

Board & Committee members present: Chairman Bugbee, Selectman Brown, Chairwoman Deb Schanda, David Meeker, Paul Gasowski, Wayne Lehman, Larry Kindberg and Dwight Barney.

Others present: Art Guadano, Katrinka Pellecchia, Annie Gasowski and Town Administrator Julie Glover.

1. Chairman Bugbee calls the meeting to order at 6:32 pm.
2. Chairwoman Schanda asks if there is any public comment.

Katrinka Pellecchia introduces herself as a Library Trustee who has been involved with the Library Building project for 10-11 years. They had a listening session in August that they invited the community to come to and voice their opinion and ideas. About 15 attended this session. At the same time they had a survey going that was online and available on paper. There were 88 responses. Ms. Pellecchia handed out copies of the survey. The Library Trustees were originally planning to do a series of listening sessions but now that the Select Board and the Facilities Committee have joined forces with AG Architects, it seemed to make more sense to join them instead of continuing on their own; separate from this bigger group.

3. Chairwoman Schanda introduces Dwight Barney who has joined the committee but has not yet been sworn in. Mark Nelson is not present and who has also not been sworn in has assured the committee that he will do so this next week.
4. Chairwoman Schanda introduces Art Guadano who is attending at the request of the Select Board from their last meeting. The Committee also needs to name a Secretary, but before this she would like to discuss the meeting protocol with the members since now there are two Select Board members present this constitutes a Select Board meeting. TA Glover states that it would be up to the Select Board how they want to run the meeting including who would Chair the meeting. For other meetings that combine the Select Board and a Committee such as the ABC, the Select Board Chair opens the meeting and then turns it over to the other Chair. Chairman Bugbee is fine with that procedure. David Meeker asks what is the rationale for the Select Board being at this meeting. Chairman Bugbee states that they are not taking over, but since there are two Select Board members present there are certain rules that need to be followed. The Board has re-tasked the activity or objective of the Facilities Committee because the Board would like to have something ready to present to the public this fall and then ultimately at the Deliberative Session as a solution to the Town Hall problem. Selectman Brown agrees and adds that they simply want to move things forward. The intent is to come up with solutions. There is further conversation circling around how Chairman Bugbee was added to this meeting and if the Select Board representatives are going to be voting members. Dwight Barney summarizes what he knows has to happen at this point. Suggests that the arguing stop and that everyone start from square one in a positive light. Someone has to assume that the Selectmen are looking at this in the best interest of the Town and not their own personal goals and objectives. If things continue in this direction then the Committee might just as well be disbanded. David Meeker circles back to why they created this unique and difficult situation. He never got an answer. Chairman Bugbee states that this Committee was given a charge to get something done by the budgetary session which started two weeks ago. The Committee did not get together until late. Selectman

Brown pointed out that we need to jump start this process which brings us to where we are. Larry Kindberg indicates that they didn't know what to do nor had any direction. Chairman Bugbee points out that other committees do not need to be told to meet. The conversation continues with regards to voting, getting anything done and combining efforts. Chairman Bugbee closes this conversation with stating that the public is going to have the final say and Mr. Guadano is here to help us reach that goal.

5. Ms. Schanda asks for a motion to accept the last meeting minutes. So moved by Wayne Lehman. All in favor.

Ms. Schanda invites Mr. Guadano forward who recognizes a key element of his task is to reach out to the public. He thinks an equally strong element is to bring everyone together to create consensus in terms of what the right solution is. That is a challenge. He did review the previous Town Center Committee report and Town Hall Master Plan. He uses an easel with his presentation. He references previous goals and reviews condition of buildings. He writes down current goals: Town Center Preservation, Meeting Functional, Social and Cultural Needs and Meet the Requirements of the Select Board's Charge. Selectman Brown says that Town Hall needs to be dispositioned first; however, we need to look at all the buildings. Ms. Schanda disagrees and thinks that they should address holistically all of them and then show a phased approach. Chairman Bugbee states that it would be best to know what the phases (priority) are when we approach the public along with time and cost. We need to sell a particular vision. The potential spaces would be Town Hall, Library, Historical Society (Museum), Annex, and Hobo Shed. The PSC, Transfer Station and the Highway Department buildings do not need to be studied. Ms. Schanda adds community meeting space for committees and programs. Paul Gasowski states that the people love the Grange but it is too small for large gatherings. He believes that there is an urgent need to give the town employees a proper place to work. Image, character and functionality are all important. In his opinion there is no space in Town for small and medium group to meet socially for free. The only large space is Mast Way School.

