

Town of Lee, NH
Town Hall Renovation Committee
Minutes of the Meeting on February 25, 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: Charles & Laurel Cox

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 18, 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.
 - a. The Design team (Ben & Mary) presented a document outlining multiple options for addressing the Town Hall and the Town Center site. The Committee will review and give feedback at our next meeting. The Committee will split the Design Team task into two different tasks – one

for the Town Hall and one of the new administrative office building. The new administrative office building will have to be reviewed again with special attention given to space needs. The Committee thinks that digital records need to be explored more because it will have a significant effect on the building size and square footage needed. Other areas the Committee will consider are: energy efficiency and 2-story vs. 1-story for the administrative office building.

The Committee discussed the different types of sprinkler systems for the Town Hall. Mr. Tappan and Ms. Woodward are working with Chief Nemet on the NFPA codes and the State Fire Marshall about what is needed.

- b. Public Awareness sub-committee discussed their progress and updated documents. They are publishing information about each of the buildings at Town Center on Facebook to improve public awareness and information distribution. Mr. Bugbee will send the sub-committee information about the Parish House for publication.
- c. The Site Plan team discussed their draft site planning and staging document with the Committee. The Committee liked the approach and thought the staging was appropriate.
- d. The Other Town Buildings team will prioritized their list of buildings that need attention.
- e. The Funding Team has been working with a hazardous materials consultant about the Town Hall. The company submitted a proposal to do an assessment of the Town Hall and the cost of remediation of two scenarios – one of occupancy for small meetings (< 12 people) of the current building; and one for the rehabilitation of the building as a meeting place.
- f. The Town Building team submitted a listing of all town buildings and their insurance coverage (both building and contents) for the Committee to review.

5. Meeting adjourned at 5:49pm

6. Our next scheduled meeting is: Thursday, March 4, 2021 @ 4:00pm via ZOOM.

Minutes accepted by: Scott Bugbee, Chair; Ben Genes, John Tappan, Mary Woodward, Laura Gund, and Katrin Kasper at the March 4, 2021 THRC meeting.