



# Town Hall Renovation Committee

**The Town Hall Renovation Committee was  
formed to address the renovation and  
modernization of the Town Hall building.**

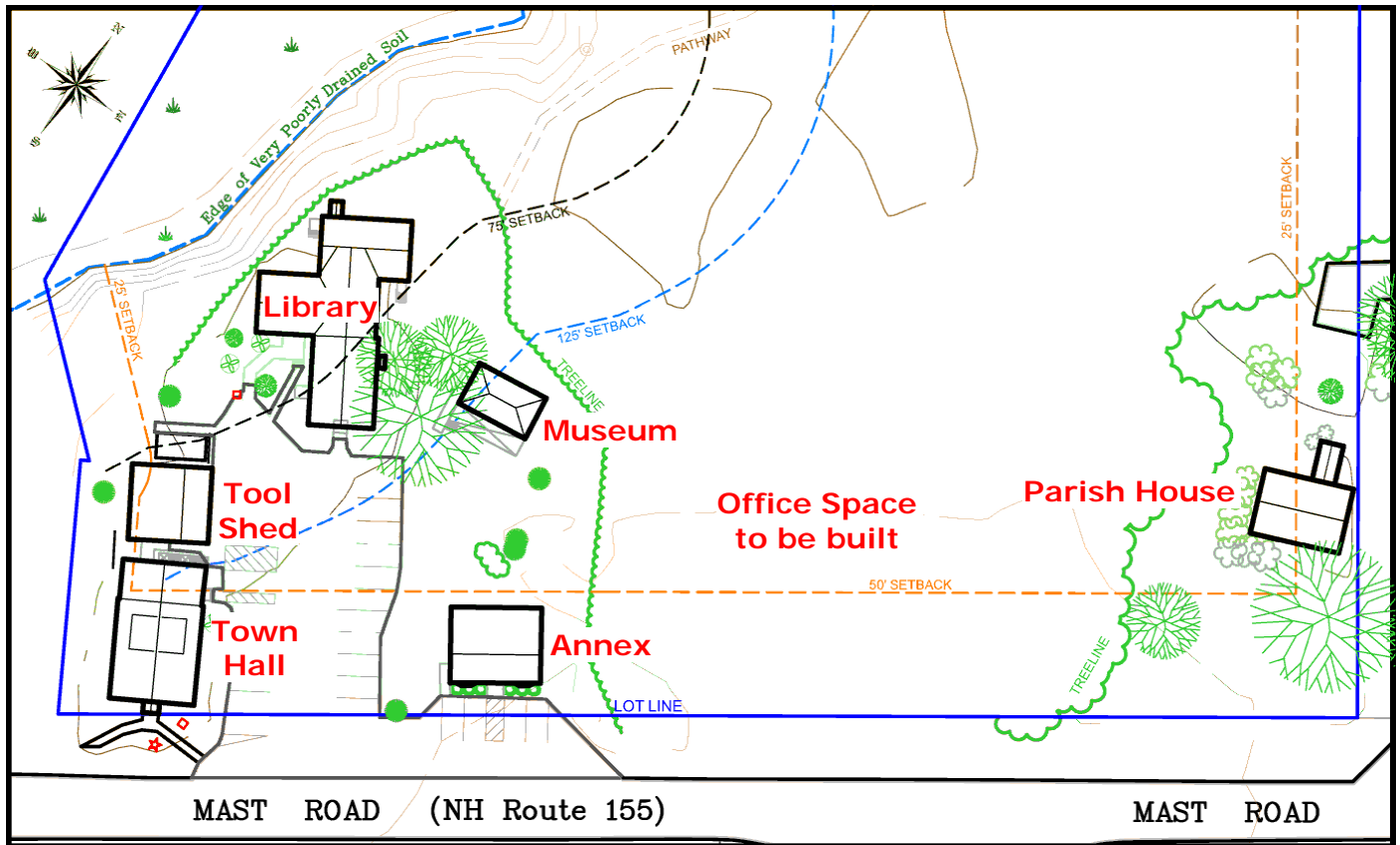
# Town Hall Renovation Committee Members

