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

Others present: Art Guadano, Annie Gasowski 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. There is none.
3. Chairwoman Schanda informs the Town Secretary that there were further revisions to the minutes from 11/28th that were discussed at the 12/12 meeting so they weren't ready to be accepted just yet. Same for the 12/12 so both of those will be accepted at a later date.
4. Chairwoman Schanda turns reviewing and finalizing the postcard over to Art Guadano. He goes over the layout with the group. Revisions and corrections are made.
5. Chairwoman Schanda directs the group to preparing for the 1st public forum on January 11th. Art Guadano has started an outline. He thinks that there are 4 key points to make via a PowerPoint presentation. One is to highlight the existing building conditions and lack of space. Second item is identifying the summary of program needs. Third item is to explain the 11 options that were considered and a brief summary of how we got to the 4 that are being considered. The fourth item is looking for public comment on design input. He has also started to set up a graphic display.

The group discussed beginning the presentation with a history and photos of the Town Center. Art Guadano will add one or two bullets to each picture.

Art Guadano states that the next step will be to talk about the existing building conditions. He has starting roughing out ideas to comment on and things to point out. He runs through the lengthy list of deficiencies in the Town Hall. The group agrees that 2-3 slides are sufficient for this topic on each building. There is a discussion with regards to the Annex roof. Chairwoman Schanda thought that there wasn't a problem with the Annex roof. Chairman Bugbee states that while it doesn't appear to be leaking the shingles are all curling. Art Guadano states that this is a point when the roof needs to be replaced. It was scheduled to be done this fall but the Select Board decided to put it off until this committee had the chance to discuss where the town was heading with regards to that building.

The group is worried that there is only one meeting between now and the public presentation on the 11th. They are meeting on January 4th 6:30pm. They decide the speakers will be Chairman Bugbee, Art Guadano and Chairwoman Schanda. Back to the presentation content, Art Guadano states that he will do one slide per building talking about the needs. He suspects the PowerPoint presentation to be 20-25 minutes long.

Art Guadano offers to test the viability by taking the site plan and looking at possible expansions. There is lengthy discussion with regards to phasing. Chairwoman Schanda was under the impression that there would be one big bond for the full solution and phase out the work over years. She states that they have wasted their time if they go with asking to bond one

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project this year and the rest in subsequent years. Chairman Bugbee states that this is why the committee is going to bring the public in for feedback now. Art Guadano states that the costs will not be available on the 11th, but as part of public input they could ask if the public would prefer one bond or space the cost out. Art Guadano is not ready to give realistic numbers on the 11th. Paul Gasowski is not comfortable with not having more information ready for the 11th.

Larry Kindberg thinks it makes sense from an educational standpoint to let the public know what we have been doing, what we have been looking at and not presenting any solutions.

Art Guadano states that the goal is to get the public to agree that there's a problem, understand the process in which we look at the sites to come up with the 4 options and understand what we have done in terms of developing program needs. He admits that it is easier when you have the design options to look at, but we are not there yet. Chairman Bugbee is looking for this meeting on the 11th to be both educational and to get people starting to think. Selectman Brown points out that the town has reached a point that it has to do something when it comes to renovating and updating the Town Hall. It may reach a point when people will not be able to occupy it any longer. He states that the amount of money will just depend on whether we do what we would like to do under this plan vs. what we are forced to do to make it a viable working environment. This is true with the other buildings as well.

6. Art Guadano reviews the postcard one more time with the group.
7. The group revisits the schedule and game plan. They decide to move the next public presentation from February 15th to February 22nd. The group decides on the following meeting schedule: Friday, January 6th 6:00pm; Monday, January 9th 6:30pm; Wednesday, January 11th 6:30pm will be the 1st public presentation; Wednesday, January 25th 6:30pm; Wednesday, February 1st 6:30pm; Wednesday, February 15th 6:30pm; and Wednesday, February 22nd 6:30pm will be the 2nd public presentation. Chairman Bugbee asks the Town Secretary to email these dates out to the committee members, Art Guadano and Steve Gagnon, IT.
8. Chairman Bugbee moves to adjourn the meeting at 8:20pm.

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