

SELECT BOARD & FACILITIES COMMITTEE MEETING MINUTES

November 28, 2016

PAGE 1

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

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

1. Chairman Bugbee calls the meeting to order at 6:30 pm.
2. Chairwoman Schanda opens the meeting up for public comment. There are none.
3. Chairwoman Schanda states next order of business is to review the committee ratings on the site comparison matrix. Art Guadano hands out copies of the graphic that identifies the 11 options. Responses were received from Chairman Bugbee, Dave Meeker, Chairwoman Schanda, Mark Nelson, Wayne Lehman and Paul Gasowski. Dwight Barney asks what happened to the 3 options. He missed the last meeting so it surprised him when he saw the matrix that was sent out with the 11 options and it bothers him that there has been such a change to what they had originally agreed to two meetings ago. When he first joined the committee he thought the number one issue was the Town Hall and the Library at their current locations. Chairwoman Schanda replies that was not the position of the committee. From the inception of the Facilities Committee even prior to joining forces with the Select Board they were trying to flush out all the possible options that were at hand so they could evaluate them and be completely transparent to the Town's people in terms of why they did or did not choose a particular option. With that they were in line with Art Guadano's firm and he showed them the matrix as a way to move forward with all of those options. Last week Chairwoman Schanda indicated that they did add 4 options. Art Guadano states that to identify the cost they do need to know the size. There are questionnaires and meetings set up with town staff to accomplish this. The point of doing the matrix allows them to identify in a reasonably objective way which choices make more sense before they look at cost. The cost is a critical component that they will add to the final few options that they are going to look at. Putting cost in the evaluation would skew the results immensely. The goal is to reduce to 3 options. Selectman Brown and Larry Kindberg turned in partial responses so it was not included in the results. The group agrees to move forward with using the 6 completed results that Art Guadano has in front of him. Art Guadano passes out a summary showing the total sums for each of the criteria and at the bottom the ranking of the options.

Art Guadano reviews the matrix results. Example for option 1 the average rating for line 1 function plan service to public is 35. The final tally ranged from 598.50 to 417.8. Option 2 the Town Hall Site with the church property came in as the preferred choice; 2nd (Bricker Property) came in higher at 577.50 than the 3rd (Stevens Field) at 562.33 choice. Option 4 Stevens Field for Library came in at 554.33 and Option 5 Town Hall site with Bannister is at 550.50. The lowest score was doing something with the Public Safety Complex. Art Guadano will send everyone all the individual responses. The ratings were pretty consistent per Art Guadano. Dave Meeker states that there is a lot of interpretation going on and very complicated. Dave Meeker is interested in the rankings. How did individual rankings 1-5? Art Guadano calculated rankings. Chairman Bugbee ranked (in order of 1,2,3) option 11, 10, 2. Dave Meeker ranked option 2, 4, 6. Chairwoman Schanda ranked option 10, 11, 2. Paul Gasowski ranked option 6, 8, 10. Wayne Lehman ranked option 2, 10, 11. Mark Nelson ranked option 3, 10, 11.

Chairman Bugbee rules out options 10 & 11 that are too expensive and option 9 which scored the lowest.

Dwight Barney asks if we have approximate square footage needs for Town department needs. Dwight Barney asks if we can generate a figure based on that information. Art Guadano is working on gathering the space needs from departments. Art Guadano runs through options relative to cost. Option 4, 5, 6, 7, 8 and 9 are relatively high. Option 1 is relatively low; option 2 is low-med as is Option 3. Paul Gasowski agrees with Chairman Bugbee that 10 and 11 probably are not doable. He adds that the 2009 cost of the entire plan was \$5.4 million and for renovating the Town Hall was \$770,000. Paul Gasowski says the driver shouldn't be the cost; it should be doing the right thing. Dwight Barney says you have to be realistic with the final price and equate the Middle School in the next year or two. Dave Meeker says with Option 1 we're going to have to build or expand something in order to get the people out of Town Hall to renovate. Same thing with Option 2. With Option 3 the Bannister property would only involve remodeling. This could be a low option. Septic is brand new. Art Guadano does not think that the Bannister plan is a long-term solution. Selectman Brown asks what would be the plan for Town Hall should the administrative offices move into the Bannister property. Dave Meeker thinks it would be used as community space and events. Selectman Brown adds that the type of use will dictate the renovation that is done inside. Larry Kindberg suggests combining options 2 and 3. Utilizing the Church and Bannister property and taking more time to plan a phased approach. Chairwoman Schanda thinks that this is our opportunity to take that property and incorporate it into a Town Center. She thinks that the ugly building can be made beautiful. Art Guadano says that the acquisition cost is just like building a building. Chairman Bugbee asks what if 3 (Bannister) was not a purchase but a lease? We could relocate Town Hall employees to renovate Town Hall.

