

SELECT BOARD & FACILITIES COMMITTEE MEETING MINUTES October 31, 2016 PAGE 1
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Board & committee members present: Chairman Bugbee, Selectman Brown, Chairwoman Deb Schanda, Wayne Lehman, Paul Gasowski, Mark Nelson, David Meeker and Dwight Barney.

Others present: Annie Gasowski, Peg Dolan, Art Guadano and Town Secretary Denise Duval.

1. Chairman Bugbee calls the meeting to order at 6:30 pm.
2. Chairwoman Schanda opens the meeting up for public comment.

Larry Kindberg says he is extremely disturbed with regard to the way the last meeting was run. He states that when the Board all of a sudden wants to hurry this stuff through and the Committee didn't meet soon enough, he thinks that's a personnel management issue which is lacking with the Select Board. He states that the way to handle that from the beginning was to direct one of the first folks who signed up to set up a meeting and get it going. He states that throwing him under the bus was totally inappropriate and he thinks the Board owes the Committee an apology.

Deb Schanda wants to discuss an email that was sent by Julie in response to Art's suggestion to send out program evaluation forms. She thinks that Julie's reference to a "new" municipal building gives a conclusion that this is going to be a new building. She thinks that this was inappropriate and it should be retracted and resent. Also, she thinks that the last sentence in her email indicates that the Town Hall would not be used for administrative offices or Town Clerk functions. She thinks that this is out of line and should not have been sent to this group of people.

3. Deb Schanda introduces a new member Mark Nelson.
4. Deb Schanda attempts to approve the meeting minutes from 10/4/2016 and 10/18/2016 but after she received the draft minutes from the Town Secretary she did not know that she needed to forward them to the committee for their input. Ms. Schanda asks to table this item until the next meeting. So moved and voted to table.
5. Ms. Schanda welcomes Art. He asks Deborah if there is a procedure that he should use in terms of getting things to her and Julie to make sure it gets plugged in. Ms. Schanda says to make sure he sends it to both Julie and herself and then she will make sure that she forwards it to everyone. Mr. Guadano states that there are several key steps that they envision using to reach the requirements and proposal. He wrote on the easel: Site and facility reviews, analyze the sites, development program spaces to understand what we are including and not including, public outreach woven through the whole process, develop site concepts and budgets. They will try to use existing materials whenever they can. They are not going to try to recreate site plans or survey plans. They have enough to work with. In terms of facility reviews, there are some steps that they do need to take. They plan on doing field visit and inspection of the town building, the Library, the annex and the Hobo shed. They hadn't planned on doing the Historical Society, but they can. They will be looking at the condition of the building, what systems are in the facility and the size of the building. They will add the Historical Society to their list. They will have a structural, mechanical and electrical engineer going through the buildings along with them. Mr. Guadano reviews the list of studies that he has with the group to

make sure that he has everything. Mr. Guadano envisions himself and the engineer under the Town Hall to inspect and take photos. Most everyone agreed that documenting what is going on with Town Hall is critical. Paul Gasowski wants to have the engineers look at the possibility of moving the Annex, Historical Society and Hobo Shed. He suggests having the townspeople disassembling the Hobo Shed and then moving it. Mr. Guadano indicates that they will be touring the properties: Stevens Field, Bricker, Lee Church, and Bannister properties. No questions regarding facility and site reviews.

Mr. Guadano presents the questionnaires and lets everyone know that he did talk with Julie about getting this process started. There is confusion regarding who received the questionnaires and who did not. The Facilities Committee thinks that only one email went out to the Boards, Committees and Commissions. Town Secretary confirms that it went out to the staff (department heads) as well. Deb Schanda was not copied on that email. Paul Gasowski took exception to the phrasing in Julie's email in terms of 'new' town hall. Mr. Gasowski thinks that in reading Julie's email someone could perceive 'new' to mean a variety of things but when a department or committee person reads this it would be very easy for them to perceive that a decision has been made when indeed it has not been made. Ms. Schanda would like to understand what is going to be put into effect such that Julie will in fact copy her on all correspondence and that she will see an email before it was actually sent out. Chairman Bugbee states that he and Ms. Schanda are being copied on correspondence that goes out between her and Art. Mr. Guadano states that he is corresponding just to Ms. Schanda and Julie. Chairman Bugbee asks to change Public Works to be the Highway department and Transfer Station.

Mark Nelson asks about the need to keep paper. Mr. Guadano explains that much of it is controlled by the State while the other is how much the Town wants to keep. There is a discussion surrounding building a building that is easily adapted to change down the road. We have to keep in mind that the TC/TC's office needs secure files and safes. Chairman Bugbee is envisioning two spaces once for TC/TC and one for all the other records.

Mr. Guadano states that in terms of future growth they rely to a great extent on two key documents. One is the Master Plan and the other is the State's projection for growth in communities throughout the State. Wayne Lehman will get a draft copy of the Master Plan to Art. Selectman Brown says that the Energy Report will be ready tomorrow or at least very soon thereafter.

