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.

Mary Woodward, Ben Genes, John Tappan, Laura Gund, and Scott Bugbee were all present and no one was in the room with them. Katrin Kasper was present and had Kent Kasper, Grant Kasper, and Grace Kasper in the room with her. Pat Jenkins was present and had Sandi Jenkins in the room with her.

3. Mr. Bugbee moved to approve the minutes of the January 21, 2021 meeting. Ms. Jenkins seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.

4. Mr. Tappan reviewed the Gantt chart of the proposed schedule of the projects in our charge. He added a task proposed by Mr. Genes. Mr. Tappan also presented the updated spreadsheet that he is developing to help the Select Board plan for
funding the projects on their capital improvements list. He reviewed the updated features of the spreadsheet.

5. The Committee discussed main parts of the Committee’s work and assigned members to each of the seven areas of work.

   a. Creating a design for Town Hall and Town Administrative Building (Mary, Ben, and Scott)
   b. Increasing public awareness of the projects (Laura, Katrin, and John – Scheduling)
   c. Developing detailed site planning and possible staging (Pat & Ben)
   d. Creating a project schedule (Select Board approval needed) (John)
   e. Addressing the Parish House, Town Hall, Tool Shed in the planning (Laura & Pat)
   f. Finding funding sources (Katrin & Mary)
   g. Addressing all Town Buildings except Town Hall, Town Annex, and Tool Shed (Scott)

6. The Committee discussed the condition of town buildings and the need to check on unused buildings periodically. Mr. Bugbee was asked to request that someone perform these checks to make sure everything is fine with all these structures (Parish House, Town Annex, Town Hall, and Lee Historical Society Museum).

7. The Committee scheduled the next four meetings on: Thursday, February 4, 2021, Thursday, February 11, 2021, Thursday, February 18, 2021, and Thursday, February 25, 2021 all meetings are scheduled for 4:00pm via ZOOM. Mr. Bugbee will post the meetings for the Committee.

8. Meeting adjourned at 5:57pm

9. Our next scheduled meeting is: Thursday, February 4, 2021 @ 4:00pm via ZOOM.

Minutes accepted by: Scott Bugbee, Chair; Ben Genes, John Tappan, Mary Woodward, Laura Gund, and Katrin Kasper at the February 4, 2021 THRC meeting.