

<p style="text-align: center;">SELECT BOARD & FACILITIES COMMITTEE MEETING MINUTES November 22, 2016</p>	<p style="text-align: right;">PAGE 1</p>
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Board & committee members present: Chairman Bugbee, Chairwoman Deb Schanda, Wayne Lehman, Paul Gasowski, Larry Kindberg, Mark Nelson and David Meeker.

Others present: Annie Gasowski, Peg Dolan, Art Guadano, Ed Bannister and Town Administrator Julie Glover.

1. Chairwoman Schanda calls the meeting to order at 6:30 pm.
2. Chairwoman Schanda opens the meeting up for public comment.
3. Deb Schanda believes that the Facilities Committee was a guest at the October 4th meeting and does not wish to approve those minutes. Paul Gasowski agrees. Ms. Schanda moves on to the following minutes. Dave Meeker moves to approve the October 18th meeting minutes. Larry Kindberg, seconds. All in favor. **Motion Carries.** Dave Meeker moves to approve the October 31st meeting minutes. Larry Kindberg, seconds. All in favor. **Motion Carries.**
4. Deb Schanda turns the meeting over to Art Guadano who will give an overview of the building inspections. Jeff Nawrocki from JSN Associates, Inc., out of Portsmouth, NH has inspected the buildings at Town Center. Mr. Guadano has a structural report and civil engineering input relative to the sites. He also has a preliminary report from his mechanical/electrical engineer. In general, the Town Hall has old rot, but supports have been added to pick it up and hold the floor in place. The crawl space is dirt so there is a lot of moisture. The beam that supports the 2nd floor is questionable because it is not visible. The dormer was done without properly adding a ridge beam and sagging can be seen. Mr. Nawrocki's suggestion is to raise the building up and put a proper foundation in with perhaps a basement and address the dormer issue. The mechanical/electrical systems are outdated and there is no proper ventilation within the building. Wires and lighting are old and outlets are lacking. Emergency lighting and fire alarms are not up to code.

With regards to the Library, the structure was much more stable looking and it would be possible to add supports underneath for more books. In general, structurally it is in reasonable condition. Even with the new unit added, they still need ventilation to bring in fresh air. Plumbing is not up to accessibility standards and electrical lighting, outlets and wires need updating along with emergency and fire alarms do not meet code.

The Hobo Shed is structurally in pretty good shape. There is not much electrical in there and no mechanical.

They couldn't see much within the Annex as most everything is buried behind drywall. Structurally seems to be in reasonable shape. No ventilation, boiler could use upgrading, plumbing does not meet accessibility requirements and similar issues with electrical and emergency lighting and fire alarms.

For its age, the Historical Society building is structurally fairly stable. The basement has not been reinforced. The cracks in the foundation should be monitored.

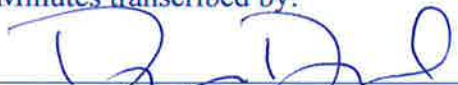
The 2nd floor of Town Hall is not ADA compliant; therefore, it cannot be used as public space. ADA is a civil code that requires one to upgrade the building to be ADA compliant. Building codes may be grandfathered.

5. Art Guadano toured with Scott Lawler the Town Hall site, the adjacent church property in the woods, the Bannister property, Stevens's Field and the Bricker property. Mr. Guadano reviews the pros and cons with each site. Steven's Field offers more flexibility than 5 Mast Road in Mr. Guadano's opinion: good accessibility and site. More negatives than positives with Bricker property: site distance issues. The Library has more money tied to it. Mr. Meeker asks if all are viable options in terms of space. Mr. Guadano says Steven's Field and Bricker definitely, but the Town Hall would be challenging. Chairman Bugbee states that the Board has met with Mr. Bannister and he is interested in exploring the options in terms of acquiring his property.
6. Mr. Guadano refers to the Matrix and informs everyone that he has added two evaluation criteria: wetland environmental impacts and zoning impacts such as setbacks. He would like to establish the importance values for each of the criteria. He wants to identify five criteria to start off with. Paul Gasowski thinks that they should do the top 5 short term needs and the top 5 long term needs. Ms. Schanda thinks that they are mostly concerned with long term. Mr. Guadano states that the construction time is less important because it is such a short term consideration. He thinks that adding short term vs. long term will complicate things. Mr. Gasowski wants to have more options and so does Ms. Schanda. There is a discussion circling around whether the options are biased the way they are written. Mr. Guadano tries to explain his reasoning behind structuring the matrix the way it is structured. Ms. Schanda would like to see a campus option. Actually she would like to see the Bricker property as an option for Town Hall, Library or both and Steven's field could be all three as well.
7. Mr. Guadano asks everyone to take a couple of minutes to identify the five criteria that they think are the most important on the list. There are 32 at this time. They go around the room. Mr. Guadano asks everyone to identify the next five criteria that they think are the most important on the list. They go around the room again. The group is asked to go through this exercise one more time.
8. There is a discussion re: the Bricker parcel vs. the Bricker house driveway access and site lines.
9. They resume going over the criteria and proceed with rating the results. Once they are done with this exercise they are left with 11 options. The next step is to fill in all the ratings for the criteria. Mr. Guadano suggests giving this a first pass and then bringing it back to the group for discussion. Paul Gasowski wants everyone to do it on their own electronically and send it to Art. Mr. Guadano points out that septic systems under a parking lot are more difficult and more expensive. The existing Town Hall site is more constrained in terms of sewer than a 'blank site' would be.
10. The group discusses the schedule. Mr. Guadano indicates that they are a little behind on the evaluation forms. Ok on feedback and doing the interviews regarding space needs. Still trying to develop a program summary between the 5th and the 12th of December. If the group was to meet next Monday, November 28th, then they could review the summary of the matrix and the sites. The 12th of December was initially going to be the public presentation. Present to the

public the site analysis, preliminary program of spaces and assessment of the buildings. Ms. Schanda doesn't think they are ready. Mr. Guadano points out how important it is to get public feedback and they want to make sure that they have time to react and adjust to the public if they have concerns about where we are as a committee. If they wait until January then it does not give him much time to do the design work that they need to do. Chairman Bugbee suggests sending the material out electronically before the public meeting so people can have time to review it. Mark Nelson does not think the material should be sent out ahead of time. Paul Gasowski isn't sure if the timeline will work. He needs time to reflect. Deb agrees. The TA reminds everyone that the last day to post the warrant is January 30th. The Board has to approve it in a public meeting which is scheduled for January 23rd. Chairman Bugbee says maybe this particular year we don't build anything, we just do the design and work through that. Mr. Gasowski and Ms. Schanda think that this is much more realistic. Chairman Bugbee asks Mr. Guadano for a ball park figure for renovating the Town Hall. It is a consensus that something is done to the Town Hall to repair the issues that have been identified. They decide to meet on November 28th, December 12th and have the public presentation on January 4th at 6:30pm.

11. Art Guadano gives an update on his progress on collecting evaluations. The history of the Town is covered well in the Master Plan but could use more history on the buildings.
12. Chairwoman Schanda adjourns the meeting at 9:16pm.

Minutes transcribed by:



Denise Duval, Town Secretary

12/12/16

Date

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



Scott Bugbee, Chairman



Deborah Schanda, Chairwoman