

Town of Lee, NH

Town Hall Renovation Committee

Minutes of the Meeting on December 21, 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, Grant Kasper, and Grace Kasper

1. Chair Scott 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.

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 17, 2020 meeting. Pat Jenkins seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. Mr. Tappan and Mr. Bugbee debriefed the Committee on the ZOOM meeting with Chief Nemet regarding the Town Hall occupancy load, sprinkler system, and emergency egress. The Chief will get back to us with an update on the door widths needed, the sprinkler system needs, and the function room capacity.

5. Mr. Tappan reviewed a floor plan of the Town Hall with the external stairs to the second floor enclosed inside the building. The Committee discussed the floor plan and the drawbacks having the building so close to the Tool Shed.
6. Mr. Tappan presented the updated “Town Hall Rehabilitation and Related Project Costs” document for the Committee is review and discuss. Mr. Tappan reviewed the document and will create a summary document for the presentation to the Select Board. Mr. Tappan and Mr. Bugbee will get together to review the Select Board presentation before the next Select Board meeting on Monday, December 28, 2020.
7. 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. Ms. Kasper, Ms. Woodward, and Ms. Jenkins have removed the Public Safety Complex reasoning from the narrative for better understanding of the issue.
8. Mr. Bugbee will try to schedule a ZOOM meeting with Tim Nichols from WME for next week to review the additional tasks needed from WME for the project and to get an updated quote for their services.
9. Meeting adjourned at 5:43pm
10. Our next scheduled meeting is: TBD

Minutes accepted by: Scott Bugbee, Chair; Ben Genes, John Tappan, Mary Woodward, Laura Gund, and Katrin Kasper at the December 29, 2020 THRC meeting.