

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

Others present: Larry Kindberg, Pat Barbour, Barbara Nadori, John and Anne Tappan, Randy Stevens, Deborah Schanda, Carla Wilson, Toby Van Aken, Wayne Lehman, Bill Humm, Paul and Annie Gasowski, Shirley McKeon, Caren Rossi, Mark Nelson, Peg Dolan, Katrinka Pellecchia, Dave and Sharon Meeker, Laura Gund, Town Administrator Julie Glover and Town Secretary Denise Duval.

1. Chairman LaCourse calls the meeting to order at 6:30 pm.
2. Chairman LaCourse opens the meeting up to public comment. There is none.
3. Facilities Committee Chairwoman Deborah Schanda presents the Committee's Final Presentation to the Select Board. The PowerPoint presentation will include: Evaluation Methodology, Cost Models and Comparisons, Cost Plan Options & Recommendations, Implementation Plan, Funding and recommended Next Steps. The Committee Members include herself, Larry Kindberg, Mark Nelson, David Meeker, Wayne Lehman, Dwight Barney and Selectman Scott Bugbee. The charge for this Committee was to inventory the facilities of the town, leaving off the highway department, transfer station and PSC; plan for current and future needs of these facilities and present 3 options.

Chairwoman Schanda states that from an evaluation methodology perspective the committee selected 32 factors that they thought were important criteria for evaluating various sites of the town. For the presentation today, Chairwoman Schanda has laid out the top 6 for the Board to see; Creates a Town Campus ranked 10; Preserves Historical Context ranked 10; Functional Plan/Service to Public ranked 10; Perceived Part of Town Center ranked 10; Accessibility of Buildings ranked 9 and Availability of Parking ranked 9. The Committee then listed the site options to be considered and compared. There were 11 site options. They scored the options based on these factors and 'ballpark' cost estimates. The two highest cost site options were eliminated. AG Architects assisted with the cost site estimates. They also considered the opinions gathered from the public forums that were held in January and February 2017.

There were 3 Site Option Finalists. The first was building a new town hall plus additions and renovations in the town center horseshoe. According to Chairwoman Schanda this was the first choice based on the score and public forum opinion. The second option is a new town hall at Stevens Field plus additions and renovations in the town center horseshoe. She indicates that this is only being presented as a contingency if for some reason the church property is not available. The third option is the renovation and expansion of the current town center buildings and leaving the foot print much the same as it is. This actually scored second but due to a similar cost estimate and an overcrowded town center with lack of parking, the Committee decided to put the new town hall at Stevens Field as the 2<sup>nd</sup> choice. AG Architects did the first estimated costs for these 3 option finalist based on questionnaires and interviews. This is considered the High Cost Plan. The Committee then, by using the high cost plan as a basis, looked for ways to trim the square footage and other costs, while keeping in mind the future needs of the departments. AG Architects also produced the Low Cost Plan which addresses only ADA and building code compliance issues and necessary repairs and maintenance. This effectively reduces the size of every building in the town. According to Chairwoman Schanda this is not a suitable plan.

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The Committee does not recommend the Low Plan due to a 15-20% reduction in useable space to accommodate elevators, 2<sup>nd</sup> bathrooms, wider aisles, doors, or the elimination of basements and 2<sup>nd</sup> floor useable areas all together. The Low Plan does not meet any of the stated Program requirements. The Committee does not recommend the High Plan because the cost is too high for the limited additional benefits realized. The Committee recommends the Medium Plan which will build a new town hall with 4,750 sf at \$1,196,540 and renovating the current town hall with 2,559 sf at \$473,986. This would include renovating the Library with 3,028 sf and adding an addition of 3,472 at \$1,522,503. In addition, the Historical Society Museum would be renovated at \$215,429 for a total cost of \$3,408,458. This plan includes site costs but does not include operating costs, moving costs or new furnishings. Site costs include the purchase of the church property, septic system & well, parking lot, sidewalks and general site work all for \$675,773. The Committee estimates that the Operating Expense Annual Increase as follows: Current Operating Cost Factor is \$158,442/24,161sf = \$6.56. Net Expansion (7,250 sf x \$6.56) = \$47,544. The Committee thinks that this will increase the current maintenance by approximately 20 hours per week and would require a FT building manager and PT employees totaling 80 hours per week. This estimate includes staff benefits, janitorial supplies and equipment, heating and electricity.

There is a slide that contrasts the High Plan and the Low Plan. The High Plan is \$6,361,305 and the Low Plan is \$1,313,000.

