SELECT BOARD MEETING AGENDA

DATE: Monday, December 4, 2017 at 6:30 pm

HELD: Public Safety Complex (2nd Floor Meeting Room) 20 George Bennett Rd, Lee

The Select Board reserves the right to make changes as deemed necessary during the meeting. Public Comment limited to 3 minutes.

- 1. Call meeting to Order 6:30 pm
- 2. Public Comment
- 3. Bill Booth, Building Inspector ADA Issues: Town Hall Review the list of potential ADA issues at Town Hall, Library, and Annex.
- 4. Scott Nemet, Fire Chief Sale of the Fire Department Ford F-150

 Present the Select Board with an offer from Kustra's Auto body for the 2010 Ford F-150 Fire Department Command Vehicle.
- 5. Larry Kindberg, Rec Commission Chair Kindness Rock Garden at Little River Park Request the Board's permission to install a "kindness rock garden" at Little River Park.
- 6. Scott Bugbee, Town Center Vision Committee Representative
 - **a.** Discuss setting up a meeting of the TCVC, the BOS and the Department Heads to discuss the town center building proposal and messaging to the citizens of Lee.
 - **b.** Discuss funding the costs to provide information to the public with regards to the town center proposal.
- 7. Julie Glover, Town Administrator
 - a. Lunch with Treasurer
 - b. Town Hall Air Quality Testing
 - c. Miscellaneous
- 8. Motion to accept the Consent Agenda as presented:
 - a. Letter to NH DOT re: Mast Way Sidewalk
 - b. Public and Non Public Meeting Minutes from 11/20/2017
 - c. Manifest #11
 - d. Weeks Payroll Ending December 3, 2017
- 9. Motion to enter into Non-Public Session-NH RSA 91-A:3II (a) Personnel x2; (d) Purchase of Church Property Roll Call Vote required
- 10. Motion to seal the Non-Public Session Minutes (if necessary.) Roll Call Vote required.
- 11. Miscellaneous/Unfinished Business
- 12. Adjournment

AG Architects, PC 63+ Central Avenue, Dover, NH 03820

634 Central Avenue, Dover, NH 03820 E-Mail aga@agarchitects.com Phone 603-743-3700 Fax 603-743-3777



Town Hall - Annex Repairs Estimate

Town of Lee

Municipal Facility Needs Study AG Architects Project No. 16-704

8 February 2017

Americans with Disabilities Act (ADA)/Code Improvements

1	Remove and replace entry ramp	\$20,000 - 25,000
2	Provide automatic door opener at accessible entry	\$5,000 - 6,000
3	Replace door knobs with levers	\$1,800 - 2,000
4	Modify Toilet Room Accessories: New grab bar, cabinet/accessories height	\$1,200 - 1,500
5	Reconstruct Break Room: Provide access, new counter	\$8,000 - 10,000
6	Remove and relocate payment drop box	\$250 - 400
7	Remove front Vestibule, provide proper landing for egress	\$3,500 - 4,500
8	Provide access walk to exterior display case	\$300 - 500
9	Provide one compliant exit stair enclosure, Basement to Second Floor	\$40,000 - 50,000
10	Provide stair Basement to Second Floor	\$5,400 - 7,000
11	Add second handrail at existing interior stair	\$1,200 - 1,500
12	Provide elevator 3-story	\$80,000 - 90,000
13	Provide elevator shaft and Lobby space, 3 floors	\$40,000 - 50,000
14	Rebuild second floor roof and framing for Second Floor access	\$25,000 - 30,000
15	Modify second floor door size for access	\$2,500 - 3,500
16	Provide tactile exit signs at exits, modify existing signs	\$1,000 - 1,500
17	Provide dual height drinking fountains	\$2,500 - 3,000
18	Provide separate male and female bathrooms	\$10,000 - 15,000
19	Provide heat recovery ventilation for entire building	\$30,000 - 33,000
20	Add fire alarm horn/strobes, correct pull mounting heights	\$3,000 - 4,000
21	Provide exterior emergency lights at exits	\$2,100 - 2,400
22	Annex: Modify interior vestibule for ADA clearances, counter and door width	\$7,500 - 8,500
23	Annex: Replace door knobs with lever handles	\$2,700 -3,600
24	Annex: Replace narrow doors to rooms with ADA compliant doors	\$5,000 - 6,000
25 '	Annex: Replace bathroom with single accessible unisex bathroom, < 15 occs	\$10,000 - 15,000
26	Annex: Install heat recovery ventilation for entire building	\$30,000 - 35,000