- Patricia Jenkins
- Ben Genes
- Mary Woodward
- Laura Gund
- John Tappan
- Scott Bugbee, Chair & Select Board Rep

# THRC/Select Board Meeting Process

- Today's meeting: Present the town center building recommendations
- 2<sup>nd</sup> Meeting: Present Capital Improvements Funding Plan (CIFP)
- 3<sup>rd</sup> Meeting: Meeting with Select Board and Department Heads to discuss CIFP details

# Town Center Buildings



THRC – April 15, 2021

# Town Center Site Development Plan

Town Center Site Construction Capital Planning is estimated at 9 years based on the lease and lease renewals for the current rented town office building.

# Town Center Site Development Plan

The Town Center Development will include the infrastructure to support the Town Hall renovation, Library expansion, new cistern installation and new Town Office with new entrances to Mast Road and an overall master plan for the town center land.

# Town Center Site Development Plan

Three Phases of construction are estimated for the Town Center Development over the next 9 years as part of sequencing new and renovated town buildings and infrastructure improvements to meet the 9-year window for completing the Town Center Site Development Plan

- Phase 1 – total estimated cost \$187,000 (2023-2024)
  - New entrance from Mast Road between Annex and Town Hall
  - Parking lot expansion to address Library and new entrance construction
  - New well and new septic system
- Phase 2 – total estimated cost \$75,000 (2025-2026)
  - Second entrance from Mast Road near Parish House to support town center loop road
  - Additional parking, new cistern installation and emergency vehicle access/loop road
- Phase 3 – total estimated cost \$150,000 (2027-2029)
  - New town office driveway and parking
  - New septic system hookup, utility corridors and hookups for town office building

# Town Center Site Development Plan

The capital construction planning for town buildings is a detailed process requiring both long range planning and capital investing over the next several years.



# Town Center Site Development Plan

As outlined in the THRC Thought Piece memo, the disposition of the Town Hall and a new Town Office are reviewed. A summary is outlined below:

- Town Hall Options

- Permanently close/mothball - ~\$15,000
- Reopen with structural/cosmetic improvements with limited-use for staff/committee meetings with capacity limits subject to approval - ~\$50,000
- Renovation/repurpose to historical standards and use as a town and public multi-use venue with larger capacity allowances - ~\$500,000