The Implementation Plan assumes that the Lee Church Congregational property is purchased by the town. First step is to build a new town hall on the property and then relocate the town hall employees including the town clerk and building and code enforcement to the new building. The Annex would be removed from the site and the current Town Hall would be renovated. The Historical Society Museum and Hobo Shed would be relocated and renovated. The Committee believes that it will be cheaper to build and renovate when the staff is not in the building; therefore, the library will be relocated to another location i.e. current town hall, PSC or other locations as required. Once the addition is built and the renovations are complete, the library can be moved back.

The Committee identifies the following existing funding sources:

Lee Library Building Capital Reserve Fund	\$386,824
Library Capital Reserve Fund	\$ 60,000
Library Foundation	\$ 77,000
*Town Building Capital Reserve Fund	\$ 45,688
<b>Subtotal</b>	<b>\$569,512</b>
*Planned town center 2018-2020 expenditures	

The Committee identifies the following potential funding sources:

*Town Building Capital Reserve Fund	\$174,089
Undesignated Fund Balance (up to)	\$600,000
<b>Subtotal</b>	<b>\$774,089</b>
*Balance possible available	

The Committee figures after subtracting the funding sources from the Medium Cost Plan that the Unfunded Expense would be \$2,064,857. A \$2.25 M Bond over twenty years @ 2.67% the

town would be looking at a tax rate impact of \$0.06 in FY2019 and \$0.40 in FY2020. For example, a Lee median home value at \$226,700 x \$0.40 would be \$90.68 in FY2020. The current burden on the town is the PSC bond retires in FY23 with a \$0.16 tax rate impact for FY19 and the TS retires in FY24 with a \$0.08 tax rate impact for FY19.

The Library plans on raising additional funds once a plan is in place. The Heritage Commission is in the process of getting the town center buildings registered as historical buildings with the State of NH. The Committee hopes that each building will research for grants and rebates for reducing energy consumption.

The Committee recommends that a new Committee be initiated that is comprised of individuals who believe in the needs and historical value of maintaining the Lee Town Center. They strongly hope that they spring board from this group onto the next; that they don't start over again and that they take this plan and move forward. This new Committee must be comprised of individuals who are willing to devote a significant amount of time or it will die again. They would like to see a design with elevation drawings of the Town Center future state and they would like to validate their costs based on a design. They would like to see the Town seek and apply for grants whenever possible and to inform and educate the public.

Selectman Brown asks if he would be accurate if he said that they appear to be running on two definitions of town center; the traditional town center which is the horseshoe and the definition that the Board gave a year or two back extends a half a mile out. Is the plan to stay as close to the traditional town center as possible. Chairwoman Schanda said yes, the public in the February forum spoke loud and clear on that.

Peg Dolan, Lamprey Lane, asks when the town may go for bond. She thinks it would be nice to move forward on this.

Sharon Meeker commends the Committee on a job well done. She wants to make sure that energy efficiency is taken into consideration when building and renovating.

Paul Gasowski, Lamprey Lane, thanks the Committee for their hard work. He asks what the estimated time line is for knowing when that property is either in play or out of play and if the property is out of play then how do the pieces of the horseshoe get moved around after the Town Hall moves to Steven's Field. TA Glover states that the Select Board has made an offer to the church and it is her understanding that they will not have an answer until December. It would then have to go as a warrant article to the voters in March. Chairwoman Schanda states that if the Town Hall moved to Steven's Field and so would the Code Enforcement which would free up that space for the Freight Depot to move and allow for the Library expansion.

4. Randy Stevens, Highway Supervisor, presents State bid for the purchase of road salt for the upcoming winter season. Towns are able to utilize the State contract and get the same pricing. Chairman LaCourse moves to authorize the Highway Supervisor to enter into an agreement with both Morton Salt (approximately 300 tons) and Granite State Minerals (approximately 200 tons) for the purchase of approximately 500 tons of winter bulk deicing salt for the 2017-18 winter season at State Bid Price. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

5. Larry Kindberg, Rec Commission Chair, presents a revised tree landscaping plan, which now has the Conservation Commission's approval, to the Board to be performed by Pawtuckaway Nursery for Little River Park for final approval. The same irrigation system proposal from Hillside Landscaping is also being presented for final approval. Total costs not to exceed \$7270.89. Mr. Kindberg reminds the Board that there is a \$500 gift certificate from Pawtuckaway. Chairman LaCourse moves to accept both the proposed tree landscaping plan and the irrigation system plan and authorize the Recreation Commission to move forward with contracting Pawtuckaway Nursery for the trees & planting in the amount of \$4270.89 and Hillside Landscaping Inc. for irrigation in the amount not to exceed \$3000. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
  
