



LEE TOWN CENTER MUNICIPAL FACILITIES

FORUM

LEE TOWN CENTER
MUNICIPAL FACILITIES

Presented by LEE SELECT BOARD, LEE FACILITIES COMMITTEE
ART GUADANO, AIA, LEED AP BD+C

PURPOSE

- Develop comprehensive solution to address program needs for Municipal Facilities located at Town Center
- Preserve Historic Buildings at Town Center
 - Town Hall/Annex
 - Library
 - Historical Society
 - Tool Shed with Tramp Room



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GOALS

3

- Visit and review condition of existing buildings
- Meet social/cultural/functional needs
- Develop comprehensive cost effective view/plan
- Engage the Public
- Create a vision for Town Center Buildings
- Maintain historic buildings

History of Town Center Buildings

4



Town Hall

Built – 1846

Foundation and Granite Doorstep - 1761

History of Town Center Buildings

5



Lee Public Library (School House)

Built – 1897

Relocated- 1962

History of Town Center Buildings

6

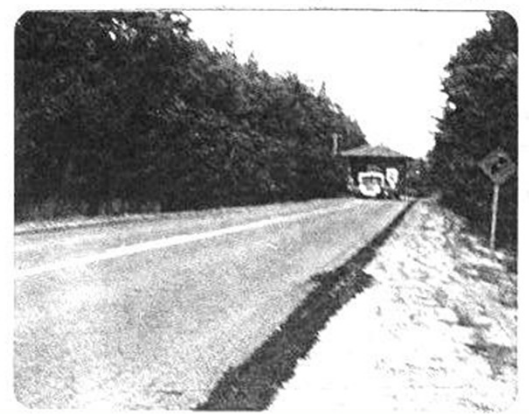


Annex (Fire Station)

Built – 1950

History of Town Center Buildings

7



Historical Society (Freight Depot)

Built – 1874

Relocated- 1973

History of Town Center Buildings

8



Tool Shed with Tramp Room

Built – 1915

Why Improve Town Center Buildings?

9

- Preserve Historic Buildings
- Enhance Image of Town Center
- Improve Service to Residents
- Provide for Health and Safety of Staff and Public
- Increase Energy Conservation
- Must Comply with ADA and Code Requirements



- DATA COLLECTION

- ANALYSIS

- DESIGN



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DATA COLLECTION

11

- Department, Committee, Commission and Board Evaluations
- Interviews
- Building Evaluations
 - ▣ Existing Building Conditions
 - ▣ Lack of Adequate Space
 - ▣ Code Compliance Issues
- Program Needs

Evaluations

12

Questionnaires

- ☐ Staffing
- ☐ Equipment
- ☐ Storage
- ☐ Customers
- ☐ Activities Performed
- ☐ Department Function
- ☐ Department Interaction
- ☐ Size of Space
- ☐ Public/Staff Meeting Space Requirements
- ☐ Comments

Interviews

13

- Thorough Understanding of Department
- Review of Questionnaire Data
- Inspection of Space
- Summary of Each Department