# Town Center Site Development Plan

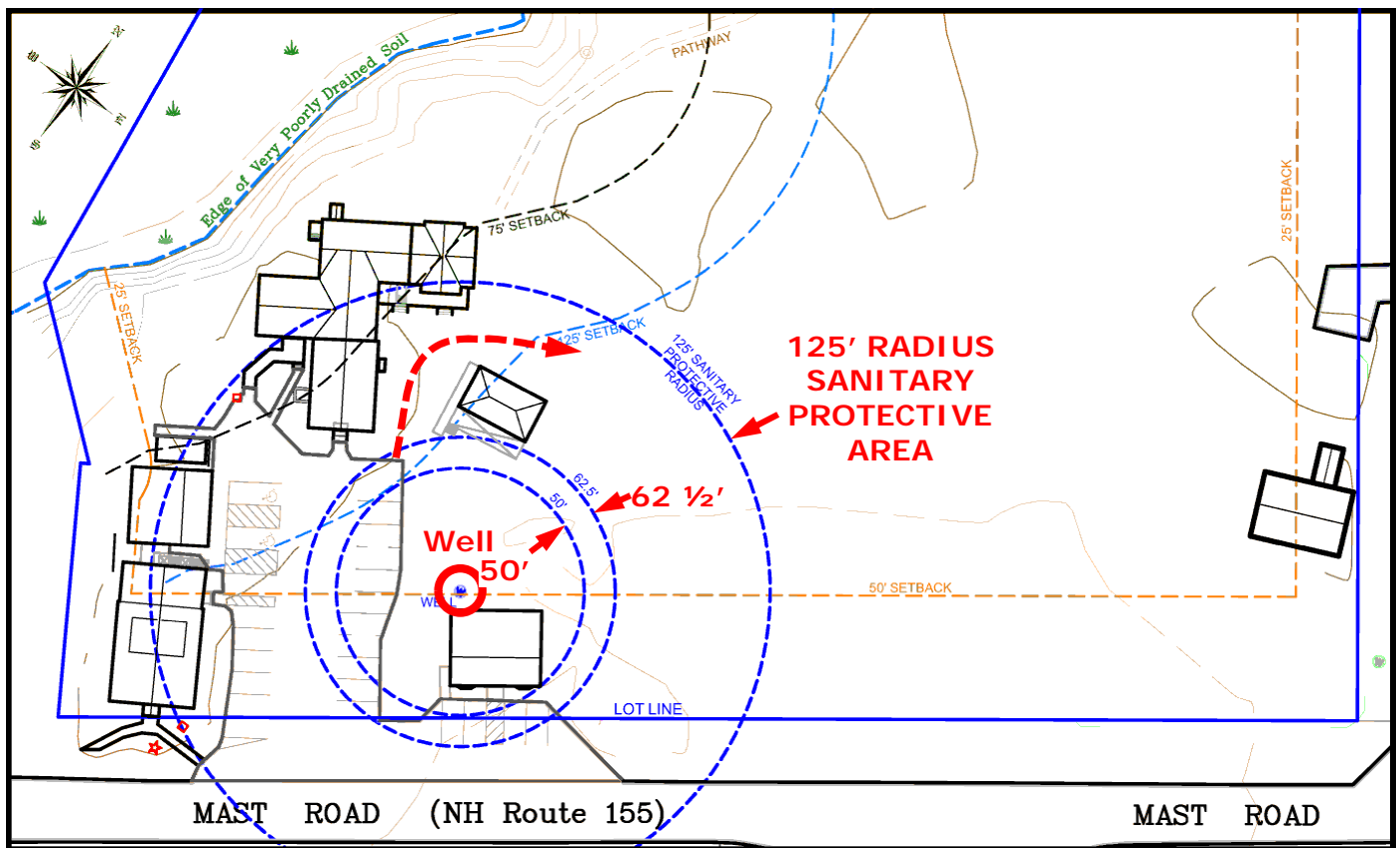
As outlined in the THRC Thought Piece memo, the disposition of the Town Hall and a new Town Office are reviewed. A summary is outlined below:

- New Town-Owned Office Building - Planning Assumptions for Basis of Design
  - Location – part of the new Town Center
  - Energy Needs – possible energy from renewable sources to power multiple town buildings
  - Space Needs and Growth/Expansion – Post-Covid office design with better file/records management; allow for adding more meeting space and future staff growth
  - Environmental Footprint – Need Master Plan for the property including amenities for town trail access and energy planning for town-owned generation (i.e. solar array)
  - Cost Range - \$1.5 – \$2.0MM

# Town Center Site Development Plan

The Town Office lease is assumed to last for 9 years and so planning is needed on multiple fronts including capital funding, sequencing of infrastructure construction at the town center site, critical path scheduling of all the building projects over the next several years and Select Board decisions on future energy and environmental policies for the town all in support of finalizing the Town Center Development.

