

# Town of Lee, NH

## Town Center Vision Committee

### Minutes of the Meeting on October 4, 2018

Town Center Vision Committee (TCVC) Members present: Pat Jenkins, Bambi Miller, Cord Blomquist, John Tappan, and Scott Bugbee

Members Absent: Ben Genes

Others Present: Anne Tappan

1. Chairman Bugbee called the meeting to order at 6:00pm.
2. Scott Bugbee made a motion to approve the minutes from the September 4, 2018 meeting. Pat Jenkins seconded the motion. The Committee voted unanimously to approve the minutes. Scott Bugbee made a motion to approve the minutes from the September 12, 2018 meeting. Pat Jenkins seconded the motion. The Committee voted 4 to approve the minutes with one abstention from Bambi Miller.
3. The Committee discussed the Annex and voted to keep the building. The Committee discussed the placement of the Commissions and Committees. After much discussion about the pros and cons of the new municipal building, the renovated town hall, and the Annex, it was decided to place them into the renovated town hall. It was discussed what to do with the Annex. It was decided to move the annex and the Historical Society building to a location on the site and have the Lee Historical Society use the building.
4. The Committee reviewed the program worksheet from LBA for the Library, Town Hall functions, and the Historical Society. There were changes made to the worksheets to reflect some adjustments (missing spaces, changes in space sizes, etc.). These updated changes will be forwarded to LBA for updates to the worksheets. Summary of changes made to the worksheets:

**Corrections to 18-047-00 Town of Lee Town Hall Functions Program(1).pdf:**

*Spelling: Cemetery, not Cemetary*

*Selectmen's Office edits:*

*S4 Account Clerk - Full Time: starts in 2025*

*S5 Account Clerk - Part Time: should show in 2018 but not after*

*S6 Welfare Offices: must be an enclosed office for privacy*

*S7 Assessor - Contractor and S7.1 Assessing Assistant - Contractor: the TA needs to answer this*

*The Building Maintenance Supervisor and Assistant are now at the Public Safety Complex and can continue at that location. Edit Program as:*

S8 Building Maintenance Supervisor: edit as: "8 x 10 - Enclosed office adjacent to Mechanical Room - can be located in the existing Town Hall left in the PSC"

S9 Building Maintenance Assistant: was "Shared with Building Maintenance Supervisor - can be located in the existing Town Hall"

Supervisor of the Checklist and Cemetery Trustees currently share space with the Account Clerk - Part Time

S10 Supervisor of the Checklist, 8x8 - Open Work Station shared with Cemetary ~~Comm~~ Trustees. This is currently shared with Cemetary and Assessor Account Clerk - Part Time - will be an assigned space in new building

Town Clerk / Tax Collector edits:

C4 Assistant Town Clerk /Tax Collector: position does not start until 2025. Area for 2018 is zero. (At the time the questionnaire was filled out, our Deputy TC/TC was still an assistant.)

C7 Clerk Point of Service Windows to Lobby: There must be two windows to the lobby in addition to the window in the C8, TC/Private Consultation Room.

Areas and descriptions will be confirmed with the TC/TC this week.

Planning, Zoning, and Building Inspection edits:

PZB2 Planning & Zoning Admin: increase area from 144 to 180

PZB3 Small Conference Room: becomes "Conference Room / Work Room" and area increases from 100 to 200, and it is not shared, but still should be adjacent to Lobby

PZB4 File Room: becomes "File Room / Storage Room" and area increases from 144 to 200

Add a room:

PZB6 Archive File Room, 200 ft<sup>2</sup> through all years, may be located in basement

Commissions and Committee edits:

COM1 Cemetary Comm - Shared with Supervisor of Checklist

Remove this from the commission (COM) section. This is "Cemetery Trustees" and should be listed in the Selectmen's Office section (S13 or other) along with the Supervisors of the Checklist with which they will share space.

All of the following commission spaces are rolled into one shared space of 300 ft<sup>2</sup> to be located in the current Town Clerk / Tax Collector office in the current town hall. The TC/TC current work space plus public waiting area would equal about 300 ft<sup>2</sup> after removal of the dividing wall. This move was made because of concern for the cost of the Municipal Office Building and because of a perceived need for a required town function in the renovated town hall in order to justify the cost of renovation.

COM2 AG Comm - shared work space for evening meetings

COM6 Heritage Comm - Storage Room Active Files

COM8 Heritage Comm - Shared Meeting Room

COM9 Conservation Comm - Shared Meeting Room

COM10 Conservation Comm - Work Space and Storage/File Rm

#### Additional Comments:

Library:

1. The copier is for public use and should not be placed in the staff work room
2. Children's room bathroom is not needed if adequate accommodation can be achieved for children in the proposed two bathrooms and make them both unisex

3. The server/IT room can be in the newer basement
4. The janitor's closet needs to be on the first floor

*Historical Society*

1. Move the Historical Society building to another location on site
2. Move the Annex building on site next to the Historical Society building for Historical Society use

*General:*

1. We want to be sure the new municipal building has the ability to add-on a large meeting room for future expansion.
2. When will Kathleen Porter start to get involved?
3. The library first floor elevation is about 3 feet above the surrounding surface. The addition is proposed to be on a slab. How is this done?
4. You relayed to me yesterday that the pricing for new construction is \$325/sq. ft and renovated space was \$175/sq. ft. Does the \$325 include the basement, i.e. if the gross area was 5,000 sf. would the cost estimate for single story with basement just be  $\$325 \times 5000 = \$1,625,000$ ?

5. Meeting adjourned at 9:28pm

6. Our next scheduled meeting is: TBD.

Minutes written by:

  
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Scott Bugbee, Chair


Minutes accepted by:

  
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Scott Bugbee, Chair

  
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Ben Genes

  
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Pat Jenkins

  
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Bambi Miller

  
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John Tappan

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Cord Blomquist