27	Annex: Provide exterior emergency lights at exits	\$1,400 - 1,600
28	Annex: Install code required emergency exit signs	\$3,000 - 3,500
29	Annex: Add horn/strobe in bathroom	\$300 -400
30	Annex: Provide automatic door opener at accessible entry	\$5,000 - 6,000

Subtotal ADA/Codes \$347,650 - \$420,400

Recommended Repairs

31	Raise Town Hall building to build new basement	\$30,000 - 40,000
32	Provide new insulated Basement, reuse granite facing	\$139,800 - 158,400
33	Repair existing floor framing	\$40,700 - 48,800
34	Replace four non-insulated windows	\$1,600 - 2,000
35	Paint exterior siding and trim	\$15,000 - 20,000
36	Replace boiler with propane condensing high efficiency unit	\$15,000 - 16,000
37	Replace exhaust fan in bathroom	\$800 - 1,000
38	Provide adequate ceiling LED lighting in Administration space	\$5,000 - 6,000
39	Upgrade existing lighting with new LED lighting	\$8,000 - 10,000
40	Replace original wiring and receptacles with new	\$15,000 - 16,000
41	Replace existing electrical panel	\$5,000 - 5,500
42	Annex: Replace roof with new roof shingles	\$10,000 - 12,000
43	Annex: Paint building	\$20,000 - 25,000
44	Annex: Replace non-insulated front windows	\$5,000 - 6,000
45	Annex: Replace boiler with propane condensing high efficiency unit	\$15,000 - 16,000
46	Annex: Replace exhaust fan in bathroom	\$800 - 1,000
47	Annex: Upgrade existing lighting with new LED lighting	\$8,000 - 10,000
48	Annex: Replace original wiring and receptacles with new	\$9,000 - 10,000
49	Annex: Replace existing electrical panel	\$5,000 - 5,500
	Subtotal Repairs	\$348,700 - \$409,200

Total \$696,350 - \$829,600

Note: Scope outlined above does not include temporary relocation during renovations, expansion to meet space needs (except for new Basement) or renovation of interior spaces.

Library Repairs Estimate

Town of Lee Municipal Facility Needs Study

AG Architects Project No. 16-704 8 February 2017



Americans with Disabilities Act (ADA)/Code Improvements

1	Provide code compliant hand rails at four exterior stairs	\$8,000 - 10,000
2	Modify access ramp and railing with landing at turns	\$2,500 - 3,500
3	Provide walk ways to rear exit doors	\$3,000 - 3,500
4	Provide automatic door opener at accessible entrance	\$5,000 - 6,000
5	Replace door knobs with lever handles	\$600 - 750
6	Provide latching hardware and closer at Basement stair door	\$800 -1,000
7	Modify stair walls and Basement door to meet code clearances	\$6,000 - 8,000
8	Provide extended hand rail ends at Basement stair	\$500 - 800
9	Add hand rail at stair to storage Basement (1962 wing)	\$1,200 - 1,500
10	Provide correct size landing at bottom of Basement stair	\$3,500 - 4,500
11	Modify kitchennette counter and sink height	\$1,500 - 2,000
12	Provide separate male and female accessible bathrooms	\$10,000 - 15,000
13	Modify toilet room accessories height: grab bars, mirror soap, paper towel	\$500 - 600
14	Provide tactile exit signs at exits, bathrooms	\$1,000 - 1,500
15	Provide elevator 2-story to access Basement meeting room	\$75,000 - 85,000 🕊
16	Provide elevator shaft and Lobby space, 2 floors	\$25,000 - 35,000
17	Provide dual height drinking fountains	\$2,500 - 3,000
18	Install heat recovery ventilation for entire building	\$45,000 - 48,000
19	Provide exterior emergency lights at exits	\$2,800 - 3,200
20	Modify emergency exit sign locations (1962 wing exit non-compliant)	\$200 - 300
21	Provide additional fire alarm horn/strobes	\$1,500 - 2,500
22	Provide additional emergency lighting fixtures	\$3,000 - 3,500
23	Add emergency exit sign in 1996 wing	\$400 - 600
24	Modify stack locations or reduce number of stacks to meet aisle clearance and turnaround requirements Subtotal ADA/Codes	\$0 \$199,500 - 239,750

