

Town Center Committee Progress Report

Revised February 16, 2010

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PREFACE:

This report presents an annotated chronology of the Town Center Committee and the Town of Lee's efforts to address the critical needs of Lee's Town Center from January, 2007-present. For most of this time period, the Town Center Committee has functioned as an ad hoc committee under the guidance of the Board of Selectman. In July of 2009, the Selectmen elevated the Town Center Committee to the status of an Advisory Committee. Over the past several years, many volunteers have donated considerable time and effort and the Town of Lee is grateful for their dedication and expertise. Interested Lee citizens, public officials, members of other committees, and professionals who have been (or will be involved) in the project(s) should find this document useful as the work continues. Finally, this report is summative in nature and is intended to be used only as a guideline. More detailed information on certain critical documents may be obtained through the appendices and/or links listed at the end of the report.

INTRODUCTION (ADAPTED FROM TOWN OF LEE MASTER PLAN)

In 2006, the Town of Lee updated and adopted a Master Plan designed to guide the future development of the community through the year 2015. All Town departments and commissions contributed to this policy document, and with public input from a Town-wide survey sent to all Town residents, some general themes emerged, including:

- Protect, preserve and enhance the Town's historical and rural heritage
- Maintain and develop recreational facilities that are consistent with the needs of the citizens
- Slow down residential growth
- Identify and address the needs of senior citizens
- Identify, preserve and protect Lee's natural resources

As its part of the Master Plan, the Lee Public Library Board of Trustees outlined its goal of planning for a new Library to meet current and future public needs. To begin the process, the Board of Trustees had hired Library Consultant Patience Jackson in the fall of 2005 to conduct a space needs assessment for the Library. The assessment, which was approved by the Trustees in April of 2006, determined that a new Library (between 5,300 to 13,000 gross square feet) is essential to serve the Town's needs and interests.

Also outlined in the Master Plan is the Recreation Commission's goal to develop baseball and soccer fields, playground facilities and walking trails at Little River Park. The Recreation Commission also identified the need to partner with other Town organizations for multiple uses of Town-owned facilities as a way to expand and enhance recreational opportunities for all age groups.

ADDITIONAL BACKGROUND INFORMATION

Over the course of the last several years, the Town Hall has experienced "growing pains" of its own, as the Town added new personnel to the Town's administrative offices. While the reconfiguration of office space alleviates some of the overcrowding, this provides a short-term solution at best.

In 2006, the Board of Selectmen and the Planning Board began discussions to seek voter approval at the March 2007 Town Meeting for the Planning Board to prepare a recommended Capital Improvement Plan (CIP). If voters approved the use of a CIP, all Town departments and initiatives would provide details and costs for capital improvements anticipated over the next decade.

When all these planned and proposed developments were evaluated, it quickly became apparent that a collaborative approach to Town planning and development which allowed for complex, cohesive decision making and prioritizing while keeping the best use of tax dollars in mind was vital to the success of the Master Plan.

TOWN CENTER PLANNING HISTORY: AN ANNOTATED CHRONOLOGY

January 26, 2007: Town Of Lee Facility Planning Workshop with David Provan

In an effort to bring together all Town departments, boards and groups to discuss these issues, consultant David Provan of RightRoad Development Advisors was hired to conduct a facility planning workshop that would address the needs of the Lee community. Workshop participants outlined the following goals:

- Determine the status and existing conditions of recreational, administrative and Library facilities
- Develop a collaborative planning approach for future Town facilities to increase capacity and communication, while decreasing potential duplication of goals or services
- Identify the funding amount required to recommend a warrant article for the March 2007 Town Meeting that would finance a planning options study for future Town facilities

Outcome: Workshop participants drafted a warrant article to study land use options for future facilities. The warrant article was submitted for consideration to the Board of Selectmen.

March 1, 2007 Public Information Session on the Proposed Town Land Use Options Study Warrant Article

Participants in the Town of Lee Facility Planning workshop sought public input and feedback during a presentation; an informational brochure was handed out to those in attendance.

March 13, 2007 Town Meeting

Voters authorized the Planning Board to prepare and amend a Capital Improvement Plan for a period of at least six years (Warrant article #4).

March 14, 2007 Town Meeting (Continued)

Warrant Article 24: Town Land Use Option Study approved as amended by voters:

“To see if the Town will vote to raise and appropriate an amount not to exceed thirty thousand dollars (\$30,000) to be used to study land use options for future Town facilities, including Town Hall, Library, historic and recreational facilities, as well as office and meeting space. The lands to be studied include a focus on Town owned properties within a half mile radius of Town Hall. The data to be collected and analyzed includes soil types, septic and water options, drainage, traffic patterns, parking patterns, parking options, utilities needs, planning and space needs.