Building Evaluations

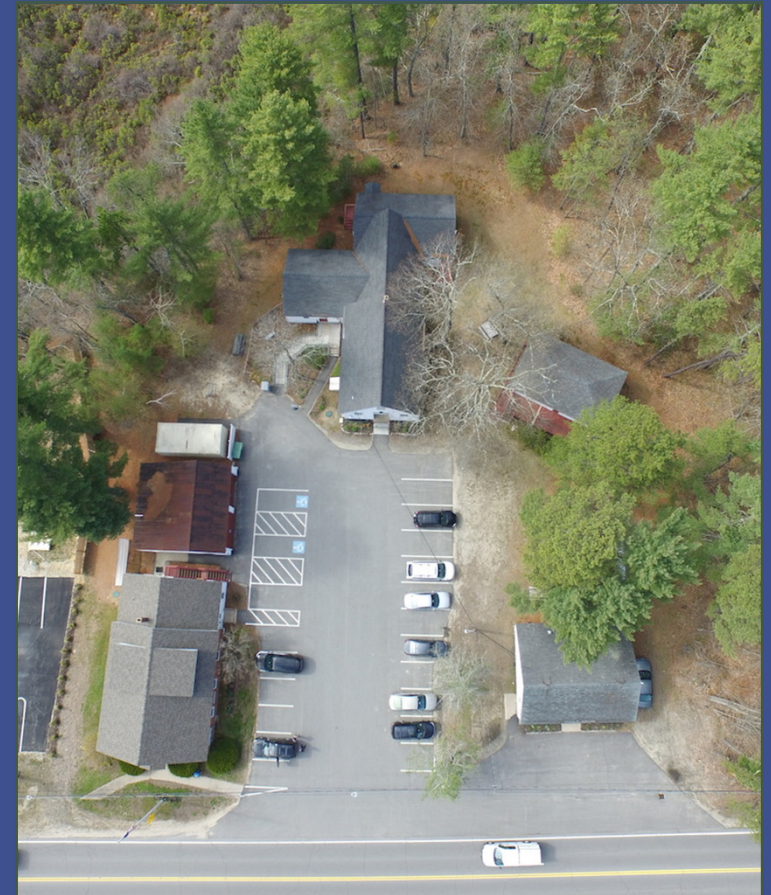
14

- Town Center Site
- Town Hall
- Annex
- Library
- Historical Society
- Tool Shed with Tramp Room

Existing Building Conditions – Site

15

- No Septic System
 - ▣ Holding tanks pumped periodically
- Water Quality Compromised
 - ▣ Arsenic
- Parking quantity is limited



Building Evaluations – Town Hall

16



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DATA COLLECTION



Existing Building Conditions – Town Hall

17

- Rotted Floor Beams
- Dirt Crawl Space
 - Moisture Problem
- Poorly Insulated Floor
- Unvented Crawl Space
 - Causes Rot



Existing Building Conditions – Town Hall

18

- ❑ Inadequate Framing Second Floor Dormer
- ❑ Roof Sag at Dormer
- ❑ Boiler is Standard Efficiency Propane-Fired Boiler
- ❑ Electrical Romex NM Wiring in Poor Condition
- ❑ Inadequate Quantity of Outlets
- ❑ Inadequate and Ineffective T12 Fluorescent Lighting



Lack of Adequate Space – Town Hall

19

- No Privacy for Staff or Meetings
 - ▣ Administration
 - ▣ Welfare
 - ▣ Finance
 - ▣ Conference
- No Control of Public Access to Offices
- Server Located in Attic Eaves
 - ▣ Poorly Air Conditioned



Lack of Adequate Space – Town Hall

20

- Storage for Town Records in a Storage Container
 - Leaks
 - No heat/climate control
 - Poor environment for maintaining records



Code Compliance Issues – Town Hall

21

- ADA Building Accessibility
 - Does not meet 60% of accessible entrances
 - Does not provide Automatic Door Openers
 - Ramp entrance does not meet Standards
- No ADA Compliant Access to Second Floor
- Lacking Two Code Compliant Exits From Second Floor



Code Compliance Issues – Town Hall

22

- ❑ No Mechanical Fresh Air Ventilation
- ❑ Lacking Adequate Exit Signs and Emergency Lighting
- ❑ Inadequate Number of Toilet Facilities
 - ▣ Only One Public Toilet
 - ▣ No Drinking Fountain
- ❑ Several Windows Non-Insulated Glass with Storms



Building Evaluations – Annex

23



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Existing Building Conditions – Annex

24

- ❑ Roof Shingles In Poor Condition
- ❑ Existing Concrete Slab-on-Grade is Uneven
- ❑ Inefficient and Ineffective T12 Fluorescent Light Fixtures
- ❑ Boiler is Standard Efficiency Propane-Fired Boiler
- ❑ Parking Spaces Require Backing into Road
- ❑ Inadequate Bathroom Exhaust Ventilation



Lack of Adequate Space – Annex

25

- ❑ Lack of File Space
- ❑ Conference Table in Middle of General Work Space



Code Compliance Issues – Annex

26

- ADA Building Accessibility
 - Front vestibule and counter not accessible
 - Does not provide Automatic Door Opener
- Bathroom Not Accessible Per ADA
 - Only one non-accessible bathroom
 - No drinking fountains
- No Mechanical Fresh Air Ventilation
- Lacking Proper Exit Signs and Emergency Lighting



Building Evaluations – Lee Public Library

27



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Existing Building Conditions – Library

28

- Portions of Building Floor Structure Inadequate for Library Stack Loads
- Lack of Insulation (Basements)
- Inadequate and Inefficient T8/T12 Fluorescent Lighting
- Some Older Windows
 - Non-insulated glass with storm windows



Lack of Adequate Space – Library

29

- ❑ Children's Room Inadequate Area
- ❑ Limited Number of Volumes
 - ▣ Collection 24,895 volumes
 - ▣ Limited children's volumes
 - ▣ Young adult volumes – Only (3) double sided 3' shelves
 - ▣ Lacking sufficient adult fiction/non-fiction volumes



Lack of Adequate Space – Library

30

- ❑ Children's Shelves Too High To Reach Books
- ❑ 6 Computer Stations Often Fully Utilized
- ❑ Lacking Space to Move
 - ❑ Narrow Aisles
 - ❑ No Display Space
- ❑ Limited Seating/ Reading Areas



