

Town of Lee, NH

Town Center Vision Committee

Minutes of the Meeting on March 27, 2019

Town Center Vision Committee (TCVC) Members present: Pat Jenkins, Ben Genes, John Tappan, and Scott Bugbee

Members Absent: Bambi Miller, Cord Blomquist

Others Present: Cary Brown

1. Chairman Bugbee called the meeting to order at 1:03pm.
2. Mr. Bugbee moved to approve the minutes from the March 20, 2019 meeting. Ben Genes seconded the motion. Motion passed.
3. The Committee reviewed the email response from LBA regarding their invoice dated March 14, 2019 for \$1,920.00. The Committee reiterated that the invoice will not be paid until all the contractual deliverables will be supplied by LBA.
4. The Committee reviewed the response from the Select Board regarding the TCVC's recommendations on how to proceed with the Town Center Project. The Select Board accepted all three of the TCVC's recommendations. The Select Board confirmed the Committee's current charge has an expiration date of June 30, 2019. Scott Bugbee will speak with the town administrator about getting a decision about using the remaining design services monies from last year's warrant article for further work on the Town Center Project. The Committee will need to develop Town Center Project options to present to the Select Board by June 1, 2019.

The Committee discussed the options for the Town Center Project. John Tappan passed out a document listing some of those options and a reformatted listing of the Facilities Committee's options and their rankings. The Committee revised the options listing and came up with these options listed below to explore. Town Center Project Options identified:

- a. Three Swallow Properties, LLC, 5 Mast Road
 - i. Condition
 - ii. Asking price \$249,900
 - iii. 1st floor gross area 1884 ft² not counting stairway to 2nd floor [town hall w/ TC 1st floor gross area 1888 ft²]
 - iv. 1st floor footprint 2004 ft² including stairway to 2nd floor
 - v. 2nd floor footprint 2084 ft²
 - vi. Roof footprint 2134 ft²
 - vii. 14 parking stalls

- viii. New septic system
- ix. Slab on grade not new so is not insulated, electric heat, 1st floor sheetrock walls and ceiling and unfinished concrete floor, 2nd floor bare studs for two apartments, some rough-in (one? tub)
- x. Purchase for office space *[not large enough for all town office functions, may need to keep annex for PZB]*
- xi. Lease?
- b. Parish House
 - i. Could have a 2-story addition with elevator to allow access to second floor.
 - ii. Could be a temporary town office space if renovated for some other use.
- c. Smaller new office building and PZB remains in annex, commissions in office building basement
- d. Two story office building w/ basement and 3 stop elevator
 - i. Two story building with full basement and a 2800-3000 SF footprint may cost less than a one story building with full basement and a 5200 SF footprint.
- e. Addition to town hall building
 - i. Move the tool shed w/ tramp room and build a two story addition to the town hall
- f. Smaller addition to library
 - i. Present as a separate warrant article
- g. Move town hall personnel to PSC with addition as needed *[not a viable option because of low ranking]*
 - i. This was option 9 in evaluation published 28 November 2016. It ranked lowest of eleven options
- h. Build new (library? office building?) on Stevens Field *[not a viable option because of low ranking]*
 - i. Library on Stevens was option 6 and ranked 4th of 11
 - ii. Office building on Stevens was option 5 and ranked 7th of 11
- i. Temporary Office Space for Town Hall functions
 - i. Rent storefront at DMB plaza
 - ii. Rent modular office(s)
 - iii. Move in to PSC

Needed

1. PSC building use plan for next 15 to 20 years *[Scott Bugbee will ask Select Board]*
2. list of groups using meeting spaces w/ frequencies *[J. Tappan will initiate]*
3. Find out if driveway at Wednesday Hill Road can be approved *[J. Tappan will initiate]*
4. Meet w/ Fire Chief regarding egress requirements and recommendations from basement meeting spaces *[J. Tappan will initiate]*

5. The Committee scheduled our next four meetings for April 3, 2019, April 10, 2019, April 17, 2019, and April 24, 2019 – all on Wednesdays at 1:00pm at the PSC.

6. Meeting adjourned at 2:41pm

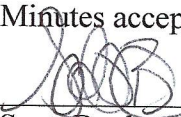
7. Our next scheduled meeting is: Wednesday, April 3, 2019.

Minutes written by:



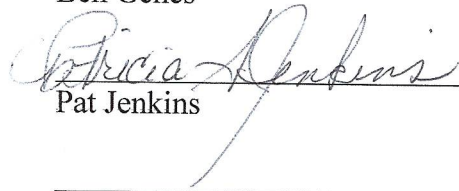
Scott Bugbee, Chair

Minutes accepted by:



Scott Bugbee, Chair

Ben Genes



Pat Jenkins

Bambi Miller



John Tappan



Cord Blomquist