

Town of Lee, NH
Town Hall Renovation Committee
Minutes of the Meeting on October 29, 2020

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

Members Absent: none

Others Present: none

1. Mr. Bugbee called the meeting to order at 4:05pm.
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, and Scott Bugbee were all present and no one was in the room with them. Mary Woodward had Bob Woodward in the room with her and Katrin Kasper had Kent Kasper and Grant Kasper in the room with her.

3. Ben Genes moved to approve the minutes of the October 26, 2020 meeting. Pat Jenkins seconded the motion. Roll call vote showed all voted in favor of the motion except Laura Gund who did not vote. Motion passed.
4. Mr. Tappan reviewed the parking lot spreadsheet he sent out. The committee discussed the charge and the site needs of the project including the septic system, well, and parking needs. The second floor of the Town Hall was discussed regarding its use and need for rehabilitation.
5. Mr. Bugbee will update the Select Board on the project and discuss the site costs issues with them at their next meeting.
6. The committee discussed 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)
 - a. WME will cost out the cost of these services. THRC wants only two views – one from the front and one from the Library building perspective.
2. Cost of septic system for Town Hall building and Lee Library (Tappan)
 - a. Mr. Tappan calculated the cost to be \$33.5K using a 15% escalation factor the cost would be ~ \$39K.
3. Town Hall floor plan (THRC)
4. Cost of removing parking lot asphalt (Tappan)
5. Cost of parking lot extension (Tappan)
 - a. Mr. Tappan calculated for an additional 30 spaces with 9 spaces currently there plus two lights the cost would be \$60K using a 15% escalation factor the cost would be ~ \$69K.
6. Cost of moving/installing well in new location (Tappan/Woodward)

- a. Mary will explore this issue and report back to the committee. She will also check on the last water testing report on the town hall water supply.
7. Renaming the Town Hall meeting area – possibly function (THRC)
 - a. Possible names – “Main Hall” or “Lee Community Hall”.

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 & Select Board)
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
 - a. Mr. Tappan will contact the State ADA department first to pursue this item.
6. Should the Town Hall have a sprinkler system installed?
 - a. The THRC will determine the cost of this item and look to the Select Board for guidance to include it or not.
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
 - a. Ms. Woodward will develop this document after speaking with the town administrator.
8. Narrative describing the reasoning why town functions were moved out the Town Hall building and to the Daley Building.
 - a. Ms. Jenkins will develop this document for the committee.
9. What are the authorized public uses of the Town Hall after it is rehabilitated?
 - a. Mr. Bugbee will speak with the Select Board about this issue.
10. Determine the appropriate escalation percentage for materials affected by the COVID-19 pandemic.
 - a. The committee will use a 15% escalation factor to be conservative in their cost estimates.

These are the questions posed to WME with their answers:

1. Who will lead the design project?
 - a. Tim Nichols
2. Resolve public access issue to second floor

- a. This requires resolving life safety and accessibility issues. There are several approaches which depend upon the intended use as determined by the town.
- 3. Discuss safety of loading factor of second floor
 - a. Depends upon the town's intended use.
- 4. What year of code requirements were used by WME to develop the proposal?
 - a. IBC 2015
- 5. Does the Town Hall need a water filtration system?
 - a. Water source should be tested for EPA/DES drinking water quality standards on annual basis. Type and level of treatment system depends on quality and user preferences (odor/taste/hardness) and potable uses.
- 6. What type of spray insulation is being proposed?
 - a. There are several approaches to applying sprayed polyurethane insulation (including hybrid systems) without affecting character defining features in historic buildings. The most practical envelope thermal/air/vapor system depends upon owner budget and intended use.
- 7. The Committee scheduled meeting on Thursday, November 12, 2002, Thursday, November 19, 2020, Thursday, December 3, 2020, and Thursday, December 10, 2020 all at 4:00pm via ZOOM.
- 8. Meeting adjourned at 6:00pm
- 9. Our next scheduled meeting is: Thursday, November 5, 2020 @ 4:00pm via ZOOM.

Minutes accepted by: Scott Bugbee, Chair; Pat Jenkins, Ben Genes, John Tappan, Mary Woodward, Laura Gund, and Katrin Kasper at the November 5, 2020 THRC meeting.