Subtotal ADA/Codes \$199,500 - 239,750

Recommended Repairs

	Subtotal Repairs	\$65,600 -\$77,700
33	Upgrade existing lighting with new LED lighting	\$12,000 - 13,000
32	Provide adequate lighting in 1962 wing	\$2,000 - 3,000
31	Replace exhaust fan in bathroom	\$800 - 1,000
30	Replace one furnace with propane condensing high efficiency unit	\$15,000 - 16,000
29	Reinforce first floor of 1962 wing for additional library stack loads	\$3,500 - 5,000
28	Insulate Basement/crawl space walls	\$26,500 - 32,000
27	Install eave vents at soffit in 1972 wing	\$1,000 - 1,500
26	Replace eight non-insulated windows in 1984 wing	\$4,000 - 5,000
25	Replace two non-insulated windows in 1962 wing	\$800 -1,200

Total \$265,100 - 317,450

Note: Scope outlined above does not include temporary relocation during renovations, expansion to meet space needs or renovation of interior spaces.

Historical Society Repairs Estimate

Town of Lee Municipal Facility Needs Study

AG Architects Project No. 16-704 8 February 2017



Americans with Disabilities Act (ADA)/Code Improvements

1	Provide code compliant hand rails at stair and ramp	\$2,500 - 3,000
2	Modify access ramp and railing with ADA compliant landing at top of ramp	\$2,000 - 3,000
3	Verify no rail required at freight depot platform edge	\$0
4	Provide accessible walk way from parking to ramp	\$1,000 - 1,500
5	Provide automatic door opener at accessible entrance	\$5,000 - 6,000
6	Replace door knobs with lever handles	\$400 - 600
7	Add hand rail at stair to storage Basement (1962 wing)	\$800 - 1,000
8	Provide single accessible unisex bathroom, < 15 occupants	\$10,000 -15,000
9	Provide dual height drinking fountains	\$2,500 - 3,000
10	Provide tactile exit signs at exits, bathroom	\$1,000 - 1,500
11	Restrict access to second floor, no elevator	\$0
12	Install mechanical system with heat recovery ventilation for entire building	\$25,000 - 30,000
13	Add horn/strobes and fire alarm pull for fire alarm system	\$3,000 - 5,000
14	Provide exterior emergency lights at exits	\$1,400 - 1,600

Subtotal ADA/Codes \$54,600 - \$71,200

Recommended Repairs

15	Replace all non-insulated windows	\$3,200 - 4,800
16	Raise and/or relocate Freight Depot to build new Basement	\$25,000 - 35,000
17	Provide new insulated, conditioned and waterproofed Basement	\$35,425 - \$40,875
18	Provide additional lighting with new LED lighting	\$10,000 - 12,000
	Subtatal Danaire	\$73 625 \$02 67

Subtotal Repairs \$73,625 - \$92,675

Total \$128,225 - \$163,875

Note: Scope outlined above does not include temporary relocation during renovations, expansion to meet space needs or renovation of interior spaces.



Office Use Only

Meeting Date: 12/4/17

Agenda Item No.

BOARD OF SELECTMEN MEETING AGENDA REQUEST 12/4/2017

Agenda Item Title: Repair of Fire Department Ford F-150

Requested By: Chief Nemet Date: 11/21/2017

Contact Information: SNemet@LeeFire.org 659-5411

Presented By: Chief Nemet

Description: Present to the Board of Selectmen the offer from Kustra's Autobody for the 2010 FORD F-150 (XLT SuperCrew 145" WB 4WD 4D P/U 8-4.6L Gasoline 3V) Fire Department Command Vehicle which is currently undrivable.

Financial Details: \$3,636.46 (\$2,136.46 bill/ \$1,500.00 offer)

Legal Authority NH RSA 41:8

Legal Opinion: Enter a summary; attach copy of the actual opinion

REQUESTED ACTION OR RECOMMENDATIONS:

Move to accept the offer from Kustra's Autobody of \$3,636.46, which includes an allowance of \$2,136.46 from the repair bill and paying the Town of Lee \$1,500.00 for the puechase of the 2010 Ford F-150 Fire Department Command Vehicle.