# Town Center Well

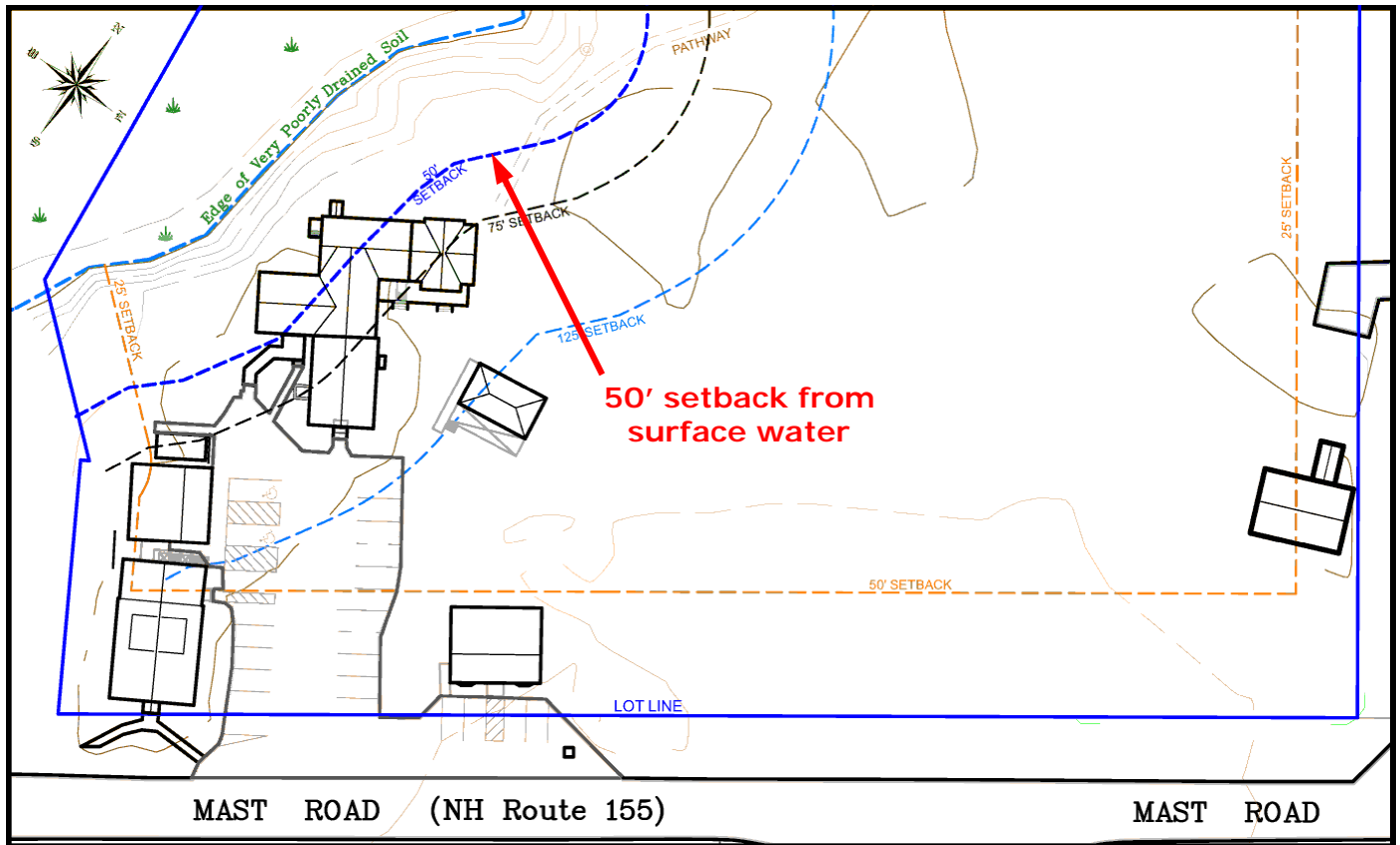


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The town center well is located right behind the annex.  
There is a sanitary protective area around the well with a radius of 125 feet.  
Wastewater disposal systems and some other hazards are excluded from this area.  
Wastewater piping can pass through the protective area if it is at least 62 1/2 feet from the well and is an approved pressure type pipe and is water-tight tested after installation.  
Road right-of-ways, driveways, and parking areas must be at least 50 feet from the well.  
With the museum remaining in place, the 50-foot exclusion means that any connection to expanded parking would have to be by a drive that passes behind the museum.

