

**Town Center Steering Committee Report
For the Board of Selectmen
January 24, 2011**

Overview:

At the March 2010 Town Meeting, Lee residents were presented the findings of the Lee Town Center Study. This study was the end result of a collaborative planning process which produced a Town Center preliminary design featuring the preservation/reuse of the existing historic buildings located at the current municipal site. The design also reflects the cultural and recreational relationship between the proposed library/community center at the former Bricker site and the athletic and passive recreational opportunities available at the adjacent Little River Park. Future Town Center Study efforts would focus on identifying various funding options to offset construction costs, including grants, monetary and in-kind donations and naming opportunities. Voters approved a \$60,000 warrant article for the Library Capital Reserve Fund as a beginning step in moving the project forward.

In July, 2010, the Board of Selectmen formed a Town Center Steering Committee to oversee the next phase of the project. Committee members include:

- Jim Griswold, Selectmen, Chairman
- Margaret Dolan, Library Trustee
- Allan Dennis, Code Enforcement Officer
- Robert Smith, Planning Board—CIP
- Dawn Genes, Recreation Commission
- Patricia Jenkins, Heritage Commission
- Laurel Cox, Land Protection Administrator
- Paul Gasowski, Citizen Representative
- Mary Woodward, Citizen Representative
- Caren Rossi, Code Enforcement Office, ex-officio
- Lisa Morin, Librarian, ex-officio

Charge to the Town Center Committee:

The Board of Selectmen outlined the Committee's responsibilities as follows:

1. *Reaffirm recommendations that the former Bricker property adjacent to Little River Park is the most suitable site for building a facility that would feature:*
 - a. *A public Library*
 - b. *A multipurpose room available for use by Town organizations and groups*
 - c. *Office and storage space for the Recreation Commission*
2. *Reaffirm recommendations that the Town Hall offices remain at their current site and that the historic portions of the Town Hall and Library buildings be renovated for municipal office space:*
 - a. *This preserves the existing historic buildings highly valued by the community*
 - b. *This makes use of existing facilities, rather than building new.*
3. *Work directly with the Library Trustees to establish policies and procedures for identifying funding sources and methods for obtaining income/donations to an array of trust funds dedicated to the Town Center.*

The Committee examined each charge, developed action plans accordingly and reviewed each finding. A summary of the Committee's activities and findings for each charge appears below:

Summary of Committee Activities/Findings for Each Charge

Charge #1: *Reaffirm recommendations that the former Bricker property adjacent to Little River Park is the most suitable site for building a facility that would feature:*

- a. A public Library
- b. A multipurpose room available for use by Town organizations and groups
- c. Office and storage space for the Recreation Commission

Action Item: The Committee reviewed the 2006 space needs assessment reports for the Library, prepared by Consultant Patience Jackson .

Finding:

1. Committee members reaffirm the report findings that the current Library footprint is inadequate to support library programming and service needs.

Action Item: The Committee reviewed the Bricker parcel's suitability as a building site for a future Library/Community Center

Findings:

1. Expansion of municipal office space at the current Town Center Complex is only possible if library services are relocated off-site. Some town administrative services need to be relocated to the current library facility.

2. The varied services and passive recreation programs that the Library currently provides would create a mutually beneficial relationship with the active recreation programs at Little River Park. The proximity of both complexes to each other and the village center, along with the space provided by a Community Room would greatly benefit the Town.

3. The multipurpose Community Room would provide valuable meeting space and increased programming opportunities for several community groups, including:

- o Senior citizens
- o Civic groups and Commissions (Agriculture, Historical Society, etc.)
- o Youth groups (Boys and Girls Scouts, 4-H, etc.)
- o Library
- o Recreation

4. Ingress and egress options for the property were reviewed and found to be adequate, although an egress via Lee Hill Road (through adjoining property) would create a better traffic flow for both the Library/Community Center and Little River Park.

5. Storage and office space for the Recreation Commission in the Library/Community Center is necessary as there is currently no space for this function in any existing town buildings. Recreation office space near Little River Park would be most desirable.

Charge #2: *Reaffirm recommendations that the Town Hall offices remain at their current site and that the historic portions of the Town Hall and Library buildings be renovated for municipal office space:*

- a. This preserves the existing historic buildings highly valued by the community
- b. This makes use of existing facilities, rather than building new.

Action Item: The Committee reviewed the 2007 space needs assessment report for the Town Municipal Offices.

