

SELECT BOARD & FACILITIES COMMITTEE MEETING MINUTES December 21, 2016	PAGE 1
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Board & committee members present: Chairman Bugbee, Selectman Brown, Chairwoman Deb Schanda, Wayne Lehman, Paul Gasowski, Larry Kindberg and Dwight Barney.

Others present: Art Guadano, Annie Gasowski, Peg Dolan, Katrinka Pellecchia 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 is none.
3. Chairwoman Schanda refers to the corrected 11/28th meeting minutes for acceptance. Dwight Barney suggests not using just first names for clarity and consistency for the public. He would like to see just the full name. The group would like the minutes changed to reflect this and to change the language on page 4 to say "Chairman Bugbee says to include options 1, 2, 3 and 5." They have the minutes from 12/12 but need more time to review. The group will discuss them at the next meeting on 12/27.
4. Art Guadano informs the group that he has met with the Town Clerk, the Library, toured the Bannister property and updated the program summary which is front of them that they reviewed on December 12th. The only change to the Town Hall was that the issue of the communal meeting room being a future space. The Town Clerk currently has about 416 net square feet of space that they are utilizing. The proposed increase is to 800 square feet. This would include a fire proof vault, closet and glass partition separating them from the public.

Total for Town Hall would be 5953 square feet which includes 320 sq. feet for extra conference room. Currently the space is about 3400 sq. feet.

He built his library proposal with it staying where it is based on many prior programs and design work, trying not to reinvent the wheel. The current square footage is about 4896. The proposed usable total square footage is 8200 which does not include the basement which is just storage. He would use between \$200-\$250 per square foot for today's costs for both the library and town hall. Art Guadano does not think that it will make sense to keep the foundation that the historical society is currently on given its condition. That foundation is compromised and there is no insulation in the building. Katrinka Pellecchia states that she sees an opportunity for a symbiotic relationship between the library and the historical society. Art Guadano says that tying the buildings together and doing something that solves both is a good idea but the question then becomes what do you do with the old historic building.

Art Guadano sums up the recommendations thus far. Town Hall increases to 6000 square feet. The Library increases to 8200 square feet and the Historical Society increases to 3500 square feet. Town Records is currently at 200 square feet and would need to double. Selectman Brown suggests moving the Historical Society into the Annex. Art Guadano states that the Annex has no structural issues but potential energy and mechanical system issues. He adds with proper care there is life left in the Historical Society building above ground. He thinks that both the Historical Society building and the Annex could be moved.

Art Guadano hands out floor plans for existing buildings. He is working on site plans for Town Center, Bannister and Stevens Field in getting ready for design process. There are no questions on programming.

Art Guadano walked through the Bannister property. He hands out bullet list. The building is a little over 4000sf and essentially unfinished on the interior. Art Guadano goes through the list. Since it has not previously been a town hall, there would need to be an elevator installed due to the 2nd floor. Bottom line is there is significant need for renovation to this property in order to be able to utilize it per Art Guadano. TA Glover informs the group that the property is assessed at \$325,800. Art Guadano estimates renovations as high as \$400-\$600k in addition to the purchase cost. TA Glover adds that it is listed at 1.46 acres. Art Guadano states that the Town Hall is about 1.5 acres and Stevens Field has two parts, one of which is $\frac{3}{4}$ of an acre and the other, which would be the building area, is about 4 $\frac{1}{2}$ acres. Art Guadano states that the vernal pools would not be impacted by this option since they are all along the back of the property. There are no other questions with regards to the Bannister property.

Selectman Brown points out that in the survey the residents indicate that they think that the buildings that we have are adequate. The public presentation needs to convince them otherwise. Art Guadano states that we need to give examples of when the space has not been adequate. For example, informing them the Historical Society has to turn away artifacts because it does not have any room to show or store the item.

Dwight Barney suggests presenting phases to the public and asking them if the taxpayers would be more receptive to paying for things in phases. Chairwoman Schanda says that this is what we have been saying all along, that we would take a holistic approach with a phased implementation. She adds that the idea being that it's selling the vision that they all are components to making the Town Center etc. Dwight Barney asks who is going to be the spokesperson at the public meeting. Paul Gasowski says that he thinks at the last meeting they discussed Chairman Bugbee, Chairwoman Schanda and Art Guadano.