In order to acquire church property it would have to go before the congregation per Larry Kindberg. They can have a special meeting.

Chairman Bugbee states that construction takes a lot of space. He suggests that the Library would be inaccessible while the work was being done on the Town Hall. Art Guadano says there would be some impact. Dwight Barney thinks they are being short sighted to think about leasing. If the place is for sale right now, it may never be for sale later on. Leasing is only a temporary solution. Larry Kindberg suggests lease/purchase. Dwight Barney is concerned if the Church will sell land. Paul Gasowski states that the Bannister property option may keep the Hobo Shed where it is. Art Guadano states that if the Historic Society were to move then the Library could expand that way. Paul Gasowski thinks that the constraints with option 1 are considerable; therefore, could rule that one out with 9, 10 and 11. After more discussion, the group decides to rule out 9, 10 and 11 from future considerations.

Chairman Bugbee does not see option 1 as a viable option. Larry Kindberg thinks that option 1 should be kept in to preserve the historical content. Dave Meeker says that no matter what something new will need to be built whether it is a new building, an addition or renovation. Paul Gasowski thinks that option 1 is too restrictive. Larry Kindberg thinks we should keep it in because it is what we have now and it's the lowest cost option. Paul Gasowski wants to keep one option with Stevens's field and the Bricker property. Dwight Barney is looking at cost, the past vote of the people, the silent majority that likes the current town center and those who do

SELECT BOARD & FACILITIES COMMITTEE MEETING MINUTES

November 28, 2016

PAGE 3

not want new buildings. Dave Meeker thought the goal was to develop options that we're going to ask the town to answer. Selectman Brown thinks that the public isn't going to approve going to a new site and building a new building. Chairman Bugbee brings everyone back to agreeing on 3 options to get pricing on and putting those in front of the public. Let the public ask the questions and decide. He says Dave Meeker said it succinctly; we have basically 3 options and that's what we need to move forward with. Dave Meeker says build an addition on Town Hall site; relocate to Bannister or relocate to Church property. The 4th option would be to build off site.

TA Glover asks what the Church property will be used for. Art Guadano says a variety of things such as parking, additions, moving the Hobo Shed. Chairman Bugbee thinks that keeping the library and town hall at the same location is just cramping the space. If we stay at that space we will have to expand onto one side or the other. He is more interested in the Church side. There is not enough parking to just look at the existing site. If the Hobo Shed is moved and an addition is added there is not enough parking. Selectman Brown asks if the Annex goes away under these options. This would open up more space for parking. They have discussed moving the Annex to the right side of the museum. Dave Meeker has a few drawings of different ways the library could move (left or right). Chairwoman Schanda adds that it has been discussed that the Historical Society would like the option to take the Annex and pay for renovating it for their own use.

Art Guadano tries to get a decision relative to option 1. Larry Kindberg says they have to present option 1; therefore, there will be 4 options. Dave Meeker says for the high end option they would be building either a library or town hall at an offsite which would be preferred and cost the most. Chairwoman Schanda says based on the rankings 4 and 6 indicate that a separate library ranks higher than a separate town hall. Art Guadano points out that a new library would have to be bigger and therefore more costly. The cost will not be equal for the library and the town hall. Town Hall will be more than half the cost.

Chairman Bugbee asks is the Town Center the buildings or is it the functions? He has heard different things from different people. Should the library and town hall be in the same place or should the buildings stay in the same place. Selectman Brown thinks one might want to see a campus in one area. Paul Gasowski thinks that the library could meet most of its needs should the town hall move to Steven's field except for the one need for a larger space for community gatherings which could be added to the town hall. Selectman Brown points out that all the buildings just passed the engineering inspections for the most part, but they need upgrades and work. We need to be ready to answer question surrounding why do this and/or that etc. from the people. Dave Meeker states that for the public meeting it would be better to have a new town hall up as an option rather than a library because they just voted down a new library. Paul Gasowski asks if the Town can be a landlord. TA Glover answers yes. Selectman Brown says they should seriously consider purchasing the Bannister property regardless. It is an opportunity.