Lack of Adequate Space – Library

31

- ❑ Staff Office Space Inadequate
- ❑ No Staff Break Room
- ❑ Inadequate and ADA Inaccessible Meeting Space
- ❑ 300 Meetings Per Year:
 - ▣ Lectures/Talks
 - ▣ Crafts Programs



Code Compliance Issues – Library

32

- ❑ ADA Building Accessibility
 - ❑ Does not meet 60% accessible entrances (Currently 25%)
 - ❑ Does not provide Automatic Door Opener
- ❑ Basements are Not Accessible Per ADA
- ❑ Stack Aisles Lack ADA Turnaround Space
- ❑ Stairs Do Not Comply with Building Code
 - ❑ Landing, Tread/Riser Dimensions
 - ❑ Door Swings



Code Compliance Issues – Library

33

- ❑ No Fresh Air Ventilation
- ❑ Inadequate Number of Toilet Facilities
 - ▣ Only One Public Toilet
 - ▣ No Drinking Fountains
- ❑ Bathroom Not Fully ADA Compliant



Building Evaluations – Historical Society

34



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Existing Building Conditions – Historical Society

35

- Unreinforced Concrete Block Foundation
 - Cracked, Bowing inwards, Leaking
- Sagging Second Floor Beam
 - No basement post support
- Basement Damp
 - No ventilation for stored materials, including textiles



Existing Building Conditions – Historical Society

36

- Limited Heating
 - Propane-fired wall heater
 - No air conditioning
 - Collection condition at risk due to lack of climate control
- Limited and Inefficient Incandescent Lighting



Lack of Adequate Space – Historical Society

37

- Major Lack of Display Space
 - Losing ability to obtain additional collection items
- No Office Space or Records Storage Space
 - Use museum pieces for working surface
- No Space for Public to Research Records



Lack of Adequate Space – Historical Society

38

- No Space for Occasional Meetings or Programs
- No Storage Area for Large Exhibits
 - Farm Machinery
 - Horse Drawn Snow Roller
 - Wagons



Code Compliance Issues – Historical Society

39

- ADA Building Accessibility
 - Does not meet 60% accessible entrances
 - Door hardware non-accessible
 - Does not provide Automatic Door Opener
- No ADA Compliant Access to Second Floor Exhibits
- No Plumbing Facilities



Building Evaluations – Tool Shed with Tramp Room

40



Existing Building Conditions – Tool Shed with Tramp Room

41

- ❑ Corrugated Metal Roof is Very Rusty
- ❑ Roof Framing Is Very Light
 - Only two timber ties to prevent spreading
- ❑ No Mechanical or Plumbing
- ❑ Electrical New MC Cable from Town Hall



Lack of Adequate Space – Tool Shed with Tramp Room

42

- Currently Used for Storage



Program Needs

43

- Population Projections
- Staff Projections
- Square Foot Program Summary

Lee Population Projections

44

- NH Office of Energy and Planning Population Projection

YEAR	POPULATION
2000	4,145
2010	4,330
2015 EST	4,335
2020	4,360
2025	4,389
2030	4,520
2035	4,629
2040	4,710

Staff Projections at Town Center

45

	2016		2035	
	Full Time	Part Time	Full Time	Part Time
Town Hall				
Assessing	0	1 - 3	0	1 - 3
Building Inspection/Code Enforcement	1	1	2	0
Selectmen's Office	1	0	1	0
Town Clerk/Tax Collector	1	1	2	1
Town Administration	3	1	4	0
(Administrator/Secretary/Finance)				
Welfare	0	1	0	1
Trustee of Trust Funds	0	1	0	1
Cemetery Trustees	0	3	0	3
Supervisor of the Checklist	0	3	0	3
Library	2	3	3	5
Historical Society	0	1	0	1

Program Needs – Town Hall

46

Town of Lee – Town Hall, Library, Historical Society Program Summary

Room Name	Current SF		Proposed SF	
TOWN HALL				
Town Administrator		100	12' x 15'	180
Town Administrator Office (Julie)				
Town Administrator Subtotal		100		180
Administrative Assistant		63		80
Office (Denise)				
Common Area				
Administrative Assistant Subtotal		181		200
Finance Office		140		140
Finance (Joann)				
Finance Office Subtotal		140		140