Findings:

1. The Committee reaffirms that the current Town Hall footprint is inadequate to meet the office space needs for town administrative services.

Action Item: The Committee considered the best use of the existing Town Center buildings.

Findings:

1. The Committee reaffirms that the buildings at the current Town Center Complex are best suited for municipal office space and that the Library will need to be at a new location.

Action Item: The Committee reviewed the suitability of the current Town Center Complex for renovations to the Town Hall, the Library and the Annex.

Findings:

1. Expansion of the existing Town Hall and Library facilities is not possible due to the proximity of the bog and vernal pools, as well as septic system and parking constraints. The best option would be to renovate existing facilities for municipal office space.
2. Renovating the existing facilities will preserve the historic character of the Town Center.
3. Renovating the existing facilities would allow for the "decoupling" of this initiative from the Library/Community Center project, deferring renovation costs until a future date. The Committee agreed that town administrative departments could realign offices into the existing Town Hall, Library and Annex without major renovation costs at this time.

Charge #3: *Work directly with the Library Trustees to establish policies and procedures for identifying funding sources and methods for obtaining income/donations to an array of trust funds dedicated to the Town Center.*

Action Item: The Committee reviewed fundraising options with the Library Trustees and Director.

Findings:

1. The Committee met with Hopkinton Town Library Trustee Christine Hamm to learn how to organize and implement a grass roots fundraising campaign.
2. The Committee reviewed the Library Board of Trustees' proposal to establish a 501 c (3) organization for fundraising purposes. A fundraising goal of \$850,000 was established.
3. The Committee and Library Trustees discussed the feasibility of a target date of 2016 for the groundbreaking of the new Library/Community to coincide with the 250th Anniversary of the Founding of the Town of Lee.

Action Item: The Committee reviewed other funding options for the Library/Community Center

1. The Committee reviewed past and ongoing library construction projects in the State of NH to identify possible roadblocks in the funding and construction process.
2. The Committee held a preliminary discussion of in-kind contributions of items and labor as part of the capital campaign for a new Library/Community Center. No dollar amount has been determined at this time.
3. The Committee offered a preliminary recommendation for the establishment of a Library/Community Center Capital Reserve fund, appropriating \$100,000 per year for the next five years, leading to a bond in 2016.
4. The Committee reviewed integrating a future bond into the Capital Improvement Plan; this discussion is still ongoing.

5. The Committee identified several grant funding organizations that might provide matching funds as the project progresses.

Committee Recommendations:

With the Board of Selectmen's decision to "decouple" the Town Hall project from the Library/Community Center Project, deferring the Town Hall site renovations until a future date, the next phase of the Town Center project should focus on the construction of the Library/Community Center at the former Bricker parcel. Preliminary budget estimates put the project cost at \$3.85 million. The Committee recommends a multi-tiered approach for funding the project, including:

- Establishing a new Library/Community Center Capital Reserve fund, requesting \$100,000 in appropriations each year over the next five years, for a fund balance of \$500,000 by 2016.
- Launching a \$850,000 Capital Campaign, with naming opportunities, through the efforts of the Lee Public Library Trustees. Donated funds would be held in a separate 501 c (3) fund, overseen by an independent Board of Directors.
- Identifying and soliciting in-kind donations to offset construction costs
- Applying for challenge and matching grants
- Bonding the remaining balance of the project.

Conclusion

The Committee has focused on the long-term needs of the Town and has concentrated their efforts on planning the necessary steps to reach our goal of a active, viable and resident service-based Town Center. With the Safety Complex and Transfer Station nearly complete and Little River Park under development, the updating of our historic town offices and buildings and the creation of a new Library/Community Center will provide the infrastructure necessary to carry the Town of Lee well into the future.

The Town Center Steering Committee will host a public information hearing on Wednesday, March 2 at 7:00 pm at the Public Safety Complex. The Committee will prepare a timeline of the next phases of the Town Center project and will have visual aids and handouts available.

Appendix: Meeting Minutes

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
TUESDAY, JULY 13, 2010**

7:00 PM

MEMBERS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep.; Mel Jenkins, Heritage/Historical; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Mary Woodward, Citizen Rep.; Caren Rossi, Secretary

MEMBERS ABSENT: Dawn Genes, Recreation Committee; Lisa Morin, Library

Jim Griswold opened up the meeting and explained that he feels that the Town Center Committee is at a standstill and a cross roads. They have worked very hard to get where they are but it is clear that we can not fund a 5.5 million dollar project.

Jim Griswold asked each member to explain why they feel the Town Center is important.