Art Guadano is hearing that the Town Hall is a priority due to work environment. The group says office functionality and structural reasons. Chairman Bugbee states that parking is a problem. If Town Hall moves, then the Library could expand and have more parking. Art Guadano is hearing that the Library is second. Mr. Guadano suggests putting together a matrix of the different buildings and priorities and the different solutions with criteria with which we can somewhat objectively rate the differences. Do this without looking at cost and then at the end look at the cost. Mr. Guadano will put cost down as a goal. The Town Hall and Annex need to be together. Museum needs more display space.

Mr. Guadano states that space needs have to be identified. Ms. Pellicchia states that the 2009 Study includes a space needs assessment. Selectman Brown does not think the Select Board ever quantified the need in square footage. There are no architectural standards for individual square footage needs for each town employee. Chairman Bugbee adds that the Historical Society Organization is a separate entity and not part of the Town per se. They are not a town function. The Hobo Shed could be moved to behind the Historical Society and used for storage.

Mr. Guadano moves on to the goal of engaging the public. A part of this process is to create a vision. The ultimate goal is to have a warrant ready for posting by the last Monday in January.

Paul Gasowski points out the environmental needs are important to keep in sight. The Energy Report will be updated from the Energy Committee within a week or so.

Mr. Guadano moves on to possible solutions. There is a discussion surrounding the Bannister Building and the Church land. Mr. Guadano states that you can only do so much with the existing space. Everyone can't stay in this Town Center area. Chairman Bugbee adds that the buildings share the same fuel source, telephones, and there is a sewer system issue.

Mr. Guadano states the 2nd option identified is doing an addition at the PSC and the 3rd is doing a separate building at Steven's field. TA Glover states that both Chiefs are opposed to the idea of moving the offices to the PSC because that will limit any future expansion in terms of manpower of those two departments. In addition, they are concerned with emergency vehicles coming in and out with traffic to what would now be Town Hall. All the meeting space will be lost if we move the offices to the PSC. Chairman Bugbee is not in favor of option 2 either. Ms. Schanda wants to list all the possibilities and list why or why not they were not selected. Paul Gasowski would agree with this assessment of option #2. It is problematic, but temporarily it might work. Wayne Lehman thinks that there would still be a traffic problem with building on Steven's field. Paul Gasowski suggests putting a new Library on Steven's field. There is still room at LRP for another field if there is a need for expansion in the future.

Another goal is to structurally fix the Town Hall regardless of how it is used. Everyone acknowledges that they need to decide what is going to happen to the Annex. They need to be prepared to answer all the questions that the public is going to have.

Mr. Guadano wants to do a comparison of the options to narrow them down using the pros and cons.

Mr. Guadano wants to focus on the Library and the Bricker Property for a moment. Katrinka Pellicchia summarizes the years behind this subject matter. There is a discussion about the money that has been dedicated to the Library being built on the Bricker Property. In order to change this you would need to present a warrant article to change its purpose and it must pass by 2/3 vote or a warrant article to dissolve and re-purpose, passing by simple majority.

Mr. Guadano says we need to confirm what size the Town Hall should be. There is a questionnaire that they can use to give to the staff and committees to start with for space feedback. Chairman Bugbee states that we need to narrow this down quickly and not spend too much time on the ones that are tangential.

Mr. Guadano says he will get out a summary and preliminary schedule immediately with all the deadlines listed. The next meeting is scheduled for October 31st. Questionnaires are ready to get into process. He will send it over for a final review and any last minute changes before passing out to the employees and committees.

Mr. Guadano and the group review all the reports that exist regarding this subject matter.

We should have something available to hand out at the next 250th Celebration Events. The first is November 10th Lee Remembers Two and the second is the Final Ceremony, both held at the

PSC. We could maybe put something on display or outside of Elections on November 8th. David Meeker says that we haven't talked about the need to fix Town Hall structurally and this is a very important issue to get out to the public. We have pictures of the crawl space and the damage under there. Paul Gasowski suggests highlighting the history of the buildings. Chairman Bugbee and David Meeker will bring the request to the Heritage Commission for someone on that Commission to provide a history of the buildings.

6. Chairwoman Schanda hands meeting over to the Select Board. Chairman Bugbee **motions** to adjourn at **8:50pm**. Selectman Brown, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:



Denise Duval, Town Secretary

11/28/16

Date

Minutes accepted by The Lee Select Board and
the Facilities Committee:



Scott Bugbee, Chairman



Deborah Schanda, Chairwoman