Program Needs – Town Hall

47

SQUARE FOOT SUMMARY	CURRENT SF	REQUIRED SF
Town Hall		
First Floor	1,864 GSF	5,953 GSF
Second Floor	695 GSF	0 GSF
Annex	1,094 GSF	0 GSF
Storage Located Outside Town Hall		
Storage Container	288 GSF	0 GSF
Heritage Commission at P.S.C.	200 GSF	0 GSF
TOTAL	3,904 GSF	5,953 GSF

Program Needs – Library

48

Library Standards

- Current Size:
 - 3,950 GSF (w/ One Basement) / 4,335 = .9 SF/Capita
 - Recommended Size (Year 2040):
 - 1.2-3 SF/Capita (4,710 Residents) = 5,652 SF-14,130 SF
-
- Current Volumes:
 - 24,500 / 4,335 = 5.65 Volumes/Capita
 - Recommended Volumes (Year 2040):
 - Basic: 7.0/Capita(4,710) = 32,970
 - Moderate: 8.1/Capita = 38,151
 - Enhanced: 9.9/Capita = 46,629
 - Excellent: 12.4/Capita = 58,404

Program Needs – Library

49

Library Usage

	2014	2015	2016
Circulation			
Circulation/Renewals	37,897	33,340	34,853
Downloadable Books/Audio	3,914	4,419	5,257
Inter-Library Loans Borrowed	1,318	1,182	1,243
Meeting Room Usage	292	179	322
Online Resources			
Ancestry Library			
Total Citations	927	697	2,848
Total Searches	2,026	1,872	5,395
Wireless Use	1,244	1,760	2,217
Visitors Per Day	89.06	80.81	69.90
Classes/Events			
Adult Programs	129	139	138
Attendance	1,225	1,108	1,041
Youth Programs	159	133	178
Attendance	2,044	1,763	1,932

Program Needs – Library

50

SQUARE FOOT SUMMARY	CURRENT SF	REQUIRED SF
Library	With Basements	
TOTAL	4,896 GSF	7,998 GSF

Program Needs – Historical Society

51

SQUARE FOOT SUMMARY	CURRENT SF	REQUIRED SF
Historical Society		
First Floor	498 GSF	3,575 GSF
Second Floor	498 GSF	0 GSF
Basement Storage	488 GSF	0 GSF
TOTAL	1,484 GSF	3,575 GSF

Program Needs – Tool Shed with Tramp Room

52

SQUARE FOOT SUMMARY	CURRENT SF	REQUIRED SF
Tool Shed		
TOTAL	1,056 GSF	1,056 GSF

Summary of Building Evaluations

53

- Buildings Not in Danger of Immediate Collapse
 - ▣ Town Hall floor still at risk and continuing to deteriorate
 - ▣ Historical Society foundation in danger of failing
- Must Correct Numerous Code and ADA Violations
 - ▣ Act before problems become critical and more expensive to repair
 - ▣ Risk of lawsuits
- Significant Lack of Functional Space
 - ▣ Expansion required in each building
- All Buildings Are Energy Inefficient
 - ▣ Improvements will reduce operating costs
- Need to Renovate and Expand to Protect the Town's History and Meet Current and Future Needs

Summary of Building Evaluations

54

- The Town Hall is Physically Deteriorating
 - ▣ Energy inefficient
 - ▣ Unsafe
 - ▣ Lacks privacy for town officials
 - ▣ Code and ADA non-compliant
- The Library is Code and ADA Non-Compliant
 - ▣ Services many of the children in the community
- Renovation of Town Hall Requires Relocation of Town Offices
- The Historical Society Does Not Adequately Protect the Historical Collection

ANALYSIS

56

- Site Options Considered
- Comparison Matrix
- Site Options Selected

57

1. Town Hall Site Expand/Renovate
Town Hall and Library
2. Town Hall Site with Church Property
Expand/Renovate
3. Town Hall Site with Banister Property
Expand/Renovate
4. Relocate Library Renovate Town Hall
and Library for Town Hall
5. Stevens Field Site for Town Hall
Library at Current Site
6. Stevens Field Site for Library
Town Hall at Current Site
7. Bricker Property for Town Hall
Library at Current Site
8. Bricker Property for Library
Town Hall at Current Site
9. Public Safety Complex with Town Hall
Addition, Library at Current Site
10. Bricker Property for Town Campus
11. Stevens Field Site for Town Campus

Town Center Site

58



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Church Property

59



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Banister Property

60



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Stevens Field

61



Bricker Property

62



Comparison Matrix

63

- 11 Options Reviewed
- 32 Weighted Evaluation Criteria
- Rankings Established

Town of Lee
Municipal Facilities Needs Study
AG Architects Project No. 16-704.0
28 November 2016