Bob Smith spoke. He spoke first from a tax payer's perspective. He feels the committee has gone in the wrong direction. This town wants to keep its rural character/historic nature. He feels the town has worked very hard to keep it.

Bob Smith spoke from the CIP hat. He feels a new building is low on the priority list, not that the library isn't in need. He feels that the best way to accomplish this is to start putting money away now towards the future construction.

Bob Smith then spoke as a committee member and stated that he feels we need to take a step back and listen to new ideas and possibly down size. He is not convinced there is justification for some of the ideas that were presented and they bother him, i.e.; new furniture etc. He thinks these types of things need to be looked at to possibly cut costs.

Peg Dolan spoke. She stated that she has looked at different options and then came up with the current proposal. They currently do not have a children's room, no meeting room, just no room in the building itself. She is open to different ideas. She has visited many different libraries. She feels it is most important to have a common room or space for people to do activities.

Mary Woodward spoke from the children's librarian aspect. There needs to be a children's area. She is here to hear ideas and to help in whatever needs to be done. She spoke later that newcomers do not have a place to go and meet people.

Paul Gasowski spoke. He feels the project can be done and he is not intimidated by the cost of it or its size. He doesn't feel we have a town center and feels we can do better. It is ok to dream but you need to be realistic. He feels we have the opportunity to reduce the carbon footprint and live locally. We need a sense of place. We have it with out agriculture heritage. We need to sharpen our sense of community, heritage and village. He also feels we can not do one project without the other. He feels we should design the town and make a statement.

Paul Gasowski also suggested the Grange is a possible option.

Mel Jenkins spoke as a citizen. He has lived here for 50 years. He feels there is heritage and historic interest in keeping the historic nature of the town. He does not see this in the current design. He doesn't feel we have exhausted the church option either. He does not feel the town can afford a 5 million dollar bond.

The committee spoke with regard to the vernal pool and the 7 acre space behind the Mast Way School. The sense of the group is that it is a dead issue.

Allan Dennis spoke for the Town Hall. The property is tight, with the bog in the back of the property. There are definitely space issues. As far as community sense goes, if we need these things, how do we cut costs? They don't enjoy seeing us, paying tax payments, building permits etc. We are not something they enjoy doing. We should look at the needs first, then the wants. Library and community room in one building is a good idea. We can make do with less. He spoke that the Epsom library is a plain Jane; it works well, as well as low costs. He suggested we make the best use with the property. There is a lot of gravel there; he suggested we remove the gravel to the park level. This would involve cutting a large majority of the trees but we will be able to extract all the gravel. Then build a realistic building.

Caren Rossi spoke and stated that we need meeting space. Not that it can't be done some other way.

Peg Dolan asked that the group look at the Brentwood Library. It looks great. What they did was they took the old school house and placed it in front of a box.

The group discussed other ways communities have built buildings Bob Smith provided the group with a newspaper article showing an old barn being sold as a possible option.

There was discussion about having the current plan reviewed by a civil engineer. There was also discussion of phasing the project and different items people felt could be taken out to reduce the size and cost of the project.

The group discussed what drives the usage. They felt it was the following:

- Population
- Gas prices
- Not able to get information at home

The group also discussed the estimated population growth for the town. Some members felt the town is done growing. There was also discussion that a library is not just for books, it is for a place for people to go, people space.

Action items for the next meeting:

- The committee to look at the Brentwood Library at their leisure.
- Caren to scan the needs assessments of the Town Hall and the Library and send them to all members.
- All members to review the needs assessments.
- Allan to estimate how much gravel is on the site. Find out what would it take to remove it. Is there safe ingress and egress for this to occur?
- Allan to do a conceptual design of what the project would look like.
- Jim to find out renovation costs verses new costs.

Next meeting is: August 24, 2010 at 7 PM upstairs at the Town Hall.

Minutes by:

Caren Rossi

MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
TUESDAY, August 24, 2010
7:00 PM

MEMBERS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep.; Pat Jenkins, Heritage/Historical; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Mary Woodward, Citizen Rep.; Dawn Genes, Recreation; Caren Rossi, Secretary

Jim Griswold opened up the meeting.

The minutes of the last meeting were discussed and it was voted to table them to the next meeting as not everyone had a chance to review them.

Jim Griswold explained that he had contacted an associate that was very familiar with the construction field. He advised Jim that renovations were extremely expensive and dangerous as you never know what you are getting into. New you usually have pretty solid numbers and know what you are getting into.

