

# Town of Lee, NH

## Town Hall Renovation Committee

### Minutes of the Meeting on December 3, 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, Grant Kasper, and Grace Kasper

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

3. Mr. Bugbee moved to approve the minutes of the November 19, 2020 meeting. Pat Jenkins seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. John Tappan told the Committee that he took some measurements of the Town Hall building around the external stairs to fill in some dimensions for his drawing of the building. Mr. Tappan and the Committee discussed the stairs and the rise

and treads of the stairs and how far they would need to run to make the appropriate configuration to access the second floor.

5. Mr. Bugbee shared his discussion with the Select Board about the issue of having the renovated Town Hall building serve as a function space for non-town related events with the possibility of the users paying for the use of the space and having a cleaning deposit required. The Select Board supports the idea and instructs the THRC to proceed with the concept in the Town Hall renovation project.
6. 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 the future. The Committee discussed the draft created by Ms. Woodward. She will add the information presented about the use of the Town Hall as a function space to the narrative.
7. The Committee discussed the details of the renovation project. The Committee needs to capture the second floor conditions that are to be addressed by the project: insulation, walls, ceiling, and structural issues with the dormers. The Committee needs to confirm that WME (project design firm) is using the 2018 version of the building code. The Committee needs to include the possibility that a hazardous materials study might need to be performed on the Town Hall building.
8. Ms. Woodward reported the well company contractor still needs more information from the Committee. Mr. Tappan needs to get some information on the placement of the well to Ms. Woodward. He will send it before the next meeting so she can get a better estimate from the contractor.
9. Mr. Bugbee asked Katrin Kasper about publicizing information about the THRC project. She said she was ready to get the information out when it was ready.
10. Mr. Bugbee asked the Committee about scheduling more meetings. The Committee decided to schedule a meeting on Thursday, December 17, 2020 at 4:00pm via ZOOM. Mr. Bugbee will have the meeting posted and schedule the ZOOM meeting.
11. Meeting adjourned at 5:34pm
12. Our next scheduled meeting is: Thursday, December 10, 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 10, 2020 THRC meeting.