

SELECT BOARD WORK SESSION MINUTES

August 26, 2016

PAGE 1

Board members present: Chairman Bugbee, Selectman LaCourse and Selectman Brown

Others present: Caren Rossi, Bill Booth, Linda Reinhold, Joanne Clancy and Denise Duval.

1. Chairman Bugbee starts the session at 11:11 a.m. with opening remarks reaffirming why we are here. The Select Board can and should make decisions about the buildings. He would like to receive feedback from the staff with regards to who needs what and where. Linda Reinhold asks what about the Facilities Committee. After all the committees there have been she says she would like to just 'get it done'. Chairman Bugbee sees this group superseding the Facilities Committee. Selectman Brown sees this group running parallel to the FC. He says according to Deb Schanda the FC is going to meet 2 times per month. They will be looking at other buildings, future use, etc. Selectman Brown states that they need to get something done. Selectman LaCourse sees the FC as being advisory to the Select Board. The Board supersedes the FC. He believes it is timely to get going on this. Linda Reinhold states that the town has spent money on other studies and plans. She asks if the town is following any of these. Chairman Bugbee states that they reviewed the studies and plans, found them useful, but will not be using the Library as Town Hall. They have to be selective in what they use from these prior studies.
2. The Board wants to hear from each office with regards to what they would like to have in their space. Caren Rossi states that they would need two offices for her and Bill, meeting space, lots of storage, and the space to be ground level for easy access and because contractors are messy. Julie Glover informs everyone that with the new law change some records can be stored electronically (PDF).
3. Julie Glover presents the office needs for the Select Boards office: Joanne, Julie, and Welfare each need an office with a door; Denise would need a protected reception/office area separate from the public space; assessing could share with the public computer space; conference room; shared space for copiers, postage, mail, etc.; telecom room for servers, etc.; storage.
4. Caren Rossi adds that Bedell Construction no longer does municipal projects but will assist us pro bono with preliminary estimates, ideas or drawings. Bedell said for a single story (10,000sf) we would be looking at about \$150/sf (brick veneer) and add \$25/sf if there is a basement.
5. Linda Reinhold would love to see a walk-in vault; 3 work stations and a separate small office.
6. There is a discussion surrounding the bog, vernal pool and ledge followed by a discussion on a possible layout. Caren Rossi will work with Randy to sketch it out. There is a discussion about how moving in to the PSC wouldn't work because there isn't enough room. The meeting space would be lost and the PSC is used all the time for meetings.
7. Chairman Bugbee wants to build a new building at Stevens Field and renovate the Town Hall. \$500k from the Fund Balance could be used to build the new building (no new taxes) that would leave about \$1.5 million in the Fund Balance. Possibly look into grant funding for renovations. The Town could have the building designated as historical; however, historical grants can be problematic per Chairman Bugbee. There was an individual in Chocorua, NH

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PAGE 2

who did get the town a lot of money to renovate their Town Hall through historical grants. There is a Hobo Shed and an Annex discussion before a break for lunch at 12:20pm.

8. It is decided to have a discussion at the September 12th Select Board meeting with the Library Trustees, Facilities Committee, Committee and Commission Chairs, and the Historical Society.
9. There is a discussion surrounding the municipal complex. Right now the three buildings share a well, sewer, and propane tanks. There should be a new septic. Parking will be a problem if this site is developed. The possibility of developing an agreement with Bannister to use the parking lot next door for evening parking for events was discussed. The Board wants everyone to sketch out their office space layout. Everyone agreed on Town Hall having 2 bathrooms, 1 public, 1 private and a kitchen. Chairman Bugbee wants a nice display space.
10. Work Session adjourns at 1:04 pm.

Minutes taken by:


Denise Duval, Town Secretary

9/12/16
Date

Minutes accepted by The Lee Select Board:


Scott Bugbee, Chairman


John LaCourse


Cary Brown