

Town of Lee, NH
Town Hall Renovation Committee
Minutes of the Meeting on October 22, 2020

Members present: Pat Jenkins, Ben Genes, John Tappan, Mary Woodward, Laura Gund, Katrin Kasper and Scott Bugbee

Members Absent: none

Others Present: none

1. Mr. Bugbee called the meeting to order at 4:33pm.
2. As acting 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 Committee is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Zoom platform for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1-646-558-8656** and entering **Meeting ID 787 030 5413 Password 17741** by entering the same information through: zoom.us

b) Providing public notice of the necessary information for accessing the meeting;

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

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

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

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting; we will adjourn the meeting and have it rescheduled to another time.

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

3. Mr. Bugbee called for nominations for chair of the committee. Pat Jenkins nominated Mr. Bugbee for chair. Ben Genes seconded the nomination. Roll call voted showed all voted in favor of the motion. Motion passed.

4. Mr. Bugbee called for nominations for secretary of the committee. Pat Jenkins nominated Mr. Bugbee for chair. Ben Genes seconded the nomination. Roll call voted showed all voted in favor of the motion except Mr. Bugbee who abstained. Motion passed.
5. The Committee reviewed the THRC's charge noting the inclusion of the shared septic system for the Town Hall and the Library.
6. The Committee discussed the documents provided from the previous Town Center Vision Committee and documents generated by Mr. Tappan. Mr. Tappan provided information about the amount in the Town Hall Renovation Capital Reserve Fund (~\$51k) and the Town Buildings Capital Reserve Fund (~\$229K with another \$50K to be deposited this fiscal year).
7. The Committee discussed the goals for the committee and the timeline for deliverables. Mr. Tappan will draft a timeline for the committee to review at its next meeting. Chairman Bugbee will find out if any remediation study has been performed on the Town Hall building to identify any hazardous materials on site. Chairman Bugbee will contact LCHIP to clarify what is needed to submit an application for funding from LCHIP in spring 2021.
8. The Committee discussed the proposal from Wunderlich-Malec Engineering /AECm (WME) for design services for the Town Hall building. The committee members will review the proposal and forward comments/changes to Chairman Bugbee before the next meeting. He will gather all the input and provide that information to the group for a further discussion at their next meeting.
9. The Committee scheduled their next two meetings on Monday, October 26, 2020 and Thursday, October 29, 2020 at both 4:30pm via ZOOM.
10. Meeting adjourned at 6:04pm
11. Our next scheduled meeting is: Monday, October 26, 2020 @ 4:00pm via ZOOM.

Minutes accepted by: Scott Bugbee, Chair; Pat Jenkins, Ben Genes, John Tappan, Mary Woodward and Katrin Kasper at the October 26, 2020 THRC meeting.