Mr. Guadano hands out a Comparison Matrix that lists out 7 options (A-G) that they have discussed. First option A was Town Hall Site (expand and renovate TH), B was Town Hall Site (utilize Church property), C was Town Hall Site (utilize Bannister property), D was Stevens Field, E was the Bricker property, F was the PSC with an addition and G was the Town Hall Site (renovating the Library). Now they need to evaluate each option with the criteria listed on the left. Mr. Guadano reviews the criteria with the group. Dwight Barney thought that the group already discussed last week that the current Town Hall building has the highest priority and that the Library was the next highest priority. He's wondering why the options do not reflect that. He only sees one that addresses that which would be option G. Mr. Guadano agrees that this is focused on the Town Hall in terms of evaluating a site relative to the Town Hall. The Library being a second priority could affect the Town Hall decision. Deb Schanda states that in their goals from last week they stated that they would develop a comprehensive view and plan. This

evaluation does not address the Library. Mr. Guadano presents a list of facilities that needs re-working. The group talks about it. Ms. Schanda thinks that everyone would agree that the Transfer Station and the Grange are not being brought into the plan. She thinks that the public needs to see a full vision of a plan.

Larry Kindberg thinks that the whole impetus for this project was the condition of the Town Hall. This was the primary focus when the group got started according to Mr. Kindberg. Ms. Schanda adds that it was discussed at the last meeting that Code Enforcement would be co-located with the Town Hall. Mr. Guadano tries to explain that this process is supposed to help with taking a step towards making a decision. Knocking out some of these options and looking more closely at one or two will get us closer to a solution. This is a tool to use to get to the next step. This is part of the analysis and will be shared.

Paul Gasowski thinks that the evaluation criterion is missing meeting the social and cultural needs of the public. The Town Hall is a place to conduct business and not a place to mingle. He thinks that meeting the needs of the Town Hall is an urgent need. He thinks that folks need a place to go that are free where they can be by themselves or in small or large groups. He believes that F should not be an option. He thinks that everyone is in agreement that they want their employees to work in a place that is proper and comfortable but he also wants to take care of their history and a place where people can come together. He thinks that vision is missing. Mr. Guadano admits that this tool is not a vision creator. It is a process to get through the site decision. Ms. Schanda does not want the tool to become the end product. She's afraid that someone might think a decision has been made.

The group goes through the evaluation criteria one by one and makes changes.

Selectman Brown asks if the goal is to still have a warrant to present. Chairman Bugbee hopes that they will have something to present; either a tangible plan to do something or a plan to authorize a study.

Mr. Gasowski asks if the group would consider solar. Mr. Nelson was thinking the same thing. He adds that this would be an energy opportunity if you build a new building with a southern exposure and go Geothermal. Mr. Gasowski says that would say a lot.

Mr. Guadano will update the list and send it out to Ms. Schanda and TA Glover. He will be looking for feedback within a week. He wants to weigh the importance value. Chairman Bugbee wants to group the options. Mr. Guadano will start by calling them 1-7 and then move G to number 4.

Mr. Guadano goes through the schedule/calendar. At first he wanted to put information out at the polls, the Lee Remembers II Event and the Transfer Station, but after further discussion it was decided that it was premature. The group and the project are not ready. Chairman Bugbee requests that the final report on the calendar be moved up a week due to statutory deadlines for the deliberative session.

Dwight Barney asks if this is a realistic time frame to make a decision and present this to the public for a warrant article. He has some real reservations about being able to accomplish

everything in two to three months. Dave Meeker says they need time to convince the Town that there is a need for renovations to Town Hall. The plan was to emphasis that first. Selectman Brown states that the inspection of Town Hall needs to get done first. Once that report is completed, it could guide the group to various things that they can or cannot do to the Town Hall. Larry Kindberg thought that the safety of the Town Hall is the reason why this committee was started. Chairman Bugbee reminds everyone that in the 2009 report the structural issues were there for the Town Hall. They have not gone away or gotten better. He wants to hear what the engineers have to say. Dwight Barney agrees that what we are looking at here is extremely important but he thinks that we may want to scale down and deal with strictly with the Town Hall right now and that's it. Ms. Schanda says it could be a 10 year phased approached. Selectman Brown believes that the committee will be able to agree upon what to do when the report comes back. David Meeker thinks that time for a public meeting should be made to tell the people the results of the report and what should or shouldn't be done. Mr. Guadano believes that the schedule is doable.

Mr. Guadano refers to the public survey that he created and hands it out to the group. They discuss moving the building inspections up to get it done sooner than later. Mr. Gasowski is not happy with the survey because it is all about Town Hall. He does not think we have enough time to pull this together in time to present a warrant. Ms. Schanda does not recommend using this survey either. She does not want to go to the public with anything less than a comprehensive plan. Chairman Bugbee says hold the survey for now and get the inspection done ASAP so we have report back for the next meeting.

6. David Meeker moves to adjourn at **9:04pm**. Chairwoman Schanda, seconds. Chairman Bugbee adjourns the meeting at 9:05pm.


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