Comparison Matrix Summary (Average) All Options

Evaluation Criteria	Importance Value	Option 1 Town Hall Site Expand/Renovate Town Hall and Library		Option 2 Town Hall Site with Church Property Expand/Renovate		Option 3 Town Hall Site with Banister Property Expand/Renovate		Option 4 Relocate Library Renovate Town Hall and Library for Town Hall		Option 5 Stevens Field Site Town Hall Library at Current Site		Option 6 Stevens Field Site Library Town Hall at Current Site		Option 7 Bricker Property for Town Hall Library at Current Site		Option 8 Bricker Property Town Hall at Current Site		Option 9 Public Safety Complex with Town Hall Addition Library at Current Site		Option 10 Bricker Property for Town Campus		Option 11 Stevens Field Site Town Campus	
		\$ Low		\$ Low to Medium		\$ Low to Medium		\$ Medium to High		\$ Medium to High		\$ Medium to High		\$ Medium to High		\$ Medium to High		\$ Medium to High		\$ High		\$ High	
		Rating	Sum	Rating	Sum	Rating	Sum	Rating	Sum	Rating	Sum	Rating	Sum	Rating	Sum	Rating	Sum	Rating	Sum	Rating	Sum	Rating	Sum
1 Functional Plan/Service to Public	10		35.00		43.33		36.67		41.67		40.00		41.67		38.33		38.33		28.33		36.67		36.67
2 Enhance Community Needs - Socializing	7		16.33		23.33		22.17		21.67		19.83		24.50		21.00		23.33		14.00		25.67		24.50
3 Enhance Community Needs - Classrooms	1		1.83		2.83		2.83		3.17		2.50		3.00		2.33		3.00		2.00		3.00		2.83
4 Positive Town Image/Aesthetics	7		29.17		30.33		26.83		25.67		23.33		25.67		23.33		24.50		12.83		21.00		21.00
5 Perceived Part of Town Center	10		48.33		50.00		45.00		25.00		21.67		26.67		21.67		25.00		18.33		26.67		26.67
6 Create a Town Campus	10		43.33		41.67		40.00		20.00		18.33		20.00		16.67		18.33		18.33		36.67		36.67
7 Preserves Historical Context	10		46.67		45.00		40.00		28.33		18.33		23.33		18.33		21.67		15.00		16.67		18.33
8 Ease of Access to/from Site	8		24.00		30.67		28.00		29.33		30.67		29.33		28.00		29.33		18.67		28.00		26.67
9 Accessibility of Buildings	9		30.00		34.50		30.00		31.50		34.50		34.50		34.50		34.50		25.50		36.00		34.50
10 Availability of Parking	9		19.50		36.00		34.50		31.50		37.50		40.50		39.00		39.00		25.50		36.00		37.50
11 Wetland/Environmental Impacts	8		21.33		22.67		22.67		24.00		24.00		22.67		25.33		28.00		22.67		26.67		21.33
12 Zoning Impacts (Setbacks, Previous Coverage)	3		9.00		9.50		8.50		9.50		10.00		9.50		11.00		11.00		8.50		12.00		11.00
13 Septic System Capacity	1		2.67		3.83		3.17		2.67		3.00		3.17		3.33		3.33		2.33		3.50		3.33
14 Water (Well) Availability	2		5.67		7.33		6.33		4.67		5.67		5.33		6.00		6.00		6.00		6.67		6.67
15 Sustainable Design Options	7		18.67		24.50		21.00		24.50		29.17		26.83		28.00		28.00		17.50		31.50		31.50
16 Quality of Interior Space (Windows)	4		12.67		14.00		13.33		14.00		16.00		16.00		15.33		15.33		12.00		17.33		17.33
17 Future Expansion Possibilities	4		7.33		13.33		12.00		12.67		16.67		14.00		16.67		14.67		10.00		16.67		15.33
18 Traffic Concerns	4		11.33		12.67		11.33		14.00		13.33		13.33		14.00		14.00		7.33		14.67		13.33
19 Staff Safety	7		23.33		23.33		23.33		23.33		24.50		23.33		24.50		22.17		21.00		25.67		25.67
20 Public Safety	7		23.33		24.50		22.17		23.33		24.50		24.50		23.33		22.17		19.83		24.50		25.67
21 Property Availability (Town Owned vs. Purchase)	8		32.00		17.33		17.33		26.67		36.00		36.00		28.00		26.67		33.33		28.00		30.67
22 Town Hall Impact on Library	2		3.67		6.33		5.67		8.33		7.67		8.33		8.33		8.67		7.67		7.67		7.00
23 Town Hall Impact on Historical Society	1		2.00		3.33		3.00		3.17		4.00		3.33		4.33		3.33		4.00		4.17		4.17
24 Town Hall Impact on Annex	1		2.17		3.33		3.17		3.33		3.83		3.33		4.00		3.33		3.83		4.17		4.17
25 Town Hall Impact on Hobo Shed	1		2.17		3.33		2.83		3.17		3.17		3.50		3.50		3.17		3.83		3.83		3.83
26 Impact on Parking	3		5.50		11.50		9.50		10.00		12.00		11.50		12.00		10.50		9.00		13.00		13.00
27 Impact on Fields	2		6.00		8.00		6.00		6.00		3.00		3.00		8.33		8.33		5.33		8.67		3.00
28 Construction Time	3		9.50		8.50		9.50		7.00		9.00		9.00		9.00		9.00		8.50		9.50		9.50
29 Construction Disruption	5		8.33		15.83		16.67		13.33		18.33		20.00		16.67		15.83		10.00		17.50		17.50
30 Building Safety/Code Compliance	2		6.00		6.33		6.00		7.00		6.00		7.00		7.33		7.33		6.33		7.33		7.33
31 Impact of Site on Construction	5		9.17		15.00		13.33		15.00		16.67		15.83		19.17		17.50		15.00		19.17		18.33
32 Type of Construction	2		5.33		6.00		5.33		6.00		7.33		6.00		7.33		6.67		6.00		7.33		7.33
Total Score			\$23.33		\$98.50		\$50.50		\$18.50		\$41.50		\$54.33		\$38.67		\$42.00		\$17.83		\$77.50		\$62.33
Rankings			9		1		5		10		7		4		8		6		11		2		3

