

# Town of Lee, NH

## Town Hall Renovation Committee

### Minutes of the Meeting on March 4, 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: none

1. Chair Scott Bugbee called the meeting to order at 4:08pm.
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](http://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 25, 2021 meeting. Ms. Jenkins seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. The Committee discussed when their deliverables might be ready for presentation to the Select Board during a working session. Some sub-committees are nearly complete and some need about two more weeks to finalize their deliverables. Mr. Bugbee will notify the Select Board that the THRC would like to schedule a working meeting with them for sometime late March or early April to present the THRC's deliverables and discuss how to move the project forward.

5. The sub-committees reported on the progress that they had made since the last meeting.

- a. The Committee reviewed the Design team's document for the Town Hall and its scenarios. The Committee didn't have any changes to make to the document.

The Committee discussed the making the second floor accessible and will explore options for providing access via some kind of lift. More research is required on this subject.

The Committee discussed the storage container next to the Tool Shed. The container is no longer used and should be removed from the site. The Police Chief has expressed a desire to use it. This should be explored.

- b. Public Awareness team discussed their progress. They are continuing to publish information about each of the buildings at Town Center on Facebook to improve public awareness and information distribution. Mr. Bugbee sent the sub-committee information about the Parish House for publication.
- c. The Site Plan team's deliverables are almost complete. They will send their documents to the Committee for review.
- d. The Other Town Buildings team needs another two weeks to complete their deliverables.
- e. The Funding Team's deliverables are almost complete. They will send to the Committee their deliverables for review.
- f. The Town Building team has put on the CIFP the town building project currently under consideration.

6. Meeting adjourned at 5:11pm

7. Our next scheduled meeting is: Thursday, March 11, 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 11, 2021 THRC meeting.