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MEETING AGENDA: Schematic Design Kick Off Meeting

date: Monday, November 4th, 4:00 pm
project: Scarborough Public Library, 2019-0200
location: Public Meeting Room, Scarborough Public Library
To: Nancy Crowell Director, Scarborough Public Library
prepared by: Austin Smith Scott Simons Architects
CC: Scott Simons Scott Simons Architects
Kayla Caron Scott Simons Architects
Chris Berry Scott Simons Architects
Will Haskell Gorrill-Palmer Engineering

meeting title: Meeting Number 2 of 12

1. **Meeting Minutes:** Comment or corrections to meeting minutes of October 14th?
2. **Programming Analysis**
 - A. Existing spaces
 - B. Proposed square footage areas
 1. Anders Space Planning Workbook
 2. Adjacency and flow of materials and people
3. **Conceptual Site Plan Diagrams**
 - A. Preliminary Information
 1. Gorrill-Palmer in contact with Town of Scarborough- Angela Blanchette and DEP
 - B. Expansion options A, B, C
 - C. Review Goals and Priorities for Site
 1. Drop-Off/Waiting Area
 2. Book-drop
 3. Parking
 4. Landscaping
 5. Other?
4. **Conceptual Floor Plan Diagrams**
 - A. Review Options A, B, C
 - B. Establish preferred direction
5. **Precedent**
 - A. Review aesthetic goals for project, qualitative wants/needs for interiors
6. **Next Meeting Times:** Monday November 25th, noon, SPL Conference Room, *Monday December 16th, noon TBC*

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SPL MA 2019-0200

date: 11/1/19