Allan Dennis explained that he did some research on the extracting of material on the site and he estimates 12, 251 cubic yards of material could be excavated from the site. He estimated it to be \$38,000 to \$55,000 depending upon the market. He does not feel that there is a good market in the trees as it is not that good of lumber mostly pulp wood.

The committee discussed the reason to have the material excavated out and the area regarded. Some felt it would be nice to have the slopes tapered. As well as the extra income could help defer some costs.

Jim Griswold asked that the committee consider this possibility for the future.

Jim Griswold then reefered to the Needs Assessments for both facilities. He stated that he agrees we need to do something, but not sure what. He is certain that the Library and Recreation need to be kept together.

The committee discussed the options of fundraising. Lisa Morin is going to contact the Portsmouth Library and see who they used for their fundraising and see if those person/persons would be willing to come to the next meeting to speak to the group. The group also discussed grants and it was determined that there are no grants at this level. Some energy grants maybe possible. We are not a 501, c 3. Jim Griswold stated that he would authorize a nominal fee of \$300 to the consultant if they charged.

The committee discussed reducing the buildings to reduce the costs. It was also discussed that Denise Myers plan has everyone's needs met, is that really necessary now or can it be done in phases?

Peg Dolan stated that the members of the library visited the Hopkinton Library which is built on a slab and is smaller and lovely. This was discussed and if Peg wanted to contact the designer to see if they would be willing to talk to us that would be great.

The committee discussed the possibility of bonding the project. Bob Smith will get some figures for the next meeting.

Jim Griswold asked that for the next meeting everyone look at their portion of the design and see how it can be reduced by 10, 15 or even 20%.

Action items for the next meeting:

- Each representative to look to see how their section can be reduced by 10, 15 or 20%.
- Caren to get Pat Jenkins the vault size in Denise Myers report.
- Lisa Morin will contact the Portsmouth Library to see who they used and contact that person to come speak to the committee.
- Bob Smith will run some numbers using bond amounts.

Next meeting will be scheduled when Lisa Morin can schedule the fundraiser to come speak to us.

Minutes by:

Caren Rossi

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
TUESDAY, October 14, 2010
7:00 PM**

MEMBERS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep.; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Lisa Morin, Library; Mary Woodward, Citizen Rep.; Philip Sanborn, Recreation; Chris Hamm, Hopkinton NH; Cynthia Unrein, Library; Dave Cedarholm, Citizen; Caren Rossi, Secretary

Jim Griswold opened up the meeting and explained that Chris Hamm is going to give the group a presentation of how she went about having a successful fundraising campaign for the Town of Hopkinton NH.

Chris Hamm explained that she and her helpers raised \$850,000. They started off with a raffle sale at the library and raised approximately \$17.00 per week and that grew into a door to door campaign. She and other members went out and asked individual donors to donate money for the library. They had approximately 500 donors. With one person a death donation of \$180,000.

Minutes by:

Caren Rossi

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
TUESDAY, October 20, 2010
7:00 PM**

MEMBERS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep.; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Lisa Morin, Library; Mary Woodward, Citizen Rep.; Dawn Genes, Recreation; Library; Citizen; Caren Rossi, Secretary

Jim Griswold opened up the meeting.

Jim Griswold asked if everyone had had a chance to review the minutes of the last meeting. Lisa Morin had some grammatical changes to be made.

Bob Smith made a motion to accept the minutes as amended. Peg Dolan second. Vote all. Minutes accepted as amended.

Jim Griswold explained that the first thing he would like to discuss is the "uncoupling decision" mentioned in the Board of Selectmen's minutes last month.

The group discussed at great lengths this statement and Jim Griswold apologized and explained that he should have discussed this with the group and taken a vote on this statement.

Jim Griswold stated that he wished to change the agenda around and review what everyone thought of Chris Hamms presentation.

All members expressed their feelings on Chris Hamm's presentation. The majority of the group all felt that she did a great job, our concerns was that we did not have someone like her in this town that could take charge of something like that. There was also mention that Lee is not as wealthy of a community as Hopkinton. There was also a discussion as to how we get a list of wealthy people in the community. There was also discussion that people who have left Lee might also be interested in donations.

There was also discussion to do in kind labor and a great place this could be done would be the community's center as the town needs a place town's people can all come together.

Mary Woodward explained that she has been doing a lot of research on other towns fundraising efforts and construction projects. She is going to put all of it together and email to the group.