Importance Value Scale 1 - 10

Critical/High Importance 10
Low importance 1

Rating System

Poor 1
Fair 2
Satisfactory 3
Good 4
Excellent 5

Relative Costs

\$ Low Cost
\$ Low to Medium Cost
\$ Medium to High Cost
\$ High Cost

LEE TOWN CENTER
MUNICIPAL FACILITIES

ANALYSIS



Comparison Matrix

64

Comparison Matrix Summary (Average) All Options

	Evaluation Criteria	Importance Value	Option 1	
			Town Hall Site Expand/Renovate Town Hall and Library \$ Low	
			Rating	Sum
1	Functional Plan/Service to Public	10		35.00
2	Enhance Community Needs - Socializing	7		16.33
3	Enhance Community Needs - Classrooms	1		1.83
4	Positive Town Image/Aesthetics	7		29.17
5	Perceived Part of Town Center	10		48.33
6	Creates a Town Campus	10		43.33

Comparison Matrix Summary – Options Excluded

65

OPTION	RANK	REASON
Option 10 - Bricker Property for Town Campus	2	• Highest Relative Cost
Option 11 - Stevens Field for Town Campus	3	
Option 6 - Stevens Field Site for Library, Town Hall at Current Site	4	• Renovate/Expand Library is lower cost compared to building new library • Library Survey indicated preference for Library to stay at Town Center • Town voters defeated warrant article for new library at Bricker Property
Option 8 - Bricker Property for Library, Town Hall at Current Site	6	
Option 4 - Relocate Library, Renovate Town Hall and Library for Town Hall	10	• Low Rank
Option 7 - Bricker Property for Town Hall, Library at Current Site	8	
Option 9 - Public Safety Complex with Town Hall Addition, Library at Current Site	11	

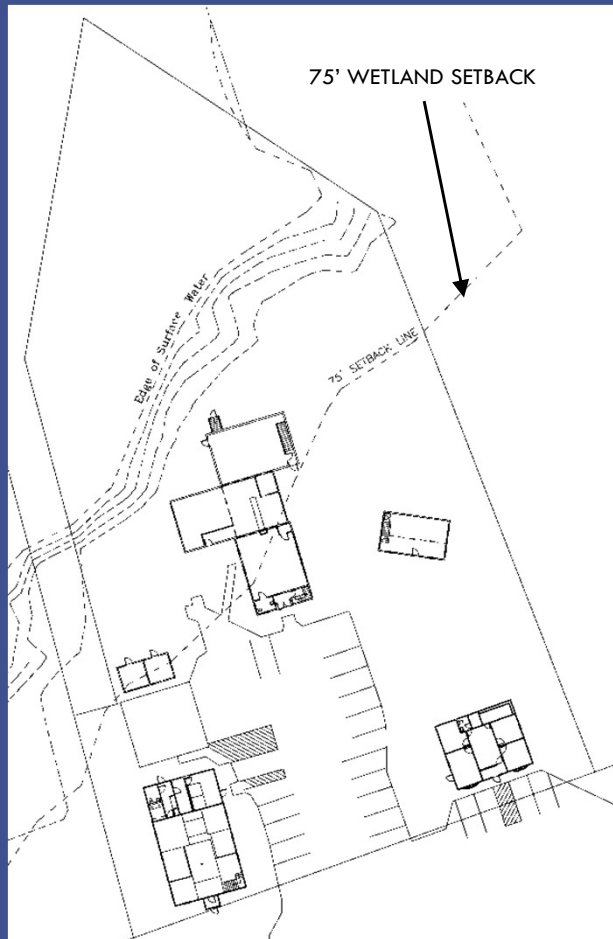
Comparison Matrix Summary – Options Included

