

Town of Lee, NH
Town Hall Renovation Committee
Minutes of the Meeting on October 26, 2020

Town Hall Renovation Committee (THRC) Members present: Pat Jenkins, Ben Genes, John Tappan, Mary Woodward, Katrin Kasper, and Scott Bugbee

Members Absent: Laura Gund

Others Present: none

1. Mr. Bugbee called the meeting to order at 4:08pm.
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, Katrin Kasper, and Scott Bugbee were all present and no one was in the room with them.

3. Pat Jenkins moved to approve the minutes of the October 22, 2020 meeting. John Tappan seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. Mr. Tappan reviewed the two timeline documents he sent out earlier and asked for feedback on the formats and content. Mr. Tappan also reviewed the map of the town center he sent out and addition on the map of the setback radii from the well located at the rear of the town annex building.
5. The Committee discussed the proposal from Wunderlich-Malec Engineering / AECm (WME) for design services for the Town Hall building. The committee members developed a list of the deliverables needed for the Deliberative Session and for the application to Land and Community Heritage Investment Program (LCHIP) for funding the town hall rehabilitation.

For the Deliberative Session the following deliverables will be needed and the responsible party:

1. Rendering of Town Hall exterior (WME)
2. Cost of septic system for Town Hall building and Lee Library (Tappan)
3. Town Hall floor plan (THRC)
4. Cost of removing parking lot asphalt (Tappan)
5. Cost of parking lot extension (Tappan)
6. Cost of moving/installing well in new location (Tappan)
7. Renaming the Town Hall meeting area – possibly function (THRC)

For the LCHIP application following deliverables will be needed and the responsible party:

1. Completed LCHIP application (THRC)
2. Multiple quotes for work to be done (THRC)
3. Funding source(s) (THRC & BOS)
4. Attendance at LCHIP presentation (completed)
5. Building on State or National Register of Historic Places (completed)

Issues to be resolved by THRC:

1. 1968 addition configuration
2. Second floor configuration
3. Second floor weight load issue
4. NH DOT right of way issue
5. NH Department of Historic Resources discussion on ADA issues
6. Should the Town Hall have a sprinkler system installed?
7. Narrative describing the decision by the Select Board for no more public meetings in the second floor of the Public Safety Complex after 10-15 years
8. Narrative describing the reasoning why town functions were moved out the Town Hall building and to the Daley Building.
9. What are the authorized public uses of the Town Hall after it is rehabilitated?
10. Determine the appropriate escalation percentage for materials affected by the COVID-19 pandemic.

Questions to be posed to WME:

1. Who will lead the design project?
2. Resolve public access issue to second floor
3. Discuss safety of loading factor of second floor
4. What year of code requirements were used by WME to develop the proposal?
5. Does the Town Hall need a water filtration system?
6. What type of spray insulation is being proposed?

Mr. Bugbee will contact WME to discuss these questions and request they adjust their proposal accordingly.

6. Mr. Bugbee proposed making Katrin Kasper co-admin of the THRC Facebook page to assist with the publishing of the project information to the public. Ms. Kasper accepted the assignment.
7. Mr. Bugbee shared with the committee that he checked with the town administrator and as far she knows there has never been a remediation study done on the Town Hall building for hazardous materials.
8. The Committee scheduled a meeting on Thursday, November 5, 2002 at 4:00pm via ZOOM.
9. Meeting adjourned at 6:31pm
10. Our next scheduled meeting is: Thursday, October 29, 2020 @ 4:00pm via ZOOM.

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