

Town of Lee, NH
Town Hall Renovation Committee
Minutes of the Meeting on February 18, 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 4:03pm.
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.

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

3. Mr. Bugbee moved to approve the minutes of the February 11, 2021 meeting. Ms. Jenkins seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. The sub-committees reported on the progress that they had made. The Design team had no update to report. Public Awareness sub-committee discussed their progress and updated documents. The Site Plan team presented their draft site planning and staging document for discussion and feedback. The Committee is to review the document and provide feedback at the next meeting. The Town Building team requested to add the Highway Annex roof to the CIFP with a \$23-

25K replacement cost. Mr. Tappan reported that he went through the assessing cards for all town buildings and came up with 15. He will add them to the CIPF listing. Ms. Woodward asked if all these buildings are on the Town's property insurance. The Town Building team will look into it and report back to the THRC.

The Committee also discussed how remote working and utilizing digital records management might affect town building plans in the future. These ideas need to be researched and evaluated.

Ms. Woodward presented some information about what other towns are doing with their town buildings as well as updated information about sprinkler systems.

Mr. Bugbee asked each sub-committee to report back to the Committee at their next meeting when they think the sub-committee will be ready to submit their documents and finalize their work. We will need to request a working meeting with the Select Board to report our findings and receive their feedback.

5. Mr. Bugbee asked the Committee about scheduling more meetings. The Committee decided to schedule the next four meetings on Thursday, March 4, 2021, Thursday, March 11, 2021, Thursday, March 18, 2021, and Thursday, March 25, 2021 at 4:00pm via ZOOM. Mr. Bugbee will have the meetings posted and schedule the ZOOM meetings.
6. Meeting adjourned at 5:41pm
7. Our next scheduled meeting is: Thursday, February 25, 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 25, 2021 THRC meeting.