66

OPTION	RANK	REASON
Option 1 -Town Hall Site, Expand/ Renovate Town Hall and Library	9	•Lowest Relative Cost
Option 2 - Town Hall Site with Church Property, Expand/Renovate	1	•High rank •Low to Medium Cost Range
Option 3 - Town Hall Site with Banister Property, Expand/Renovate	5	•Low to Medium Cost Range
Option 5 - Stevens Field Site for Town Hall, Library at Current Site	7	•New Town Hall less Costly than new Library due to smaller size

Site Options Selected

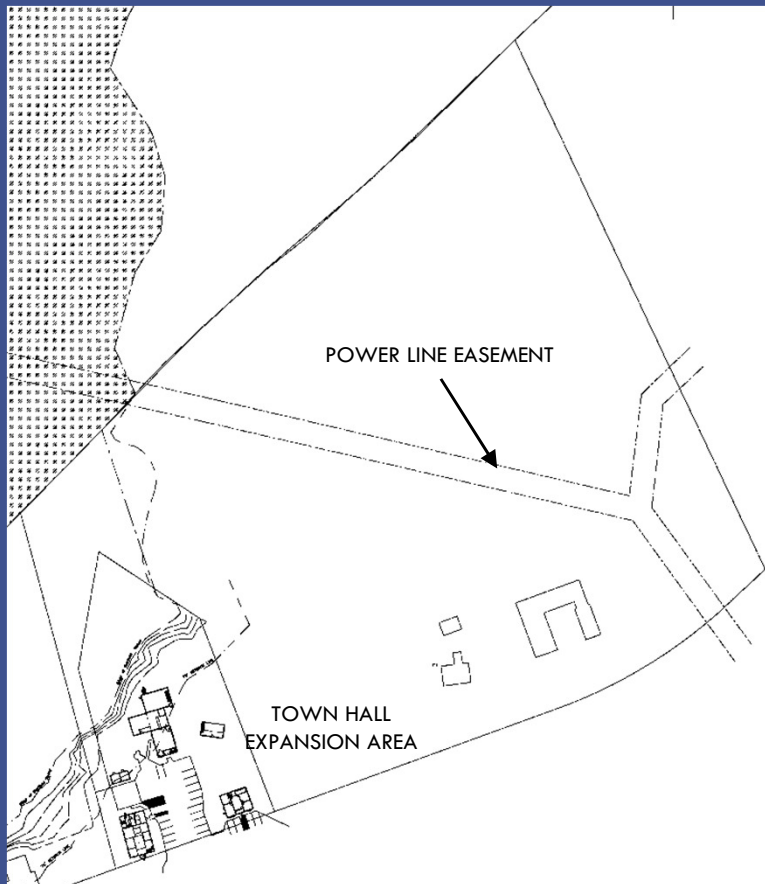
67



1. Town Hall Site Expand/Renovate Town Hall and Library

Site Options Selected

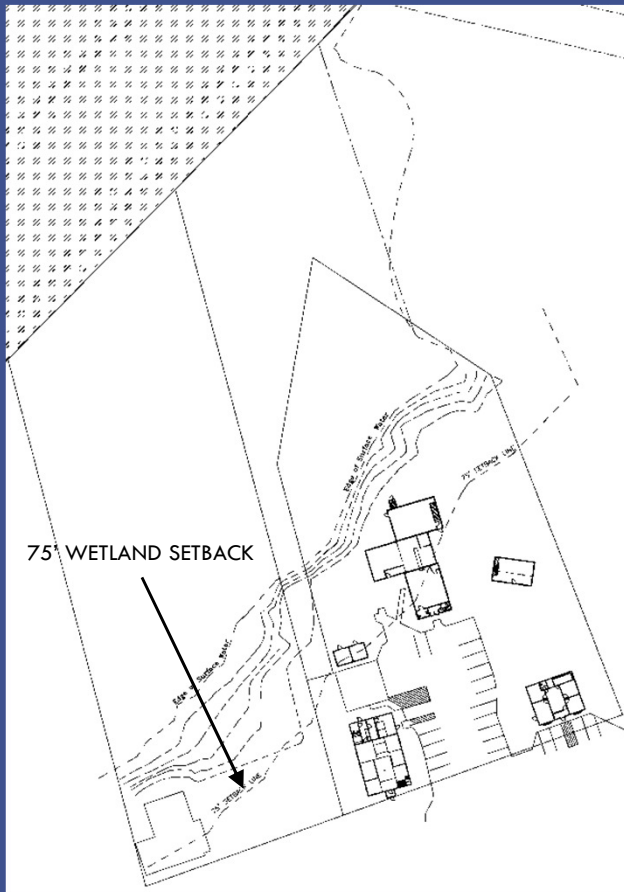
68



