

Town of Lee, NH
Town Hall Renovation Committee
Minutes of the Meeting on April 8, 2021

Town Hall Renovation Committee (THRC) Members present: Pat Jenkins, Ben Genes, John Tappan, Mary Woodward, Laura Gund, and Scott Bugbee

Members Absent: none

Others Present: Deborah Schanda, Annie Gasowski, Katrinka Pellecchia, and Peg Dolan

1. Chair Scott Bugbee called the meeting to order at 4:03pm.
2. As Chair of the Town Hall Renovation Committee, due to the COVID-19 / Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is meeting electronically utilizing the Zoom platform.

We previously gave notice to the public of how to access this meeting using Zoom and instructions are provided on the Town of Lee's website at: leenh.org.

If anybody has a problem with access, please call 603-659-2766.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Pat Jenkins, Mary Woodward, Ben Genes, John Tappan, Laura Gund, and Scott Bugbee were all present and no one was in the room with them.

3. Mr. Bugbee moved to approve the minutes of the April 1, 2021 meeting. Ms. Jenkins seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. The Committee discussed the PowerPoint presentation to the select Board scheduled for April 15, 2021 at 4:00pm. The presentation will consist of a header page with our member's names and following pages: Parish House use suggestions, number of pages for building options, grants, Gantt chart of the proposed project schedule, and last a discussion / questions slide. The Committee also discussed having a slide outlining the meeting schedule and agenda for our

meetings with the Select Board: first meeting our presentation with discussion / questions; second meeting will be presentation of the Capital Improvements Funding Plan (CIFP) tool with discussion / questions; and lastly subsequent meetings with department heads to discuss the details in the CIFP.

5. Mr. Bugbee moved to approve the format and content of the presentation. Ms. Jenkins seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
6. The Committee will schedule a meeting on Tuesday, April 13, 2021 at 4:00pm to finalize the presentation and do a dry run through the document. Mr. Bugbee will post the meeting and schedule a ZOOM session.
7. Meeting adjourned at 4:50pm
8. Our next scheduled meeting is: Tuesday, April 13, 2021 @ 4:00pm via ZOOM.

Minutes accepted by: Scott Bugbee, Chair; Ben Genes, John Tappan, Mary Woodward, Laura Gund, and Katrin Kasper at the April 26, 2021 THRC meeting.