

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

Others present: Town Administrator Julie Glover, Pat Barbour, Thomas Murdoch and Brian Burke

1. Meeting continues immediately following Select Board/ABC at 8:00pm.
2. Chairman LaCourse revised what Selectman Bugbee had written as the new Facilities Committee charge. He reads his charge

“The Select Board has tasked the newly established Campaign Committee to develop and implement a strategy to disseminate the vision of the Select Board (because the Board is the controller, not the Facility Committee) addressing facility renovation and modernization of the Town Center buildings over a multiple year period. Strategy will strive to educate the citizens of Lee on the current physical conditions of these aging buildings and their need to be renovated, modernized and/or reconstructed. Campaign Committee will serve in an advisory capacity to the Select Board but because of the breadth of the audience that needs to be reached it will work with the Boards, Commissions and Committees as well as the Town Staff to develop and execute the strategy. Campaign Committee will consist of 5 members including 1 member of the Select Board but no more than 10 members. Members will be appointed by the Select Board. Terms will expire at the end of the Deliberative Session for FY2020 budget but no later than 6/30/19. In preparation for the 2019 Deliberative Session the Campaign Committee will develop a plan to publicize vision of the Select Board by engaging the Town of Lee community via print, public meeting and/or any other appropriate method. Campaign Committee will ensure that the following points are addressed: the current status of the Town Center buildings including code and specifically ADA issues; details of strategy include the optional site of the newly constructed Town Hall at Steven’s Field if the purchase of the Lee Church property can’t be purchased; location and movement of all town center buildings; issues the strategy addresses and those that don’t work; desired outcomes of the strategy and consequences of not addressing the identified in a timely fashion; financial details of the strategy at this stage and possible funding sources.” He then lists all the scheduled dates.

Chairman LaCourse made these modifications because he wanted to make sure that everybody understands that the Select Board is the authority here and that this committee will be completely advisory to the Board. He adds that the Board does not control what goes on with the Historical Society. They are a separate enterprise. This is a point of issue. Selectman Bugbee states that the building was supposedly donated to the Historical Society but it sits on Town of Lee land and the Town maintains it. TA Glover asks if there is documentation to this effect. Selectman Bugbee states that the Historical Society has a letter from the man who donated it. TA Glover states that the Town should get a copy of this letter from the Historical Society. Chairman LaCourse is not enthusiastic about the Historical Society taking control of Town Hall. His vision of the old Town Hall was totally different than a museum. Selectman Bugbee thinks that they just want to use it to display some of their stuff. TA Glover states that when you read the Facility Committee minutes you definitely come away with the impression that the building would be theirs. According to the minutes they would let other groups use the building for meetings. This is what suggested to the TA that the Historical Society believed that

they would be in control of the existing Town Hall. Selectman Bugbee impression is that the Historical Society would have control over the Freight Depot and that they would use the 1st floor of Town Hall to display stuff and possibly use the Town Clerk's area as an office and the 2nd floor as storage. Other groups could use the 1st floor as a meeting room. TA Glover states that this certainly sounds like the building belongs to them by virtue of using every square foot of the building. Chairman LaCourse wants to make it clear that some recommendations from the Facilities Committee they would take but others were going to be rejected.

Selectman Bugbee does not necessarily like the name Campaign. He thinks that campaign denotes making others think the way you want them to. He wants to educate them and let them make their own decision. He thinks it has negative connotations. There is a discussion back and forth on different names and the Town Center Vision Committee is chosen. Selectman Brown moves to name the new committee Town Center Vision Committee. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

3. Selectman Bugbee would like to change the strategy to plan. TA Glover points out that the Board has not voted to accept the Facilities Committee plan in its entirety. She thinks that the Board should have a healthy discussion about the plan. For example, the town staff has some questions about the size of the proposed town hall.
4. Chairman LaCourse mentions renovating over a multi-year plan. Selectman Bugbee asks him what he means by a multi-year plan. He says that in his vision it is going to take multi-years to do this. It's not going to be done all at once. It takes time to move from one building to the next. Selectman Bugbee confirms that they will be proposing it as one thing but it is going to take multiple years to accomplish. Chairman LaCourse agrees that this is the way it is going.

Brian Burke adds that he hopes that whatever plan goes forward it will allow for room for growth in years to come.

They agree to change the 2nd "purchased" to "accomplished" within #2.

