

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

Others present: Town Administrator Julie Glover, John and Anne Tappan, Dave Cedarholm and Paul Gasowski

1. Chairman LaCourse calls the meeting to discuss the Facilities Committee recommendation to order at 6:00 pm. The purpose is to work on deciding what they want to do as a Select Board.
2. Selectman Bugbee updates the Board on the church property issue. He states that the Church will be giving the presentation next Sunday, November 5th and voting on November 12th. Selectman Bugbee states that the church told him unofficially that they are going to be proposing a counter offer. They did not say what that will be. He is told that the answer will be yes to sell, but for what in exchange he does not know. Chairman LaCourse states they can assume that they will get the church property and they should have a backup plan just in case they do not. The purchase of the church property will be a separate warrant article. Chairman LaCourse states that independent of this expansion, the Town should try to get this property.

Chairman LaCourse confirms that the Board is in agreement on the “medium” plan. He would like to discuss the square footage, for example the miscommunication with regards to Town Hall. TA Glover reminds everyone that in a Select Board meeting a few weeks ago, Ms. Schanda, representing the Facilities Committee, said that the plan that the Facilities Committee is putting forward was based on the plan that Randy Stevens presented. This was news to the town staff and the Board. Assuming this is true; Mr. Stevens presented a building that was reviewed by all the town staff as 5000 square feet. TA Glover reviewed the Facilities Committee minutes and the Facilities Committee cut that down to 4750 square feet (maybe in an effort to cut costs). It appears from the minutes that there was no detail to that; they just wanted the building to be smaller and less expensive. There is no indication where it came from and TA Glover does not know how they could make that work. The town staff could look at it with Mr. Stevens to see what it would mean to cut 250 square feet from his plan. This has not been done. It is TA Glover’s understanding that the Facilities Committee did meet with the Library Trustees, library staff and they worked together reducing the size of the proposed library. No footprint changes to original town hall or hobo shed.

Another issue that Mr. Tappan brought to light with this plan is the Liberty Oak Tree. TA Glover does not see how one can save that tree and build that building (Library addition) the way it is shown on the plan. Mr. Tappan states that the tree has a spread of about 65ft and 28in diameter.

Chairman LaCourse thinks there are too many sidewalks. He would like the parking lots expanded to touch the buildings. This would make plowing and maintaining of the facilities easier. In addition, there should be more parking made available. He asks how many would they need. TA Glover says that would depend on what they use the old town hall for. She believes that the plan is to make it a meeting room in which case she believes Mr. Tappan calculated 100 people in that building. Are 47 spaces enough for 100 people?

SELECT BOARD WORKSHOP MEETING MINUTES

October 31, 2017

PAGE 2

Mr. Tappan hands out a site plan. He states that he has talked to Randy about plow-ability. For the size of the town hall, his research says 130 people. This does not include subtracting the stage area. Either way 47 spaces are inadequate.

Selectman Bugbee added that the PSC can hold 127 people and with tables the maximum is only 59. The State is going to require a separate egress and ingress for the parking lot. They are also going to have a problem with where Wednesday Hill Road is located in relation to the egress or ingress.

Chairman LaCourse asks TA Glover how the Historical Society ties into the town. TA Glover states that they are a private 501(c)3 corporation who occupies the building. The Historical Society might believe that the building was given to them according to Selectman Bugbee, but there doesn't seem to be any documentation supporting that claim. The Town owns the land and the Town maintains the building. The Town also insures the building. Selectman Bugbee states that he has a newspaper article that says that Mr. Brown in Epping donated the building to the Lee Historical Society if they moved it. Dave Allen and company actually moved it. The Lee Historical Society will look at the documents of Marian Stevens to see if there is any correspondence to show who owns it. Selectman Bugbee clarifies that the Historical Society is under no assumption that they would be in control of the building (existing Town Hall) nor do they want to be. He says that they would store things in the 2nd floor of the existing town hall and display things around the perimeter of the 1st floor and use the town clerk's office as meeting space with other committees & commissions. Selectman Brown asks about the issues with putting capital money into a 501(c)3 Corporation. TA Glover states that towns can't spend money on private things unless there is a substantial benefit returned to the town. She would need to review the statute. TA Glover does not know the definitive answer to whether the town can spend money on the Historical Society because they are a private 501(c)3.

