

Town of Lee, NH

Town Hall Renovation Committee

Minutes of the Meeting on December 29, 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: Tim Nichols – WME, Kent Kasper, Grant Kasper, and Grace Kasper

1. Chair Scott Bugbee called the meeting to order at 4:05pm.
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.

Mary Woodward, Pat Jenkins, Ben Genes, John Tappan, 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 December 21, 2020 meeting. Pat Jenkins seconded the motion. Roll call vote showed all voted in favor of the motion. Motion passed.
4. Mr. Bugbee welcomed Mr. Nichols to the meeting and reviewed the additional services the Committee would like include in the project proposal from WME for rehabilitating the Town Hall. These included:
 - a. Insulation for the second floor of the Town Hall.

- b. Hazardous materials study for the Town Hall building.
- c. Safety issue – structural engineer review of issues highlighted in Town Hall building assessment performed by AECm.
- d. Energy Assessment of the Town Hall building (Clay Mitchell possibly to review).

The Committee discussed each issue. Mr. Tappan reviewed the presentation to the Select Board with Mr. Nichols and will send a copy of the presentation to him. Mr. Bugbee will provide Mr. Nichols with a copy of the energy assessment done by Clay Mitchell.

The Committee discussed the use of the second floor and will provide a cost to make it publically accessible as an option for the Select Board to decide to include that feature or not.

Mr. Bugbee will ask Mr. Nichols if he can provide a draft of the proposal before our next meeting so the Committee can review it before presenting it to the Select Board on Monday, January 11, 2021.

- 5. 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. The Committee will review the updated document and send any comments to Ms. Kasper, Ms. Woodward, and Ms. Jenkins before our next meeting. They will send an updated document with any changes before our next meeting so the document can be reviewed and accepted so it can be presented at the Select Board meeting for their approval.
- 6. Mr. Bugbee will post four meetings for the Committee: Thursday, January 7, 2021, Thursday, January 14, 2021, Thursday, January 21, 2021, and Thursday, January 28, 2021. All meetings will be at 4:00pm via ZOOM.
- 7. Meeting adjourned at 5:46pm
- 8. Our next scheduled meeting is: Thursday, January 7, 2021 @ 4:00pm via ZOOM.

Minutes accepted by: Scott Bugbee, Chair; Ben Genes, John Tappan, Mary Woodward, Laura Gund, and Katrin Kasper at the January 7, 2021 THRC meeting.