Action Items:

Caren and Allan are going to create a list of all of the commercial business and their owners.
Lisa is going to contact Denise Mires to see if he could do a model in 3d for the group.

All members are going to make a list of people that they know who might have money.

Lisa is going to make a list of business members who use the library.

Jim Griswold is going to speak to the Board of Selectmen to see if they agree to have Laurel Cox work on grants for the library.

The next meeting is Thursday, November 18, 2010 at 7 pm. upstairs at the town hall.

Meeting adjourned at 8:34pm.

Minutes by:

Caren Rossi

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
THURSDAY, November 18, 2010
7:00 PM**

MEMBERS AND GUESTS PRESENT: Jim Griswold, Chairman; Paul Gasowski, Citizen Rep.; Allan Dennis, Town Hall; Bob; Peg Dolan, Library; Lisa Morin, Library; Mary Woodward, Citizen Rep.; Laurel Cox, Grant Expert; Geoff Carlton, Recreation; Katrinka Pellecchia, Library Trustee.

Jim Griswold opened the meeting and asked if everyone had had a chance to review the minutes of the last meeting. Lisa Morin requested that the name of Denise Mires be corrected to read Dennis Mires. Paul Gasowski requested that the section on the uncoupling issue be extended to add: Paul Gasowski expressed concern about the lack of coordination and communication with the Little River Park Project. The group subsequently discussed the matter.

Peg Dolan made a motion to accept the minutes as amended. Paul Gasowski seconded. Vote all. Minutes accepted as amended.

The next agenda item was the Lee Public Trustees' productive meeting with Terry Knowles, Assistant Director, Charitable Trusts Unit for the State of NH. Katrinka Pellecchia circulated, and led a discussion of, a Working Draft of a Proposal for Establishing the Lee Public Library Foundation, including setting up a 501(c)(3) entity. Topics included the benefits of the foundation, the skills required for its board of directors, the process's technical components, and objectives for a fundraising consultant, if one is hired. A donor will pay the initial costs of 501(c)(3) filing.

The group discussed whether the foundation's name should include reference only to the library or to the library/community center joint purpose. The issue was tabled pending more information on donor interest and community perception.

Lisa Morin added that Durham, which is looking at a \$5 Million project, has earmarked \$100,000 for a consultant and other capital campaign costs. Katrinka stressed the consultant's value in formulating how to structure the donor pyramid, the related printed materials, and the plan for handling of contributions if the project isn't completed.

The steering committee agreed that the 501(c)(3) path seems necessary. The committee agreed that, given the dollar amount, a consultant seems necessary for several reasons; but felt that the committee members could do some of the groundwork to control the cost.

Paul Gasowski asked about the CIP. Jim explained that Bob Smith has concluded that a couple of scenarios work and others don't. Bob will present his findings at the December 2 steering committee meeting. Jim explained his intent that at next year's town meeting there will be a CIP proposal for a library trust fund allocated to bricks and mortar. The group agreed that the 3D model is not worth the cost because it won't provide sufficient additional information for the group's better understanding of the projected costs. Lisa Morin and Allan Dennis explained that a subsequent RFP process is necessary.

Paul Gasowski stated that, with the 501(c)(3), an emphasis on the community aspect of the project should help. The group discussion ensued discussed the foundation's name and purpose in the context of honest communication both with taxpayers and donors. Lisa agreed to try to formulate the draft operating budget that will apply once the new facility is in operation. She will also ask Dennis Mires if he will provide a more detailed floor plan drawing like Lebanon's. Geoff Carlton reported that Lee recreation, library, and Little River Park representatives should start meeting together.

The steering committee agreed that the \$100,000 warrant vote will be an important test of the community's support. Jim confirmed that Laurel Cox will provide hands-on expertise and support for the grants component of the effort. The group discussed that the funding effort should be a three-pronged initiative: the warrant, the foundation, and in-kind; and that key elements will be good planning, letting people know, and involving as many people in the community as possible.

The group then discussed their take-away from the summary of the experiences of other New Hampshire town library projects. Lisa Morin stressed that a major donor often seems key. Paul Gasowski and Geoff Carlton mentioned the new art and gaming dimensions of Kittery's project. Lisa also updated the group on the rapid progress of the Durham library initiative.