# Surface Water Setback

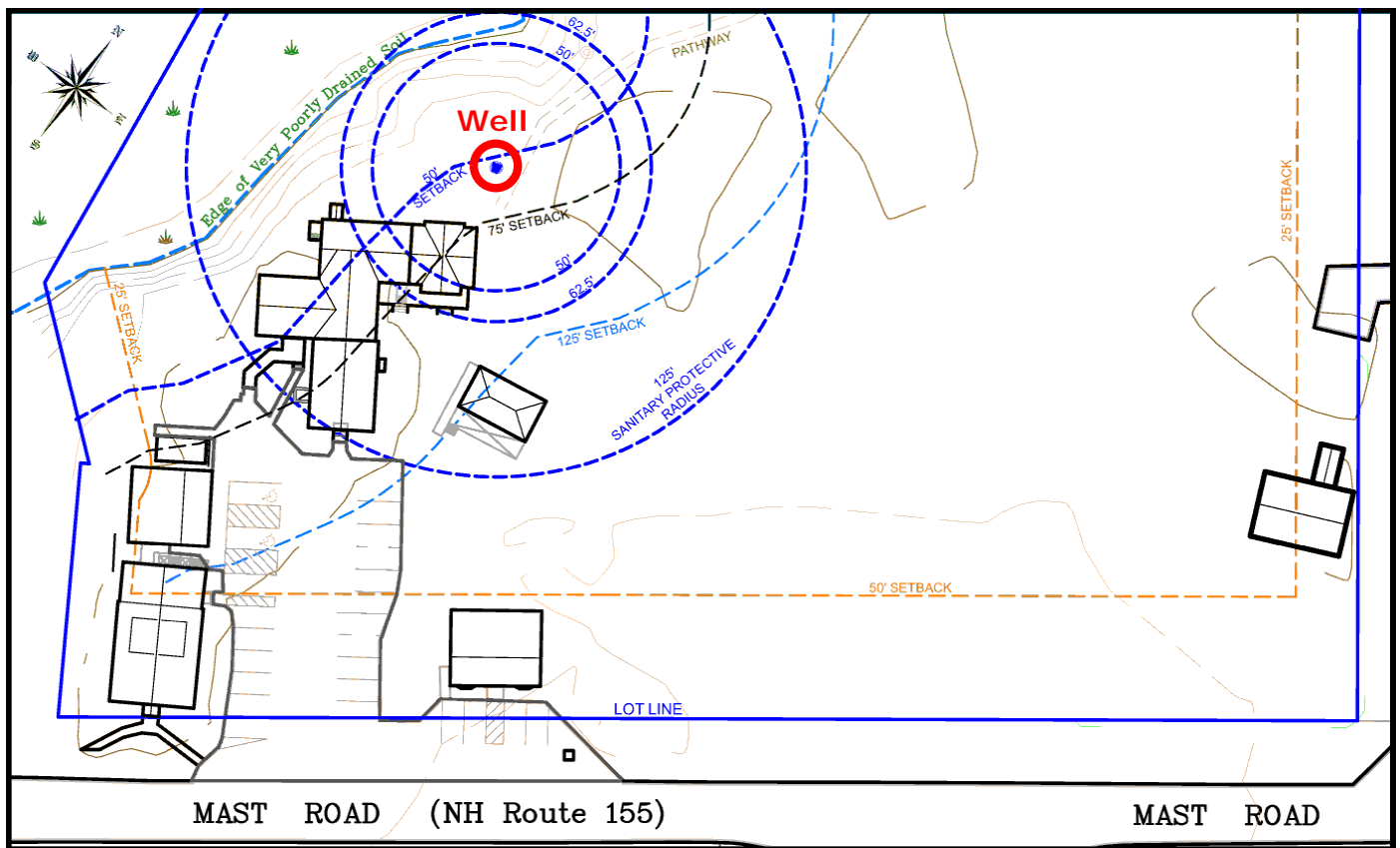


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A well must be located at least 50 feet away from surface water.

