

Town of Lee, NH
Town Hall Renovation Committee
Minutes of the Meeting on February 11, 2021

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: Kent Kasper, Grant Kasper, and Grace Kasper

1. Chair Scott Bugbee called the meeting to order at 4:02pm.
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, Pat Jenkins, 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.

3. Mr. Bugbee moved to approve the minutes of the February 4, 2021 meeting. Mr. Tappan seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. Mr. Tappan presented two documents for the Committee to discuss. The first was a Public Awareness Charter for our project. The second was Paths to Developing the Town Building 10-year Plan. The Committee will review both documents and discuss them at our next meeting.

5. The sub-committees reported progress that they had made. The Design team reported that many towns are rehabilitating their buildings. Public Awareness presented the two documents covered above in number 4. The Site Plan team is working on their tasks and will report soon. The Parish House et al team reported they are working on their tasks as well. The Funding Sources team is identifying possible funding options. The Town Building team reported meeting with Steve Bullek to discuss the Highway Department needs. They need to re-do the roof of the salt shed to allow large trucks to dump salt directly into the shed. This cost should be cheaper than what is currently being carried in the CIP. The other project is the expansion of the highway garage to allow more space for equipment and additional work space for staff. The cost for this expansion should be close to what is currently listed in the CIP for this project.

Additionally, the roof for the Highway Annex should be included on the CIPF listing. The roof was last replaced in 2001. Also, the cooling systems at the Public Safety Complex should be listed as well as the roof and other critical systems like the generator.

As far as town-wide items, a solar array should be listed and investigated to potentially power the Transfer Station and the Public Safety Complex.

6. Meeting adjourned at 5:07pm
7. Our next scheduled meeting is: Thursday, February 18, 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 18, 2021 THRC meeting.