

Town of Lee, NH

Town Hall Renovation Committee

Minutes of the Meeting on December 10, 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: Robert Woodward, 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.

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, Laura Gund, and Scott Bugbee were all present and no one was in the room with them. Mary Woodward was present with Robert Woodward in and out of the room with her. 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 December 3, 2020 meeting. Laura Gund seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. The Committee discussed the narrative for the Public Safety Complex meeting space and the narrative for the Town Hall functions moving to the Daley Building. Mr. Genes will draft a composite of the both narratives and pass the

document onto Ms. Kasper, Ms. Woodward, and Ms. Jenkins for final editing. The group will present the document for our next meeting.

5. Ms. Woodward reported the updated information from the well company contractor based on Mr. Tappan's information.
6. Mr. Tappan presented a preliminary document that will be part of the presentation to the Select Board. The document summarizes the detail of the cost of renovating the Town Hall building and the associated site costs, including expanding the parking lot and installing a new well and septic system at Town Center. The document further details the items eligible for LCHIP funding and those that need to be solely funded by the Town. Mr. Tappan will update the document with information discussed by the Committee and present the document at our next meeting.
7. Meeting adjourned at 5:45pm
8. Our next scheduled meeting is: Thursday, December 17, 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 17, 2020 THRC meeting.