

# Town of Lee, NH

## Town Hall Renovation Committee

### Minutes of the Meeting on November 19, 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: Kent Kasper and Grace Kasper

1. Mr. 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](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, Ben Genes, John Tappan, Mary Woodward, 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 and Grace Kasper in the room with her.

3. Scott Bugbee moved to approve the minutes of the November 12, 2020 meeting. Laura Gund seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. John Tappan reviewed the latest Town Hall 1968 addition floor plan option he created. The Committee discussed the option. Mr. Tappan was able to include a vestibule, a small conference room, two bathrooms, a small kitchenette, and a small janitor's closet into the 1968 space. The design also includes space in the northeast corner of the main room by the stage to accommodate two rolling units

that hold 10 - 6ft tables and 42 chairs each. These units can also be configured to provide coat rack capabilities when not holding tables and chairs.

5. Ms. Woodward discussed with the Committee the narrative she is drafting explaining the reasoning why the Public Safety Complex (PSC) would not be utilized for meetings in 10-15 years.

She had four additional questions for the THRC:

1. What function would the Town Hall serve?
2. What is the usage of the PSC?
3. What are the futures needs of the PSC?
4. How will ZOOM meetings affect the need for meeting space in Lee?

The Committee discussed these issues. The THRC asked Mr. Bugbee to speak with the Select Board at their November 30, 2020 meeting about the possibility of the Town Hall being able to hold public functions like birthday parties, retirement parties, etc. Other towns allow these activities with cleaning security deposits to assure the space is left clean and rental fees to help keep these activities expense neutral or possibly make some revenue to help offset expenses.

Ms. Woodward also brought to the attention of the THRC the example of the Barrington town hall and how it was achieved. The Town of Lee is in a similar situation and might learn from Barrington's example.

6. Pat Jenkins presented the draft narrative of the reasoning to move town administration from the current Town Hall to the Daley Building. The THRC asked for a couple to small changes. Ms. Jenkins will make those changes and send the revised document to the THRC for review.
7. The Committee discussed the need to have the area next to the Town Hall building sloped away from the building to foster proper drainage. The Committee also discussed the need for outside insulation for the foundation.
8. Ms. Woodward reported the pricing information she received from the well company and the Committee answered some of their questions. Mr. Tappan will provide some proposed well location information to Ms. Woodward to share with the well company to better estimate the cost. Ms. Woodward brought to the THRC's attention that we need to estimate the cost of clearing the proposed well location to our cost estimates.
9. Meeting adjourned at 5:28pm
10. Our next scheduled meeting is: Thursday, December 3, 2020 @ 4:00pm via ZOOM.

Minutes accepted by: Scott Bugbee, Chair; Ben Genes, John Tappan, Mary Woodward, Laura Gund, and Katrin Kasper at the December 3, 2020 THRC meeting.