

Town of Lee, NH
Town Hall Renovation Committee
Minutes of the Meeting on November 5, 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: Bob Woodward, Kent Kasper, Grace Kasper, and Grant Kasper

1. Mr. Bugbee called the meeting to order at 4:04pm.
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, Laura Gund, 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, Grace Kasper, and Grant Kasper in the room with her.

3. Laura Gund moved to approve the minutes of the October 29, 2020 meeting. Katrin Kasper seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. Mr. Bugbee debriefed the committee on his discussion with the Select Board about THRC issues. Mr. Bugbee requested and was approved for \$2,000 in funding to engage WME to generate exterior elevations of the Town Hall for presentations purposes.
5. Mr. Tappan reviewed the Town Hall 1968 addition floor plan options he created. The Committee discussed the options. Mr. Tappan will generate more options with the limited space available. The Committee discussed ADA issues and the use of the second floor of the Town Hall. The Committee discussed the idea of a multi-use facility to gain public support for the project.
6. The Committee discussed the need for a sprinkler system in the Town Hall. Mr. Genes' estimate would put a system in the \$30-\$50K range with the probably costing about \$35K. The THRC will get quotes and present the information to the Select Board and have them decide if a sprinkler system should be included in the project for not.
7. Ms. Woodward discussed the reasoning of why the Public Safety Complex (PSC) would not be utilized for meetings. The Select Board discussed the issue and directed the Town Center Vision Committee to plan for no meetings being held in the second floor meeting rooms in 10-15 years. She spoken about other issues involving the PSC:
 - a. Town population growth of ~ 200 people in 10 years.
 - b. In 10 years, the public safety chiefs each might require up to an additional 2 full and/or part-time staff in each department.

- c. There is a need for an expanded bunk space upstairs, possibly in the exercise room.
 - d. The Fire Department is satisfied with the downstairs meeting room for their Thursday training sessions, but the Planning Board also requests the space on that evening.
 - e. The intended kitchen area upstairs is currently used as a secure storage area.
 - f. There is some concern about minimizing safety incidents when meetings are held at the PSC and safety personnel have to enter and egress the area quickly to respond to calls.
8. The Committee discussed the possibility of public groups using the renovated Town Hall. Ms. Woodward will research what other towns are doing.
9. Ms. Woodward reported that water at the Town Hall was last tested in 2013.
10. Meeting adjourned at 6:17pm
11. Our next scheduled meeting is: Thursday, November 12, 2020 @ 4:00pm via ZOOM.

Minutes accepted by: Scott Bugbee, Chair; Pat Jenkins, Ben Genes, John Tappan, Mary Woodward, and Katrin Kasper at the November 12, 2020 THRC meeting.