*Fifteen thousand from General Taxation
Fifteen Thousand from the Town Building Trust Fund*

May 2007 Formation of an Ad-Hoc Town Center Committee (See Appendix A for Names of Committee Members)

Initial efforts by the Committee focused on data gathering. Over the course of several months, the Committee:

- Commissioned a space needs assessment report for the Town Hall, conducted by Sumner Davis Architects, which recommends that the Town Hall needs 6,000 square feet (gross) of office and meeting space. (Cost of report: \$3,300.00)
- Reviewed the 2006 Library Space Needs Assessment Report conducted by Patience Jackson
- Commissioned and reviewed to-scale survey maps of the current municipal lot and the Lee Hill area prepared by Peter Landry Surveying (Cost of survey: \$3,000)
- Reviewed the 2005 Bales property survey map conducted by RSL Layout and Design
- Reviewed the Recreation Commission Plan for Little River Park prepared by AMES MSC
- Reviewed a recommendation by the Library Trustees for a 10,000-11,000 gross square foot new Library based on findings of the 2006 space needs assessment report
- Reviewed the Lee Church Congregational Master Plan adopted in 2001 for background information for the examination of the Bales property site

Outcome: After several meetings to review all documents and discuss access issues, the Committee concluded that the current municipal site could not support expansion of both the Town Hall and the Library.

Summer/Fall 2007: Review of the Bales Property as a Possible Location for Both a New Town Hall and a New Library.

- The Board of Selectmen authorized the Committee to engage the engineering firm, Civilworks, to provide consultation services (\$13,683.12).
- Civilworks reviewed the data gathered by the Committee and presented three possible options regarding the development of the Bales site.
- The Committee reviewed the three options and selected one for further consideration.

January 2008 Preliminary Concept Plan for Bales Property

Based on the Committee's recommendation, Civilworks drafted a preliminary concept plan for the Bales property, which involved:

- The preservation of the existing Town Hall, Historical Society and schoolhouse portion of the Library
- The construction of a new Town Hall and Library on the Bales parcel, which would be consistent with the historic architecture of the Lee Hill area and would be designed to meet Leadership in Energy and Environment Design (LEED) standards
- The creation of a network of walking trails linking all Town properties

- The creation of a Town green for outdoor community gatherings and memorials

January 30, 2008 Town of Lee Capital Improvements Plan Adopted by the Planning Board

The CIP timeline includes the construction of a new Town Hall in 2012 and the construction of a new Library in 2016.

February 2008 Town Center Committee Recommends a Warrant Article for Consideration by the Board of Selectmen for Engineering Studies for the Bales Property Preliminary Concept Plan

“To see if the Town will vote to raise and appropriate the sum of ninety-seven thousand seven hundred fifty dollars (\$97,750.00) for the purpose of the Preliminary Engineering Budget for Phase 2 of the Town Center Project, to include Level I Environmental Site Assessment, Wet Soils Delineation, Topographic Survey, Soil Tests, Preliminary Site Design, Historical Structure Reuse/Relocation Study and Architectural Programming, and to authorize the withdrawal of forty-seven thousand seven hundred fifty dollars (\$47,750.00) from the Town Building Trust Fund and the balance of fifty thousand (\$50,000) to come from general taxation.

Outcome: The Board of Selectmen recommended the warrant article be posted as part of the Town warrant.

March 5, 2008 Public Information Session

Dana Lynch of Civilworks presented an overview of the Bales Property Conceptual Plan.

Outcome: The vernal pool located on the Bales Property precluded the site from consideration for construction. Based on public input regarding the vernal pool, the Committee reviewed the plan and recommended the warrant article be amended at Town meeting, seeking \$10,000 to continue the study of other Town-owned properties as future sites for Town facilities.

March 13, 2008 Town Meeting

Warrant Article #13 approved as amended by voters:

To raise and appropriate the sum of \$10,000 to continue research on site options and to develop multiple options for future Town facilities, including Town Hall, Library, historic and recreation facilities, as well as office and meeting space, and to authorize the withdrawal of \$10,000 from the Town Building Trust Fund for this purpose. The lands to be studied include a focus on Town owned land within a half mile radius of Town Hall. The data to be collected and analyzed includes soil types, septic and water options, drainage, traffic patterns and parking, utilities needs, planning and space needs.

Outcome: With a balance of under \$10,000 remaining from the 2007 warrant article and the approval of amended warrant article #13, \$19,000 was available to continue exploring other site options.