Chairman LaCourse goes over the changes that he is going to make to the charge with the group. (The following will be the proposed new charge.)

TOWN OF LEE – TOWN CENTER VISION COMMITTEE CHARGE

The Select Board has tasked the newly established, Town Center Vision Committee (TCVC), to develop and implement a strategy to disseminate the vision of the Select Board addressing facility renovation and modernization of the town center buildings over a multi-year period. The strategy will strive to educate citizens of Lee on the current physical conditions of these aging buildings and their need to be renovated, modernized and/or reconstructed.

The TCVC will serve in an advisory capacity to the Select Board but because of the breadth of the audience that needs to be reached, it will work with all boards, commissions and committees, as well as Town staff to develop and execute the strategy.

The TCVC will consist of at least 5 members including one member of the Select Board but no more than ten members. Members will be appointed by the Select Board. All terms will expire at the end of the Deliberative Session for the FY 2020 budget, but no later than June 30, 2019.

In preparation for the FY 2019 Deliberative Session on February 3, 2018, the TCVC will develop a plan to publicize the vision of the Select Board by engaging the Town of Lee community via print, public meetings, and/or any other appropriate method.

The TCVC will ensure that the following points are addressed.

1. The current state of the town center buildings including Code and specifically, ADA issues.
2. Details of the strategy including the optional site of a newly constructed town hall on Steven's field, if the purchase of the Lee Church Congregational property can't be accomplished.
 - a. Location of all town center buildings
 - b. Issues the plan* addresses and those that it doesn't
 - c. Desired outcomes of the plan* and consequences of not addressing the identified issues in a timely fashion.
 - d. Financial details of the plan* and possible funding sources
 - e. Proposed schedule of plan*:
 - i. November 2017 to February 2018 – Educate the public
 - ii. February 3, 2018 - Deliberative Session presentation to voters about the vision and a warrant article to request funds to prepare preliminary drawings and create a RFP to contractors to develop a total cost for the multi-year strategy.
 - iii. February 3, 2018 to March 13, 2018 - Continue to provide information to public
 - iv. March 13, 2018 (Voting Day) – Lee decides the future of the plan
 - v. March 2018 to January 2019 – If the warrant articles pass work with an architectural firm and contractors to create preliminary drawings, a model, and costs for the plan. Sources of funding (bonding, unassigned fund balance, etc.) as well as grants are to be explored.

*The plan is under review by the Select Board and will be finalized within the very near future.

5. Chairman LaCourse will make the changes to the charge that have been discussed and send them to the TA for final edit and review.
6. Chairman LaCourse moves to establish the committee and its membership and approve this charge tonight. Selectman Bugbee asks to change the word "campaign" under e(i). They agree on "educate". They also agree to change under e(ii) the words "campaign strategy" to vision.

Thomas Murdoch asks if the Town already owns Steven's Field. The Board confirms that it does. Mr. Murdoch asks if everybody says the best plan is to put it on church property. He asks why prefer the church property over Steven's Field. Selectman Bugbee says that 'they' want to keep the Town Center buildings together. There is also a contingent that wants to move it over to Steven's Field. If Town Hall were to be built on Steven's Field then a parking lot will be created. The PSC has a problem with parking. The overflow could work for both places. Mr. Murdoch questions why the church is the best option? Brian Burke doesn't think that the church will be ready in time for a warrant article.

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- 7. TA Glover asks the Board if they want to have a discussion about reaching out to potential members of the committee. TA Glover suggests that town staff reach out to the potential committee members. Chairman LaCourse says that would be welcomed. Selectman Bugbee says yes to the nine people. TA Glover adds that there was discussion about asking whether Dave Cedarholm would be interested. The Board does not object to adding him to the list which consists of Pat Jenkins, Zachary Smith, Mary Woodward, Tobin Farwell, Amanda Gourgue, George Trojan, Don Quigley, Ben Genes, Cord Blomquist. Chairman LaCourse moves to establish the Town Center Vision Committee and provide them with the charge as discussed tonight. Selectman Bugbee, seconds. The Board confirms that the charge will be revised by the TA and the plan will be approved by the Board before it will be presented to the public. All in favor. **Motion Carries.**

- 8. Chairman LaCourse moves to adjourn at **8:44pm**. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:



Denise Duval, Town Secretary

10/23/17

Date

Minutes accepted by The Lee Select Board:



John LaCourse, Chairman



Cary Brown



Scott Bugbee