# Proposed New Well Location

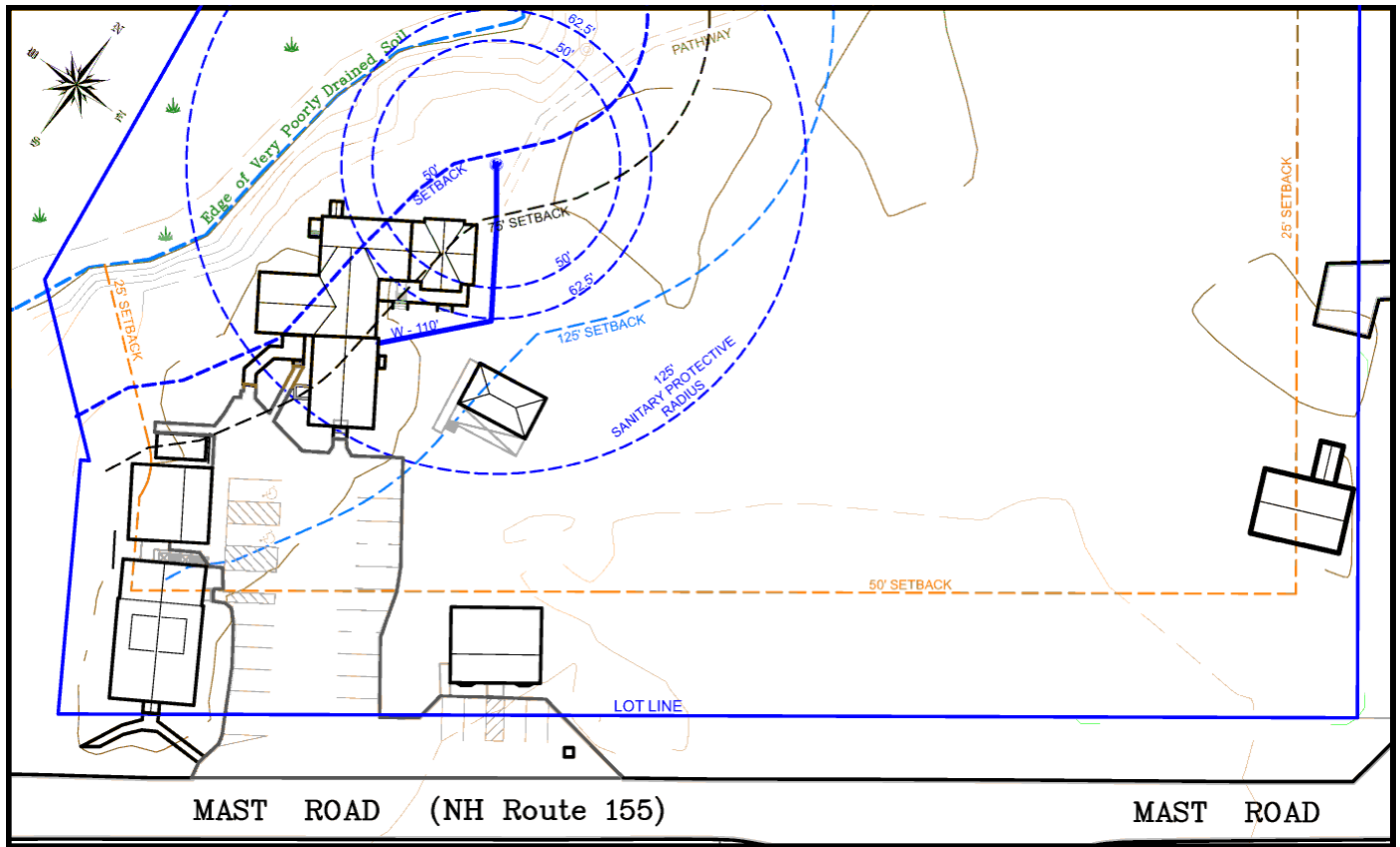


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To keep the well close to the existing buildings and provide more freedom in septic system location while also preserving as much of the parcel as possible for future needs, this location behind the library is proposed.

