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

FORUM

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

- 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

**Town Hall**
Built – 1846
Foundation and Granite Doorstep - 1761
History of Town Center Buildings

Lee Public Library (School House)

Built – 1897
Relocated - 1962
History of Town Center Buildings

Annex (Fire Station)
Built – 1950
History of Town Center Buildings

Historical Society (Freight Depot)
Built – 1874
Relocated - 1973
History of Town Center Buildings

Tool Shed with Tramp Room
Built – 1915
Why Improve Town Center Buildings?

- 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
DATA COLLECTION

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

Questionnaires

- Staffing
- Equipment
- Storage
- Customers
- Activities Performed

- Department Function
- Department Interaction
- Size of Space
- Public/Staff Meeting Space Requirements
- Comments
Interviews

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

- Town Center Site
- Town Hall
- Annex
- Library
- Historical Society
- Tool Shed with Tramp Room
Existing Building Conditions – Site

- No Septic System
  - Holding tanks pumped periodically
- Water Quality Compromised
  - Arsenic
- Parking quantity is limited
Building Evaluations – Town Hall
Existing Building Conditions – Town Hall

- Rotted Floor Beams
- Dirt Crawl Space
  - Moisture Problem
- Poorly Insulated Floor
- Unvented Crawl Space
  - Causes Rot
Existing Building Conditions – Town Hall

- 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

- 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

- Storage for Town Records in a Storage Container
  - Leaks
  - No heat/climate control
  - Poor environment for maintaining records
Code Compliance Issues – Town Hall

- 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

- 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
Existing Building Conditions – Annex

- 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

- Lack of File Space
- Conference Table in Middle of General Work Space
Code Compliance Issues – Annex

- **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**
Existing Building Conditions – Library

- 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

- 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

- 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

- 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

- 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

- 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
Existing Building Conditions – Historical Society

- 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

- 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

- 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

- 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

- ADA Building Accessibility
  - Does not meet 60% accessibly entrances
  - Door hardware non-accessible
  - Does not provide Automatic Door Opener
- No ADA Compliant Access to Second Floor Exhibits
- No Plumbing Facilities
Existing Building Conditions – Tool Shed with Tramp Room

- 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

- Currently Used for Storage
Program Needs

- Population Projections
- Staff Projections
- Square Foot Program Summary
## Lee Population Projections

- NH Office of Energy and Planning Population Projection

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<th>YEAR</th>
<th>POPULATION</th>
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<td>2010</td>
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<td>4,335</td>
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<td>2020</td>
<td>4,360</td>
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<td>2035</td>
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<td>2040</td>
<td>4,710</td>
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## Staff Projections at Town Center

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<th>2035</th>
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<td>Full Time</td>
<td>Part Time</td>
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<td><strong>Town Hall</strong></td>
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<td>Assessing</td>
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<td>Building Inspection/Code</td>
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<td>Selectmen’s Office</td>
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<td>Town Clerk/Tax Collector</td>
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<tr>
<td>Town Administration</td>
<td>3</td>
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<tr>
<td>(Administrator/Secretary/Finance)</td>
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<td>Welfare</td>
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<td>Supervisor of the Checklist</td>
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<td>Library</td>
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<td>3</td>
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<tr>
<td>Historical Society</td>
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## Program Needs – Town Hall

### Town of Lee – Town Hall, Library, Historical Society

#### Program Summary

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<tr>
<th>Room Name</th>
<th>Current SF</th>
<th>Proposed SF</th>
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<tr>
<td><strong>TOWN HALL</strong></td>
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<tr>
<td>Town Administrator</td>
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<td>Town Administrator Office (Julie)</td>
<td>100</td>
<td>12’ x 15’</td>
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<td><strong>Town Administrator Subtotal</strong></td>
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<td>Administrative Assistant</td>
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<td>Office (Denise)</td>
<td>63</td>
<td>80</td>
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<td>118</td>
<td>120</td>
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<td><strong>Administrative Assistant Subtotal</strong></td>
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<td>Finance Office</td>
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<td>Finance (Joann)</td>
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<td><strong>Finance Office Subtotal</strong></td>
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## Program Needs – Town Hall