2. Town Hall Site with Church Property Expand/Renovate

Site Options Selected

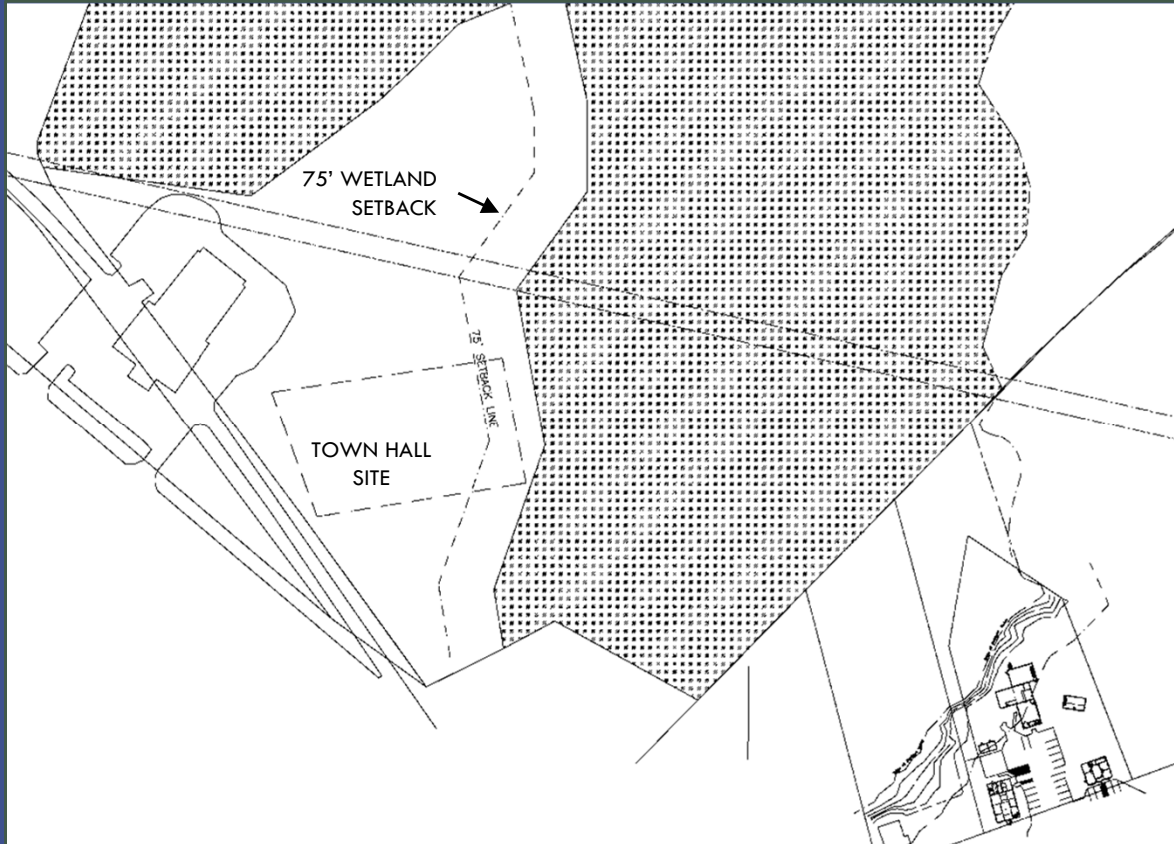
69



3. Town Hall Site with Banister Property Expand/Renovate

Site Options Selected

70



5. Stevens Field Site for Town Hall, Library at Current Site

DESIGN

71

Next Steps

- Develop Design Concepts for Each Site Option
- Create a Phased Construction Schedule
- Develop Estimated Costs
- Rank Preferences
- Public Input, 22 February 2017

PUBLIC INPUT

72

We Welcome Your Questions, Comments and Ideas



Documents are Available on Town Website:

http://leenh.org/Pages/LeeNH_BComm/Facilities/index

Comments can be Emailed to facilitiescommittee@leenh.org