KUSTRA'S AUTO BODY LLC

df8cbebf Workfile ID:

128 WADLEIGH FALLS RD, LEE, NH 03861

Phone: (603) 659-2442 FAX: (603) 200-0250

Preliminary Estimate

Job Number: **Customer: TOWN OF LEE FIRE DEPT.**

Written By: T.J. LAROCHE

TOWN OF LEE FIRE DEPT. Insured:

Type of Loss: Point of Impact:

Owner:

Policy #: Date of Loss: Claim #:

Days to Repair: 0

Inspection Location:

TOWN OF LEE FIRE DEPT. KUSTRA'S AUTO BODY LLC

128 WADLEIGH FALLS RD

LEE, NH 03861 Repair Facility

(603) 659-2442 Business

Insurance Company:

VEHICLE

2010 FORD F-150 XLT SuperCrew 145" WB 4WD 4D P/U 8-4.6L Gasoline 3V

VIN: 1FTEW1E88AFC53994 Interior Color:

Mileage In:

Vehicle Out:

License:

Exterior Color:

Mileage Out:

State:

Production Date:

Condition:

Job #:

TRANSMISSION

Automatic Transmission

Overdrive

4 Wheel Drive

POWER

Power Steering Power Brakes Power Windows

Power Mirrors DECOR

Dual Mirrors

Power Locks

Privacy Glass

Overhead Console CONVENIENCE

Air Conditioning Intermittent Wipers

Tilt Wheel Cruise Control

Keyless Entry Message Center

RADIO AM Radio

FM Radio

Stereo Search/Seek CD Player

Auxiliary Audio Connection

SAFETY

Drivers Side Air Bag Passenger Air Bag Anti-Lock Brakes (4) 4 Wheel Disc Brakes

Traction Control Stability Control

Front Side Impact Air Bags

Head/Curtain Air Bags

SEATS Cloth Seats

WHEELS Aluminum/Alloy Wheels

PAINT Clear Coat Paint

TRUCK

Rear Step Bumper

Preliminary Estimate

Customer: TOWN OF LEE FIRE DEPT.

Job Number:

2010 FORD F-150 XLT SuperCrew 145" WB 4WD 4D P/U 8-4.6L Gasoline 3V

Line		Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Rpr	3 DAYS OF TEAR DOWN				24.0	
2	#		VEHICLE IS CURRENTLY UNDRIVABLE ****		1			
3	#		rocker panels from ford- not returnable		2	936.46		
				SUBTOTALS		936.46	24.0	0.0

ESTIMATE TOTALS

Category	Basis		Rate	Cost \$
Parts				936.46
Body Labor	24.0 hrs @)	\$ 50.00 /hr	1,200.00
Subtotal				2,136.46
Grand Total				2,136.46
Deductible				0.00
CUSTOMER PAY				0.00
INSURANCE PAY				2,136.46

^{**}IN BUSINESS SINCE '77**

THANK YOU FOR LETTING US SERVE YOU

ANY PERSON WHO, WITH A PURPOSE TO INJURE, DEFRAUD OR DECEIVE ANY INSURANCE COMPANY, FILES A STATEMENT OF CLAIM CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS SUBJECT TO PROSECUTION AND PUNISHMENT FOR INSURANCE FRAUD, AS PROVIDED IN RSA 638:20.

Preliminary Estimate

Customer: TOWN OF LEE FIRE DEPT.

Job Number:

2010 FORD F-150 XLT SuperCrew 145" WB 4WD 4D P/U 8-4.6L Gasoline 3V

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide DR2MA09, CCC Data Date 11/14/2017, and potentially other third party sources of data; and (b) the parts presented are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2017 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.



Complete collision repair since 1977.

128 WADLEIGH FALLS ROAD LEE, NH 03861 PHONE - 603-659-2442 FAX - 603-200-0250

Your current bill on the 2010 Ford F-150 is \$2136.46, the repairs we started have made the vehicle undrivable at this time. I have broken down the bill in an attached estimate. Kustra's auto body is willing to cancel out this bill and pay the town of lee \$1500.00 in exchange for the truck with a signed title.