<table>
<thead>
<tr>
<th>SQUARE FOOT SUMMARY</th>
<th>CURRENT SF</th>
<th>REQUIRED SF</th>
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<tbody>
<tr>
<td>Town Hall</td>
<td></td>
<td></td>
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<tr>
<td>First Floor</td>
<td>1,864 GSF</td>
<td>5,953 GSF</td>
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<tr>
<td>Second Floor</td>
<td>695 GSF</td>
<td>0 GSF</td>
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<tr>
<td>Annex</td>
<td>1,094 GSF</td>
<td>0 GSF</td>
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<tr>
<td>Storage Located Outside Town Hall</td>
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<tr>
<td>Storage Container</td>
<td>288 GSF</td>
<td>0 GSF</td>
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<td>Heritage Commission at P.S.C.</td>
<td>200 GSF</td>
<td>0 GSF</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3,904 GSF</strong></td>
<td><strong>5,953 GSF</strong></td>
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</table>
Program Needs – Library

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

### Library Usage

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

<table>
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<tr>
<th>SQUARE FOOT SUMMARY</th>
<th>CURRENT SF</th>
<th>REQUIRED SF</th>
<th>CURRENT SF</th>
<th>REQUIRED SF</th>
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</thead>
<tbody>
<tr>
<td>Library</td>
<td>With Basements</td>
<td></td>
<td>4,896 GSF</td>
<td>7,998 GSF</td>
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<td><strong>TOTAL</strong></td>
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</table>
## Program Needs – Historical Society

<table>
<thead>
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<th>SQUARE FOOT SUMMARY</th>
<th>CURRENT SF</th>
<th>REQUIRED SF</th>
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<tbody>
<tr>
<td>Historical Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Floor</td>
<td>498 GSF</td>
<td>3,575 GSF</td>
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<td>Second Floor</td>
<td>498 GSF</td>
<td>0 GSF</td>
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<tr>
<td>Basement Storage</td>
<td>488 GSF</td>
<td>0 GSF</td>
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<td><strong>TOTAL</strong></td>
<td><strong>1,484 GSF</strong></td>
<td><strong>3,575 GSF</strong></td>
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# Program Needs – Tool Shed with Tramp Room

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<tr>
<th>SQUARE FOOT SUMMARY</th>
<th>CURRENT SF</th>
<th>REQUIRED SF</th>
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<tr>
<td>Tool Shed</td>
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<tr>
<td>TOTAL</td>
<td>1,056 GSF</td>
<td>1,056 GSF</td>
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Summary of Building Evaluations

- 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

- 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

- Site Options Considered
- Comparison Matrix
- Site Options Selected
Site Options Considered

Site Options

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
Church Property
Banister Property
Bricker Property
## Comparison Matrix

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

---

**Comparison Matrix Summary (Average) All Options**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
<th>Option 5</th>
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<td>Parking</td>
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<td>Maintenance</td>
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</tbody>
</table>

**Rankings**

- **9**: Critical High Importance
- **1**: Core Goal
- **5**: Liberal Medium Importance
- **10**: Liberal High Impact
- **7**: Medium Importance
- **4**: Medium Impact
- **8**: Medium Importance
- **6**: Liberal Medium Importance
- **11**: Core Goal
- **2**: Core Goal

---

**LEE TOWN CENTER MUNICIPAL FACILITIES**

**ANALYSIS**
Comparison Matrix

**Comparison Matrix Summary (Average) All Options**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Importance Value</th>
<th>Option 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Town Hall Site Expand/Renovate Town Hall and Library</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ Low</td>
</tr>
<tr>
<td>Functional Plan/Service to Public</td>
<td>10</td>
<td>Rating</td>
</tr>
<tr>
<td>Enhance Community Needs - Socializing</td>
<td>7</td>
<td>Sum</td>
</tr>
<tr>
<td>Enhance Community Needs - Classrooms</td>
<td>1</td>
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<tr>
<td>Positive Town Image/Aesthetics</td>
<td>7</td>
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<tr>
<td>Perceived Part of Town Center</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Creates a Town Campus</td>
<td>10</td>
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</tr>
</tbody>
</table>
### Comparison Matrix Summary – Options Excluded

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

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

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
Site Options Selected

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

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