process would look. Committee questioned the time between Phase 1 and 2; funding is a key component.
  4. Progress review
    1. Review of Building Massing, and Elevations
      - a. Review of divided meeting space and consideration for acoustics- panels, back wall, ceiling acoustics, good for presentations of spoken word or music.
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**date:** 7/2/19  
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- b. Both options A and B need to consider elevator location for accessible delivery. Primarily will serve as a service/freight elevator 75% of the time. Ideally the elevator is located so you can drive in within 20' of parking/unloading a car or cart. A short-term solution could look at on grade access to basement level at Phase 1 (hidden from street view) with double doors and HC access. This temporary access drive would come behind the CHS with a temporary parking area, in close proximity to future elevator location, interim use of a small dumbwaiter (up to 2' x 4') would be possible.
        - c. Phase 2 will introduce freight elevator at the connector, for use by either library or CHS. Existing HC entry at library would be maintained throughout phases 1 and 2.
  - 2. Historical Precedents- discussion of Big House, Little House, Back House, Barn precedent and orthogonal vs. angular orientation of the CHS on the site was discussed. The merit of a parallel orientation to the street (option B) gives more presence on the site, and results in a more compact building form.
    - a. **Option B was voted on as the preferred scheme to be developed.**
      - i. Combined archival space in the basement for CHS, Town Records, and Library is desirable. Archival space will be climate-controlled.
5. Project Schedule:
- a. Next meeting deliverable: Floor plan to scale with grading information
  - b. Finalize date for Library Advisory Board/CHS board combined meeting in the Prince Room- week of July 29<sup>th</sup>, TBD.
  - c. Finalize date and location for Community Meeting- Mon. July 29<sup>th</sup> (GCA), or Weds. July 31<sup>st</sup>, TBD.
  - d. Bill Shane asked that SSA combine summary slides for an August presentation to Planning Board to summarize the overall plan with phasing and site orientation. Sevee & Maher to complete foundation plan/ drawings ahead of building move.

6. Date and time of next meeting: **Tuesday, July 16, 2019 at 1:00 pm.**, Cumberland Town Hall