# Connection to the New Well



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To estimate the new well cost, the length of this connection to a pressure tank in the schoolhouse basement was used although this is not the ideal path from well to basement. If a pump house were used, it would need to be located outside of the 75-foot setback.

# Outside Funding Sources

- Donated in-kind labor / skills
- Fundraising Activities
- External government and corporate sources
  - LCHIP
  - Moose Plate Grant
  - DAR Historic Preservation Grants
  - Historic New England Community Grant
  - AARP Livable Communities Grant
  - NH Office of Historic Preservation



# Town Center Building Options

- In the eleven considered scenarios:
  - Library continues as a library with additions as needed.
  - Museum continues as a museum, no additions, no relocations.
- Three scenario groups:
  - Office addition to the parish house
  - Office addition to the town hall
  - Stand-alone office building
- Scenario groups subdivided by which subset of administrative functions would be included in the office building or addition.

Selectmen's Office	Planning, Zoning, & Building Inspection	Town Clerk / Tax Collector
<b>X</b>	<b>X</b>	<b>X</b>
<b>X</b>	<b>X</b>	
<b>X</b>		<b>X</b>
<b>X</b>		

# Building Option Decision

- An office addition to the parish house is not recommended because of complexity and uncertainty.
- An office addition to the town hall is rejected because:
  - Major Reasons {
    - requires moving the tool shed
    - little to no room for expansion
    - office and library parking needs conflict
    - largest addition intrudes into side and wetland setback
    - appearance of buildings squeezed into one space
    - mass of largest addition overpowers the library schoolhouse
- **Recommended:** a stand-alone office building sized to accommodate all administrative functions.

# Parish House Ideas

- Efforts to remove or demolish the Lee Parish House have been suspended until July 1, 2023.
- No clearly viable use has been identified since the purchase in 2018.
  - would meet a previously identified need
  - at a cost comparable to other solutions
- Public input should be obtained.
- Submission of multiple ideas in order of preference would be encouraged.