Chairman Bugbee wants to use the next meetings to educate themselves on how to respond to all the possible questions. For example, the question as to why the town offices cannot move into the public safety building should be ready to be discussed. Paul Gasowski says we need to get the police and fire involved and know what their space needs are. Chairman Bugbee tells the group that the fire department is changing. The Town of Lee has been volunteer for many years and the Chief is now seeing that it harder and harder to get people. He has a younger volunteer force and these people are busy on the weekends. In the future, the town will need to hire people full time to do that job and then you will need space for them to stay. That is what this building was designed for according to Chairman Bugbee. Art Guadano states that the Lee Master Plan says that the town wants to conserve what they have and not expand. Paul Gasowski states that a difference in Lee now is the organization of the Town has become much more professional. He says this is an argument for why you expand and why you would need more space. There are professional firefighters and police. This is a different town then when an informal conversation got things done. Paul Gasowski says if you formalize the program across the board you need to formalize the infrastructure to meet the program.

Chairwoman Schanda says that they need to work on the mailer. Paul Gasowski states that the cost for 1700 copies of a tri-fold is \$1100 plus \$400 for mailing. An 8 ½ by 11 card stock would cost \$680 plus \$400 for mailing. The window is very tight. They need this in hand by January 3rd – 4th. Art Guadano thinks that the tri-fold is good but needs to be simpler. The 250th postcard did not get the best response according to Chairman Bugbee; an envelope would get the most attention but would be expensive. After deliberation, Chairwoman Schanda would like to do a 5 by 7 postcard. Chairman Bugbee, Art Guadano, Chairwoman Schanda and Paul Gasowski will work on getting this to the printer. It is agreed upon to keep it simple and positive. Art Guadano will do a sketch of the buildings on the card with their dates. Paul Gasowski will check with the printer (Southport) on the deadline. The public presentation is 1/11 at 6:30 pm; the deliberative session is 2/4 at Mast Way School.

There is discussion regarding how they are going to move forward with the public presentation. Larry Kindberg says as a tax payer he looks at how much money has been spent already on surveys and plans over the years that have come to no fruition at all. He asks is this going to be the same thing. He thinks that they are setting themselves up for failure unless they have a specific plan and a vision and they know they can go from point A to point B. Chairman Bugbee wants to put a warrant article in front of the voters to get an idea of what they want as far as proceeding with this or not. Larry Kindberg does not think that the voters are going to have enough information between now and the deliberative session to do that. Chairman Bugbee says then we don't ask for anything and we just proceed on. Larry Kindberg says we still need to have these meetings and get people on board with this. Then we can go to the voters with a warrant article with the direction that we want to go in, here is the plan. He thinks January 11th is good to start with. Larry Kindberg says that there isn't going to be an answer from the church for at least 6-9 months. They have to have meetings and a congregational vote. Dwight Barney asks about holding a special town meeting. Chairman Bugbee states that the town would petition the superior court for a special town meeting.

Dwight Barney thinks that Town Hall is the number one priority in terms of condition of the building and he thinks that the committee agreed that the library was the number two issue. He thinks that after 2-3 months they would have sufficient information based upon public input based upon costs reached by this committee that they could come up with something to allow them to have a special town meeting later on in the summer. Larry Kindberg reminds him that the church would need an offer on the table to start their process.

TA Glover states that in order to hold a special town meeting it has to be an emergency. She reads from the statute: "If an emergency arises requiring an immediate expenditure of money the Selectmen may petition the superior court. Emergency means a sudden or unexpected situation or occurrence or combination of occurrences of a serious or urgent nature that demands prompt or immediate action." She is not sure that this would meet the definition. TA Glover states it is more like they would be asking for a referendum. A special meeting would also cost around \$3000.

The group schedules a meeting for February 1st and the next public meeting on February 15th to present solutions to the options that were presented on the January 11th. All of these meetings are at 6:30 pm.

TA Glover adds that the court only cares if you need to make an emergency appropriation. A referendum vote is not binding. Chairman Bugbee asks TA Glover if she can ask other towns through the municipal managers group how they proceeded with projects like this. Art Guadano states that from a town's perspective you don't want to expend funds for a design without having voter approval otherwise you have wasted x thousands of dollars.

Paul Gasowski asks at what point dowe proceed with the church. Larry Kindberg says that they have an annual meeting coming up. They would need a letter of intent and they would need to know what we want. The town would have to be very clear about what piece it wants in the letter of intent and make an offer. The church is aware of this issue, but without knowing what and how much he doesn't think we will get much of a feel. He does not know the date of the annual meeting. Until the group knows what the option is going to be then they do not know how much land they will need; therefore, a letter cannot be drafted at this time.

5. Chairman Bugbee moves to adjourn the meeting at 9:11 pm.

Minutes transcribed by:



Denise Duval, Town Secretary

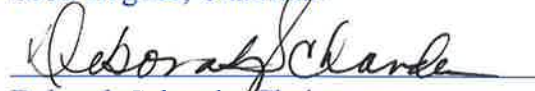
1/9/17

Date

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



Scott Bugbee, Chairman



Deborah Schanda, Chairwoman