Selectman Bugbee agrees that there are too many sidewalks and they may need multiple egresses for the town hall.

Chairman LaCourse reviews the Facilities Committee "Implementation Plan" to build a new town hall and to purchase church property. Move tax collector, code enforcement and town administration to the new building and remove the Annex from the site. They discuss the different options that have been thrown out there with regards to what to do with the annex building i.e. burn it, move it or give it away. Chairman LaCourse asks how the Library feels about this plan. Selectman Bugbee states that the Library wishes to have their building expanded and renovated while they occupy it. That is going to be expensive and time consuming. John Tappan states that he has spoken the Library about this and while this is what they wanted initially they were pushed to recognize that this way was going to cost more and make the project take longer. They recognize that they are better off accepting the short term inconvenience. Chairman LaCourse suggests moving them to the existing Town Hall during construction. Selectman Bugbee is hesitant because the Town Hall floor is not very sturdy. Would the floor collapse? There will be a lot of logistics that will have to be thought out as far as septic, electric, phone, etc. during the temporary placements. Selectman Bugbee says that the thought was it would take 1 year to do each building consecutively. Town Hall has to be finished before the next phase can start whether it's renovating the old town hall or doing the Library.

Chairman LaCourse asks what is the Board asking for in March. 1. Warrant article for the church property. He does not think there is time to go forward on the full project. 2. He thinks they should ask for money for engineering drawings and/or studies to set us on the path. Selectman Bugbee says there seems to be two streams of thought. 1. Negatives to asking for money for engineering drawings are so much money has been spent so far and now more money is going to be spent on the same thing. 2. The people that hear the total cost of \$3.4 million do not think that they have enough information to decide if they want to support \$3.4 million. Selectman Bugbee thinks it would be best to give them the request for high level drawings not engineering for heating and cooling to see if they are interested in that. If it passes then they most likely are inclined to move forward. If not then they don't want to do anything.

Selectman Bugbee states that the committee can help get the information out to the public and get feedback.

Selectman Brown thinks that the plan is good where they are right now. He has a couple of concerns relative to a few things mentioned during the meeting. The committee used the input from 40 people who attended a workshop as a barometer. The input from these 40 did not jive with the results of a survey that was done in 2016 and went out to 561 households. The response from the 561 was 64%. His concern is that they appear to be just ignoring that survey because we didn't necessarily like what it said. The other concern is that the facilities committee downsized the building in order to get to a certain cost. He wants to make sure that enough room was left for those things that are necessary such as document storage. We need to be able to sell this project which means be ready to answer all questions.

Selectman Bugbee does not think at the time of the Master Plan Survey that people had the information with regards to the status of the town buildings. The results might change once we get that information out. With regards to the records, Selectman Bugbee states that the only storage for historical records left in the annex is in a fire proof safe. There are some fire proof safes and filing cabinets still upstairs in town hall. Everything else is at the Public Safety Complex. The person from the Northeast Document Research Center who came to review what we had reported that it will all fit in the PSC room that we have made available. TA Glover states that the plan done by Mr. Stevens did identify storage room for planning and zoning and municipal records.

Chairman LaCourse refers everyone to funding. The proposed cost is \$3,408,458. The Library Reserve Fund has \$386,000. The Library Capital Reserve Fund has \$60,000 and \$70,000 in donations. The Town Building Capital Reserve Fund and the Unanticipated Fund Balance are listed as possible funds. The PSC cost \$1.4 and the Transfer Station was \$600,000. Chairman LaCourse asks how much the engineering costs will be. Selectman Bugbee says he will be looking for elevations, floor plans and a model.