6. Caren Rossi, Fair Committee Rep, states that the Fair Committee would like to make the two horse shoe pits that they install for the fair permanent this year. Randy Stevens has agreed to do the labor and the Fair Committee will pay for them. The Fair Committee is meeting at LRP on Thursday, August 31<sup>st</sup> to agree on where they should be placed. The rods will be taken out during the time that the horseshoe pits are not being used. The public would be able to bring their own equipment and use the pits at any time. The pits will be made with sand at regulation length. There will be 2 sets of pits. The Rec Commission approves of this addition to the part. Chairman LaCourse moves to grant permission to have permanent horseshoe pits installed at LRP. Said work to be completed by the highway department and Lee Fair Committee members. Selectman Bugbee asks to add on the condition that the Fair Committee and the Rec Commission agree on location. Chairman LaCourse adds as a friendly amendment. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
  
7. Toby Van Aken, TS Manager, hands out drawings of the proposed new location of the swap shop next to the bulky building that he thinks is the best option for the swap shop. He explains the option and describes how the lay out would work. Mr. Van Aken will meet with Mr. Stevens and get figures together for the next meeting. Selectman Bugbee would like to see dedicated parking spaces for the swap shop. Chairman LaCourse would also like to see a letter from both Chiefs that they agree with the plan and the Energy Committee needs to be included as well. Mr. Van Aken hopes to get this done during regular work hours. The Energy Committee and Mr. Van Aken are currently working on other energy savings items at this time. Mr. Van Aken is also currently working on a list of safety issues that were identified by Primex that need to be addressed.
  
8. a) TA Glover presents revised STEP Grant Program paperwork for the police department that needs to be signed by the Board.
  
9. Chairman LaCourse moves to accept the Consent Agenda as presented. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
  
10. Chairman LaCourse moves to accept the Public and Non Public Meeting Minutes from August 14, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**
  
11. Chairman LaCourse moves to accept the Manifest #4 and Weeks Payroll Ending August 27, 2017. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

- 12. Shirley McKeon, Riverside Farm Drive, is a volunteer at the swap shop for 10 years. She thanks the Board for letting Lee have the swap shop. They save a lot of things from being thrown out. She thanks the Board for helping them get a new place.

Chairman LaCourse asks the Board if they want to give any direction to the department heads with regards to their budgets such as hold the line. He asks the TA to speak on the possible tax implications should everything pass the way it stands. TA Glover states that based on the budget that was passed she estimates the tax rate would go up \$1.73 per thousand. The Superintendent of Schools indicated when he was here that we could expect a \$.66 increase in the school tax rate. This \$1.73 is without the Select Board using any money from the Unassigned Fund Balance to lower it. For tax year 2016 the Town used over \$500,000 from the Unassigned Fund Balance to bring down the tax rate. For tax year 2015 the Town used \$425,000 to bring the tax rate down. This year the Board did not use any of the Unassigned Fund Balance to fund the Capital Reserve funds. The TA will confirm what the Board decided the minimum would be for the Unassigned Fund Balance. (\$1.5M or \$1.8M) Chairman LaCourse asks Selectman Bugbee when the ABC starts to meet. Selectman Bugbee said they should start next month. Chairman LaCourse wants to have further discussion and think about whether there is a recommendation that they want to make at this time or not. TA Glover reminds the Board that budgets are due from department heads to the Finance Office by 9/15<sup>th</sup>. Chairman LaCourse is concerned and feels that they should recommend a flat line budget. Chairman LaCourse wants this on the next meeting to discuss. Selectman Brown thinks that they should be told to hold the line. Chairman LaCourse agrees and adds that they do not have as much of an Unassigned Fund Balance to work with this time.

Selectman Bugbee would like to discuss the Facilities Committee recommendation at the next meeting. Chairman LaCourse would like to discuss forming a new committee moving forward with a new charge. He thinks that we need someone on the next committee that knows how to sell things. Chairman LaCourse would like to see recommendations from the Committee for possible new members. Katrinka Pellecchia, Wiswall Road, points out that the Historical Society is also a 501(3)(c) and she would hope that they would be doing fundraising as well. Selectman Brown is disappointed that we have to wait until December to hear back from the church.

- 13. Chairman LaCourse moves to adjourn at 7:55 pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:



Denise Duval, Town Secretary

9/11/17

Date

Minutes accepted by The Lee Select Board:



John LaCourse, Chairman



Cary Brown



Scott Bugbee