Action items:

- *Jim Griswold will ask the two other selectman for their agreement to proceed with the warrant proposal, but not the 3D model because its cost does not seem warranted currently.
- *Allan and Geoff will start brainstorming on potential in-kind donations.
- *Lisa Morin will try to project how much the operating budget will increase once the new library opens and will ask Dennis Mires for a better floor plan drawing to use in the capital campaign
- *Mary Woodward will investigate whether Income USA provides any useful information about the profile of Lee.
- * Lisa Morin and Laurel Cox will continue to investigate grant opportunities.

In Jim Griswold's absence, Lisa Morin will chair the next meeting on Thursday, December 2, 2010 at 7 pm. upstairs at the town hall.

Meeting adjourned at 8:25pm.

Minutes by:

Mary Woodward

**MINUTES OF THE MEETING
TOWN CENTER STEERING COMMITTEE MEETING
THURSDAY, DECEMBER 2, 2010
7:00 PM**

MEMBERS PRESENT: Lisa Morin, acting Chairman; Paul Gasowski, Citizen Rep.; Allan Dennis, Town Hall; Bob Smith, CIP; Peg Dolan, Library; Mary Woodward, Citizen Rep; Caren Rossi, Secretary

Lisa Morin, acting chairman opened up the meeting at 7:01pm.

Bob Smith gave the board a presentation to the committee showing how the proposal would affect the cip.

The next meeting is to be determined and will advise the group.

Meeting adjourned at 8:34pm.

Minutes by:

Caren Rossi

**MINUTES OF THE MEETING -- DRAFT
TOWN CENTER STEERING COMMITTEE
THURSDAY, JANUARY 13, 2011
7:00 PM**

MEMBERS PRESENT: Jim Griswold, Chairman ; Margaret Dolan, Library Trustee; Allan Dennis, Town Hall ; Bob Smith, CIP (Planning Board) ; Laurel Cox, Land Protection Administrator; Paul Gasowski, Citizen

Representative; Dawn Genes, Recreation Commission; Patricia Jenkins, Heritage Commission; Lisa Morin, Library

Jim Griswold opened up the meeting.

Jim Griswold informed the committee that the Board of Selectmen will most likely support a \$100,000 warrant article for a new Library/Community Center capital reserve fund at the March Town Meeting, to serve as a metric as to whether the town wants to move forward with the Town Center proposal or not.

- Discussion ensued as to the significance of the outcome of the vote on the proposed warrant article. Bob Smith stated that he feels the vote won't tell us anything, given today's economic climate – the amount requested isn't significant enough to tell if people really want this project. Paul Gasowski would not see the vote as a litmus test for the project, that a no vote could indicate the town isn't ready to take on this project now. Jim Griswold noted that the proposed warrant article would be just one part of the overall plan for financing the Library/Community Center: start the process of putting money away each of the next 5 years, have a fundraising goal of \$850,000, identify in-kind donations and grants, and bond the rest. Laurel Cox suggested having two warrant articles, one which would be a resolution seeking support for the proposed Library/Community Center, the other for a \$100,000 warrant article. Dawn Genes advised against having a yes/no resolution.

Paul Gasowski presented his preliminary draft of the Committee's report for the Board of Selectmen. Several Committee members provided suggestions and edits. All agreed to take a closer look at the report and to email edits. Jim Griswold will present the final draft at the January 24 Board of Selectmen Meeting.

The Committee discussed holding a Public Hearing/Information Session on Wednesday, March 2 to update voters prior to the Town Meeting. Dawn Genes suggested that the Committee create an informational pamphlet based on the Committee's report for the Selectmen for handing out at the meeting and at the polls. Jim Griswold suggested that we need to create a big timeline that outlines what needs to happen next in the Town Center Project. Pat Jenkins states that we need to reiterate that this project is just not about the Library, but also addresses municipal office space needs. Margaret Dolan suggests that ideally, a Selectmen, Library Trustee and Citizen Representative should present the warrant article. Lisa Morin suggests publicizing the Public Hearing in the upcoming Conservation Newsletter as well as the newspaper to ensure that all voters are aware of this meeting date.

Paul Gasowski inquired as to the status of the Bannister Property. Jim Griswold indicated that the Selectmen may work with the Conservation Commission to get an appraisal on the property. The current asking price is too high for the property's future use as a park or additional parking space.

Action items:

Committee members will review the initial draft of the Town Center Committee Report and provide suggested edits so that the final report will be ready by the Monday, Jan. 24 Selectmen meeting.

Jim Griswold, Lisa Morin and Paul Gasowski will meet on Thursday, January 27 at 7:00 p.m. at the library to begin working on the visual presentation for the Public Information Session.

Minutes by:

Lisa Morin