Thanks, T.J. LaRoche - general manager



Office Use Only
Meeting Date: 12/4/17
Agenda Item No. 5

	BOARD OF SELECTMEN
=	Meeting Date Requested) MEETING AGENDA REQUEST
(Meeting Date Requested)
Agenda Item Title:	KINDNESS POCK GANDEN @ LRP
-	
Requested By:	Date: 11/30/17 On: LANNY KINSSENG 603-292-5790
Contact Information	on: LANNY KINSBENG 603-292-5790
Presented By:	
Description:	REQUEST PERMISSION TO INSTALL A
11	REQUEST PERMISSION TO INSTALL A KINDNESS ROCK GARDEN AT LRP.
Financial Details:	No Cost.
Legal Authority	
	or Town Ordinance/Policy):
Legal Opinion:	
j	REQUESTED ACTION OR RECOMMENDATIONS:



Meeting Date: December 4, 2017

Agenda Item No. 7c

BOARD OF SELECTMEN MEETING AGENDA REQUEST 11/30/2017

Agenda Item Title: Town Hall Air Quality Testing

Requested By:

Town Administrator Julie Glover

12/4/2017

Contact Information: 603-659-5414

Presented By:

Julie Glover, Town Administrator

Description: Request permission to enter into a contract with The Lawson Group to perform air quality tests in Town Hall said cost to be paid out of the Contingency Fund.

Financial Details: FY18 Contingency Fund – balance \$20,000

Legal Authority

RSA 41:8; 31:98-a

Legal Opinion:

Enter a summary; attach copy of the actual opinion

REQUESTED ACTION OR RECOMMENDATIONS:

Motion: Move to authorize the Town Administrator to enter into a contract with The Lawson Group to perform air quality tests in Town Hall. Costs not to exceed \$3,000. Expense to be spent from the Contingency Fund.

Julie Glover

Subject:

FW: Indoor Air Quality

From: Melissa Bowler [mailto:melissa@slql.com]
Sent: Monday, November 27, 2017 3:29 PM

To: Julie Glover

Subject: Indoor Air Quality

Julie,

Thank you for the call!

Here is the general information that would be included in a proposal that would be in a range of \$1950-2950 for four areas. Please review and if it sounds good, let me know, and I will send along a formal proposal for services. I will need contact information e.g. who will be our client, their address, and of course address to the property. We are booking 1-2 weeks out depending on individual's schedules, which changes on a daily basis.

TLG will conduct a indoor air quality survey to include a combination of datalogging (left on-site for multiple days recording data point every 15 minutes, e.g., thursday-monday, color graphs provided in report) or grab samples (only instant readings collected during the time of the survey) for carbon monoxide, carbon dioxide, relative humidity, and temperature. In addition, airborne and/or surface samples will be collected for mold analysis. Further, dust characterization samples will be collected to determine potential allergens and irritants (including mold spores) within the settled dust at the facility. If additional samples are needed, they will be invoiced accordingly. Samples will be submitted for a Normal Turn-Around-Time (TAT) of five business days. If expedited samples are needed, a surcharge will be added to each sample depending on the new TAT requested and available.

Note: Issues of indoor air quality are at times not easily resolved and may go unresolved. Our firm will provide professional opinions and services based upon our observations, any data we collect and our experience. However, due to the wide variability of building conditions and maintenance practices, we cannot provide any warranties or guarantees associated with the service we provide. Our professional opinions can only be considered relevant to the conditions observed at the specific time that our services were rendered and to any date we specifically collect and analyze.

Thank you in Advance,

Melissa

TA THE WAST WILE

TOWN OF LEE

Office of the Select Board 7 Mast Road Lee, New Hampshire 03861 (603) 659-5414

William R. Lambert, PE
NH Department of Transportation
Bureau of Traffic
PO Box 483
7 Hazen Drive
Concord, NH 03302-0483

RE: Mast Road – Midblock Crosswalk at Mast Way School

Dear Mr. Lambert:

The Town of Lee and the Oyster River Cooperative School District were distressed to receive your letter dated November 9, 2017 regarding the State's decision to abandon the crosswalk on Route 155 (Mast Road) that services the Mast Way School.

Children that walk or bicycle to school need safe and well-designed facilities between their home and school. Properly designed and applied traffic calming devices encourage good motorist and pedestrian behavior in the school zone. Signs and pavement markings provide important information to drivers to improve road safety.

We therefore respectfully request that the State of NH DOT reconsider its decision and continue to maintain the crosswalk after the resurfacing project.

Please do not hesitate to contact us if you need further information.

Sincerely,

Lee Select Board John R. Lacourse, Chairman Cary Brown Scott Bugbee

Oyster River Cooperative School District Dr. James Morse Superintendent of Schools