Chairman Bugbee says to put it out there as an option. The town rejected it last time. He would like to propose a Town Hall on Steven's field or the Bricker property, renovate Town Hall and do an addition on the Library and get rid of the Annex. Building a Town Hall will be cheaper than building a Library. Paul Gasowski says that aesthetics are most important. TA Glover adds

that from a staff perspective there is not a concern over what the building looks like. It just needs to function as office space. Paul Gasowski states that anything we build has to have class to it. To move the money allocated to spend on a new library on the Bricker property there has to be a Warrant Article. A 50% vote has to be attained to return the money to the General Fund and a 60% vote to repurpose the money.

Chairman Bugbee wants to build a new Town Hall and include options 1, 2, 3 and 5. TA Glover states that Steven's field creates more of a campus or at least it allows more joint use between the Town Hall and the PSC. The Bricker property is not as easy. Art Guadano adds that if the Town Hall goes at Steven's field then the whole area would not need to be used. The group agrees that the Town Hall makes more sense at Steven's field than at the Bricker property. Chairwoman Schanda asks if the cost will include renovating the Town Hall. Art says he will do it as a phased cost.

Chairman Bugbee states its 8:25pm and we need to give Art some directions in terms of for the next meeting. Can we narrow this down to the 4 options that we would like him to pursue to give us some numbers? Chairman Bugbee would like to go with the Town Hall option at one of those particular places. It phases better and he thinks it's cheaper. Art Guadano wants a 2 minute discussion about Stevens vs. Bricker for Town Hall. TA Glover states that Steven's field creates more of a campus or at least it allows more joint use between Town Hall and the PSC. The Bricker property is not easy. Paul Gasowski would agree that there's less of a relationship between Town Hall and Bricker property and the recreation features of LRP then there is with the Library but it appears we don't want to go there. He says that a building on Steven's would help glue the Center together a little bit. Art Guadano adds that if the Town Hall goes at Steven's field then the whole area would not need to be used. The group agrees that the Town Hall makes more sense at Steven's field than at the Bricker property. Chairwoman Schanda states that we have come full circle. Chairwoman Schanda asks if the cost that he is going to put together to build the building on Steven's field will also include the renovation of the Town Hall. Art Guadano says he will do it as a phased cost. He will have one cost for the new building and a separate cost for the renovation. Art Guadano wants to identify what it is that the Library thinks that they would do so he can put a cost to that as well.

Chairman Bugbee invites the Library Trustees to come to the next meeting on December 12th. Art Guadano will meet with the Library director prior to this meeting. Art Guadano does not envision having the whole vision ready for January 4th but he does envision have the sites and programs identified but not the solutions. Chairwoman Schanda thinks that they need to have all the pieces incorporated. Art Guadano wants to put a step in because he has done this before where everything is put together and someone asks the basic question and they don't agree with your premise. He is asking for that extra step in terms of a public meeting to show the programs for both the library and town hall to show the site analysis and let them react to those before we come in and present design solutions also. There is not enough time to bring the whole package on Jan. 4th. Art Guadano wants to bring the public into the process to give them the chance to provide input before they have the final solution.

Paul Gasowski wants to start copying the Library Director Ruth Eifert, Library Trustee Chair Annie Gasowski, Heritage Chair Pat Jenkins and Historical Society President Phyllis White on

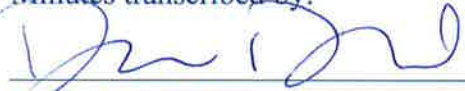
SELECT BOARD & FACILITIES COMMITTEE MEETING MINUTES
November 28, 2016 **PAGE 5**

emails. There has been a discussion with Mr. Bannister. Larry Kindberg will speak with the Church regarding property.

The next meeting is Monday, December 12th at 6:30pm. Public presentation is Wednesday, January 4, 2017.

4. Chairwoman Schanda adjourns the meeting at 8:44pm.

Minutes transcribed by:



Denise Duval, Town Secretary

11/6/17

Date

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



Scott Bugbee, Chairman



Deborah Schanda, Chairwoman