Chairman LaCourse sums up; he still questions if the proposed town hall is the right size. He is hearing that the Library is ok with their proposed square footage. The square footage of the parking lot should be increased dramatically. Contact needs to be made with the library and town hall with regards to parking and eliminating sidewalks. The historical society is very interested in participating but will basically be showing their wares in a museum type format

and occasionally meeting in the room. Selectman Brown asks about the Bannister property. Chairman LaCourse states he thinks it is not usable. Selectman Brown thinks that the audience is going to raise the question about the Bannister property. Selectman Bugbee states that he would have fewer problems with the property if it did not have a building on it. Chairman LaCourse reiterates that the Town already owns Stevens field. Selectman Bugbee states that he likes Stevens field but he doesn't think it would save any money; however, it would offer overflow parking for both facilities. The disruption at town hall during the build will be a problem. If at Stevens field this would not be a problem.

Selectman Brown asks how the forming of the committee is going. TA Glover states that 3 people have agreed to serve who just need to be sworn in. Selectman Bugbee wants to suggest Richard Jeffrey, Wednesday Hill Road, for the Town Center Vision Committee (TCVC). TA Glover will contact him.

Paul Gasowski suggests that representatives from the Historical Society or Library sit on this committee.

John Tappan read the charge and feels that he can contribute especially to item 1 and item 2b. He states that it's not just the presentation of the plan, but he thinks that there should be a lot of back up material to answer questions. TA Glover adds that the State declined to provide the town with assistance on ADA issues. They said they could not take it on; it was too much, but they did send a 90 page checklist which TA Glover gave to Bill Booth. She also provided Mr. Booth with the list of ADA items with costs attached that Mr. Guadano had presented and he is in the process of going through all of that. Mr. Booth seems to be of the opinion that a lot of Mr. Guadano's costs seemed elevated and that a number of the things may not be necessary. One is that if we renovate the existing town hall we probably do not need an elevator. John Tappan will complete an application for this committee.

David Cedarholm suggests Town Center Development Committee if TCVC does not stand.

Selectman Bugbee states that the numbers for the ADA issues are very conservative. There is a lot of contingency money.

Chairman LaCourse suggests as the committee meets and comes up with questions and answers they could put them all in the E-Crier. Get fresh information out there. Selectman Bugbee adds linking to the committee's website. Keep people engaged.

Chairman LaCourse asks who is good at looking for funding sources such as grants and state or federal money. TA Glover does not think there is a whole lot of money available for municipal buildings. LCHIP provides some funding, but when they hand out money, it's \$20,000. Selectman Bugbee agrees. He talks about historical scoring.

Chairman LaCourse brings the meeting back to the town hall square footage question. He suggests using the square footage from Mr. Stevens plan. He wants to make sure that the plan is acceptable to all the department heads. Selectman Brown agrees and does not agree with shrinking to just reduce costs. They both want to do what is needed. Selectman Bugbee states that reducing the town hall by 250 square feet at \$160 per sf equals \$40k. John Tappan states

SELECT BOARD WORKSHOP MEETING MINUTES

October 31, 2017

PAGE 5

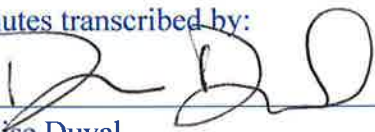
that the architect sent out surveys to all the committees and department heads. The architects total was 5953sf and Randy's was 5000sf. He states that the committee reduced it to 4750 primarily to reduce the cost. He agrees with Selectman Bugbee that \$40k is small change. The biggest change was from the architect's estimated building cost at \$200-250 sq/ft. The committee's mid cost was \$170.

Selectman Bugbee states that Wayne Lehman provided a construction cost grid that the industry uses and this is where he got the \$160 from. Mr. Meader, who built the Transfer Station, was also comfortable with the \$160 sq/ft cost. The town staff will need to be considered when more specifics are collected.

David Cedarholm does agree that the parking needs to be expanded.

- 3. Chairman LaCourse moves to adjourn at 7:17 pm. Selectman Bugbee, seconds. All in favor. **Motion Carries.**

Minutes transcribed by:


Denise Duval

11/20/17
Date

Minutes accepted by The Lee Select Board:


John LaCourse, Chairman


Cary Brown


Scott Bugbee