

Town of Lee, NH

Town Center Vision Committee

Minutes of the Meeting on October 10, 2018

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

Members Absent: Cord Blomquist

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 October 4, 2018 meeting. Pat Jenkins seconded the motion. The Committee voted unanimously to approve the minutes.
3. The Committee reviewed the updated program worksheets from LBA for the Library, Town Hall functions, and the Historical Society. There were changes made to the worksheets to reflect some adjustments (changes in space sizes, miss-spellings etc.). These updated changes will be forwarded to LBA for updates to the worksheets for final approval. Summary of changes made to the worksheets:

Requested changes to 18-047-00 Town of Lee Town Hall Functions Program(2).pdf:

No. Function:

List of changes

Comments in italics

S10 Supervisor of the Checklist:

Increase area from 64 ft² to 120 ft²

~~8x8~~ 10x12 - Open Work Station shared with Cemetery Trustees. This is currently shared with Cemetery Trustees, Welfare, and Account Clerk (Part Time) - will be an assigned space in new building

C2 Town Clerk:

~~Enclosed work station accessible to the service counter~~ General Town Clerk open area

C3 Deputy Town Clerk/Tax Collector:

Increase area from 48 ft² to 64 ft²

C4 Assistant Town Clerk /Tax Collector:

Increase area from 48 ft² to 64 ft²

C2, C3, and C4 are combined in one room with a U-shaped work station at each of the two service windows.

C8 TC/Private Consultation Room - Point of Service:

Enclosed space accessible directly from Clerk Office & Lobby, split into two halves by the service window and counter. Public side accommodates two - ADA compliant.

SH9 Conference Room - seats 12:

Increase area from 200 ft² to 240 ft²

12 x 16 20 - Adjacent to the Lobby and shared by multiple functions and Committees/Commissions

SH12 Coffee/Staff Break Room:

10 x 12 with fridge, sink, MW microwave and small table to seat 4

COM1, COM3, COM4, COM5, COM6:

All of these commission spaces are rolled into one shared space of 300 ft² 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 ft² after removal of the dividing wall. This move was made because of concern for the cost of the Municipal Office Building. Could be listed as:

COM1 Meeting, Work, and Active Files Room for all Commissions and Committees

2018 through 2035 area: 300 ft²

Notes: Renovated Town Clerk / Tax Collector space in the Town Hall (existing work and waiting rooms combined)

CO25 Heritage Comm - Archivist: Correct typo in function number

CO25 COM2 Heritage Comm - Archivist

COM8 AG Comm - Supplies Indoor Storage: This is split into two functions to be numbered as you see fit. One example shown below:

COM8 AG Comm - Supplies Indoor Storage

2018 through 2035 area: 30 ft²

Currently Housed in Comm member homes - ideally house in a 9 x 20 garage bay or shed basement under the municipal office building

COM8.1 AG Comm - Stove Storage

2018 through 2035 area: 60 ft²

Currently Housed in Comm member homes - ideally house in a 9 x 20 garage bay or shed

End of Change List

4. Meeting adjourned at 7:52pm

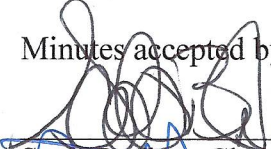
5. Our next scheduled meeting is: TBD.

Minutes written by:



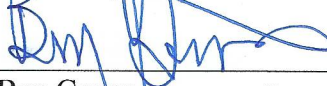
Scott Bugbee, Chair

Minutes accepted by:



Scott Bugbee, Chair

Ben Genes



Pat Jenkins



Bambi Miller



John Tappan



Cord Blomquist