

Lee Facilities Committee Minutes of Meeting of May 17, 2017

Present Members: Deborah Schanda (Chairwoman), Dwight Barney, Scott Bugbee, Larry Kindberg, Wayne Lehman, David Meeker, Mark Nelson

Visitors: Anne Tappan, John Tappan, Katrinka Pellecchia, Peg Dolan

Call to Order: At 6:30 PM by D. Schanda

Public Comments: None

Approval of Previous Minutes: Minutes of meeting held on May 3, 2017, approved as written.

Updates and Announcements:

Purchase of Church Property: S. Bugbee presented a map he had developed with the help of J. Tappan that located the Cemetery and its required setback relative to the boundary line of the proposed purchase lot.

The Select Board will begin negotiations with the Lee Church Congregational for the purchase.

Storage of Town Archives: S. Bugbee reported on a professional evaluation of the Town's archival procedures and facilities funded by a Moose Plate Grant obtained by the Town's Heritage Commission. The preliminary results of the evaluation concluded that because the most important detrimental factors for archival storage were the environment, rodents, and people the proposed storage in the Town's PSC was excellent as each of these factors can be controlled. A detailed report on the study will be available later.

OLD BUSINESS:

Comparison of Stevens Design and Assumed Needs: W. Lehman and J. Tappan presented a table showing the assumed program area needs and the areas of the Stevens design. M. Nelson suggested that the "assumed needs" be reviewed by the current staff to ensure that they are correct and all potential needs have been considered. S. Bugbee asked if Randy Stevens had updated his original design and was informed that he had not done so. D. Barney stated that he felt the Committee should not be too focused on the actual layout of the floor plan at this stage.

Discussion of Item/Purposes Omitted from Stevens Design:

Commission and Committee Meeting Rooms: S. Bugbee stated that he envisioned the meetings would be held in the restored Town Hall and the records of the various groups would be held in the current Town Clerk's office. There was general agreement on this although it was noted that this will require a careful scheduling program to avoid conflicts in room usage.

Shared Workspace: The Select Board, Supervisors of the Check List, Cemetery Trustees, Trustees of the Trust Fund, and Welfare Officer all need workspace from time-to-time in the Town Hall. Of these the Welfare Officer, at least, requires privacy. However, S. Bugbee noted that often the Welfare meetings are arranged for evenings. There was considerable discussion of these issues. D. Barney suggested that the shared room should be equipped with cubicles containing desks and storage facilities for each of the groups regularly using the room. There was general agreement of this suggestion.

Correction: ~~It was noted that the Assessor requires a dedicated location in the Town Hall and will not be expected to use the shared space.~~

*It was noted that the Assessor requires a **reserved** location in the Town Hall.*

Waiting Room for Town Clerk: S. Bugbee stated that it is necessary to provide a waiting area for the Town Clerk's clients. W. Lehman stated that, in his opinion, such a space could be easily developed within the Stevens Design.

Supply Room: D. Barney suggested that rather than have a large storage room for supplies in the Town hall, it might be more efficient to have a central large storage location elsewhere in the Town with smaller supply “closets” in each of the Town’s other buildings. There was some discussion of this but no decision was taken.

Total Size of Town Hall: S. Bugbee stated that in his opinion 5,000 sq. ft. should be considered the preferred size and that further reduction in size would not be cost effective. D. Barney said that a reduction to 4,750 sq. ft. might be possible with proper consideration of efficiencies.

Library Update: D. Shanda reported on a meeting at which representatives of the Library Trustees and officers of the Historical Society discussed the desirability of their sharing space by joining the Library and the Museum. There is not significant support for such an alternative. There followed considerable discussion of the relationships, both organizational and legal, between the Town and the Historical Society. In particular, the questions associated with the cost of moving the Museum and the continuing cost of upkeep and care were discussed.

Review of Mid-Plan: D. Shanda presented a spreadsheet she prepared comparing three plans which were then discussed in considerable detail. Katrinka Pellecchia spoke for the need to consider building styles when contemplating moving the Historical Museum and the Tramp Room near the renovated Town Hall. She also spoke for the need to maintain the renovated Town Hall for meeting space. S. Bugbee stated that there are various funds, such as LCHIP, which might be available to the Town for such a purpose. M. Nelson noted that there exist other funding groups which might be helpful.

Update of Mid-Plan: D. Schanda will seek to determine better estimates of the cost of various items within the Mid-Plan and M. Nelson will try to provide estimates of the costs associated with moving small buildings.

Next Meeting: May 31, 2017

Submitted By _____
David Meeker