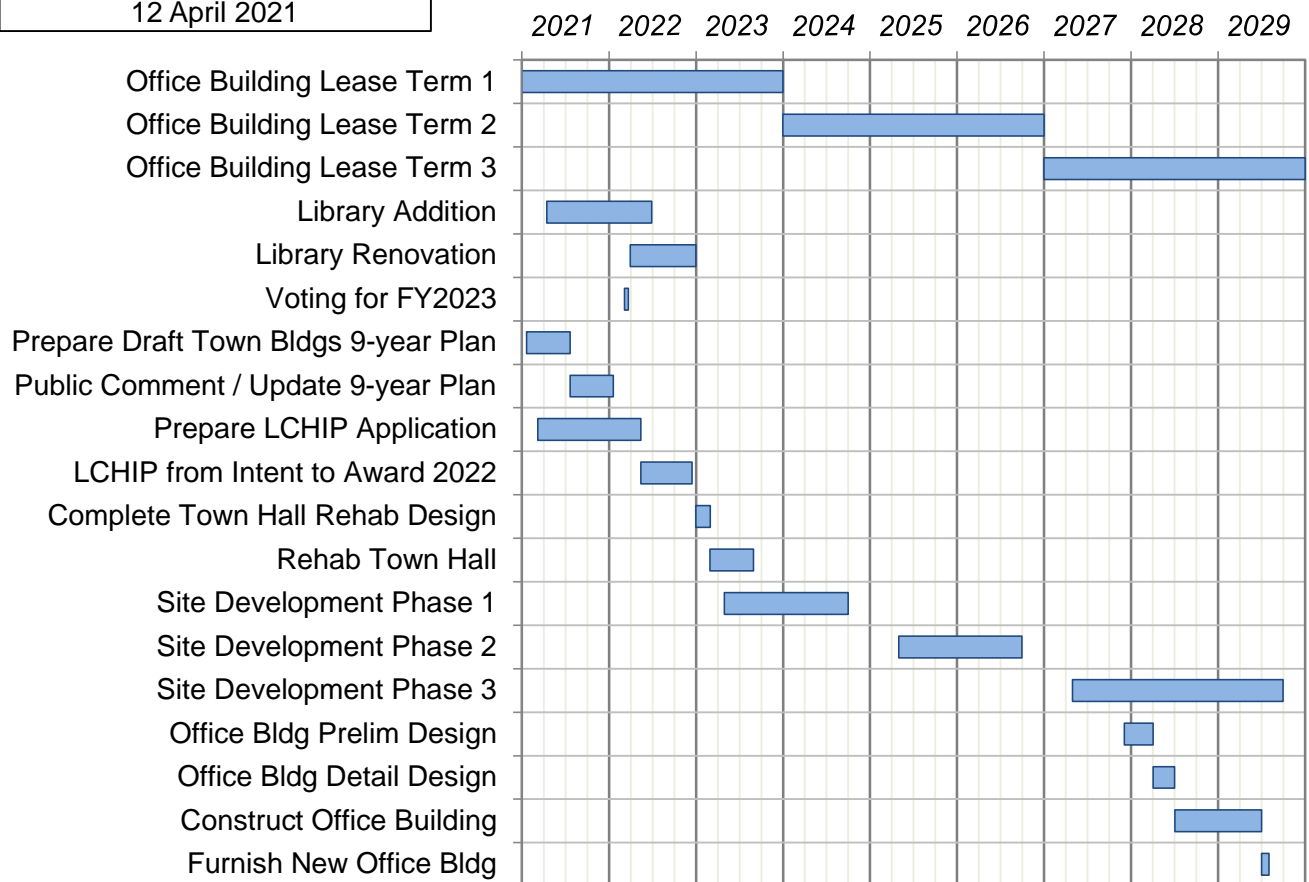
# Parish House Public Input

- The solicitation of public input would contain:
  - brief history of the parish house w/ link to more complete history
  - listing of the recent history and situation including:
    - The parish house came with the purchase of 4.67 acres of land approved by the voters in 2018.
    - The parish house was listed on the NH Preservation Alliance's (NHPA) Seven to Save in 2018
    - A conditions assessment report was completed in 2020, funded in part by a grant from the NH Preservation Alliance.
    - The parish house was listed on the NH State Register of Historic Places in 2020.
  - Instruction for responses would be accepted via email, letter, and website until May 31, 2021.
- The solicitation would be submitted to the Select Board before being distributed.
- Responses would be compiled and published in aggregate.

## Town Center Building Timeline

THRC Working Document  
12 April 2021

### Calendar Year



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This is a working document, not a completed plan.

The office building has a 3-year lease with two extensions possible.

The library project may proceed in two stages, the addition and then the renovation.

For reference, here is next year's voting day.

Preparing the 9-year plan is expected to take a year.

We have about a year to prepare an application to LCHIP for the town hall.

The LCHIP process from intent submission to grant awards takes about 7 months.

Final town hall detail designs could then be completed . . .

and the town hall rehabilitated.

Site development is pictured as proceeding in three phases. These bars show a range within which the work would be done. You can see here a sequencing mismatch between the completion of the library addition and the Phase 1 site development which provides the new well, septic system, and parking for the library and town hall.

Office building design and construction would be completed before the end of the lease.

# Questions/Comments