Spring/Summer 2008 Committee Activities

The Committee conducted site walks and reviews of other Town-owned properties found within a ½ mile radius of the current municipal lot, including:

- Stevens Field (adjacent to the Public Safety Complex)
- Land adjacent to the Highway Department and Transfer Station
- Former Bricker property (adjacent to Little River Park)

The Committee established the following criteria for these site reviews, including:

- Environmental impact (wetlands/easements)
- Proximity to other Town services/multifunction possibilities
- Site feasibility (ledge, slope, room for further expansion)
- Preservation of existing historic structures and playing fields
- Possibility for “green building” design
- Traffic/access.

The Committee created a summary chart of its findings (see Appendix B)

July 23, 2008 Public Information Session

The Committee presented an update of its work to date and distributed copies of its site summary chart.

Summer 2008 Committee Meets to Review All Possible Sites

Based on its review of the data gathered, the Town Center Committee concluded:

- The existing municipal site could definitely not support expansion of both the Library and Town Hall due to limited parking, antiquated septic systems, and well locations and to avoid further encroachment on the Lee Hill Bog.
- Development of the property adjacent to the Highway Department and Transfer Station would inhibit future expansion of these departments. Also, the ball field adjacent to the Mast Way School is sited on land that is only partially owned by the Town, with the remainder of the parcel owned by the Oyster River School District.
- Development of Stevens Field could involve safety issues given its proximity to the Public Safety Complex, causing crowding and the elimination of a current practice field.

September 2008 Bricker Property/Municipal Site Renovation Concept Recommended for Future Town Facilities

The Committee recommended to the Board of Selectmen that the former Bricker property adjacent to Little River Park appears to be the most suitable site for building a facility that would feature:

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

The Committee felt the former Bricker site is well-suited for the proposed Library/Community Center because:

- The south-facing slope offers exciting green building design possibilities (passive solar, possibly geo-thermal).
- With the proposed development of playing fields, perimeter trails, a playground and picnic pavilion, the Library/Community Center would provide meeting space and restroom facilities for community members visiting Little River Park.
- Architectural design options could take advantage of the natural landscape and still be consistent with the historical architecture of the surrounding Lee Hill area.
- The multi-function building would meet various community needs.

The Committee recommended 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:

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

The Committee drafted a letter to the Board of Selectmen outlining the need to amend the original CIP timeline for Town Hall and Library construction. The new Library/community center would now need to be constructed first, and renovation of the existing Library and Town Hall would need to occur later.

November 2008 Consultant Dana Lynch Hired

With Board of Selectmen approval, the Committee engaged the consulting services of Dana Lynch of Civilworks in Dover, NH to assist the Committee in determining costs and the timeline associated with the next phase of the project. (\$9700.00)

November 13 2008: Public Information Session

The Committee provided an overview and sought public input regarding the proposed Bricker site for a new Library/Community Center and the renovation of Town Hall and Library facilities for municipal office space.

February 2009 PLAN NH Grant Application

The Board of Selectmen asked Land Protection and Community Planning Administrator Laurel Cox to apply for a design charrette grant through PLAN NH for assistance in creating conceptual designs for a Town Center. The Town Center Committee provided support materials for the application packet.

February 2009 Warrant Article Submitted for Consideration to the Board of Selectmen for Preliminary Design Work

The Committee recommended a \$55,200 warrant article for consideration by the Board of Selectmen for a preliminary design concept for the construction of a new Library/Community Center on the former Bricker parcel and the renovation of the Town Hall and Library. Costs include:

- Historical Structure Re-use Study \$10,000

- Architectural Programming for Library/Community Center \$15,000
- Architectural Programming for Town Hall/Library Reuse \$10,000
- Preliminary Site Design (Library/Community Center) \$9,000
- Preliminary Site Design (Town Hall/Library Reuse) \$4,000
- 15% contingency \$7,200

Outcome: The Board of Selectmen included the Warrant Article as part of the warrant for Town Meeting.

March 11, 2009 Town Meeting

Warrant article #6 approved by voters as amended:

To see if the Town will vote to authorize the expenditure of the sum of fifty-five thousand, two hundred dollars (\$55,200) for the Town Center preliminary design to include the following:

- Historical Structure Reuse Study for existing Town Hall and Library
- Architectural Programming and Preliminary Site Design for the existing Town Hall, Library and for the Community Center (Library and Community Room) to be located at the Bricker Property

And to authorize the withdrawal of twenty-seven thousand, six hundred dollars (\$27,600.00) from the Town Building Capital Reserve Fund and twenty-seven thousand, six hundred dollars (\$27,600.00) from the Library Capital Reserve Fund.

April 2009 Requests for Qualifications (RFQs) Advertised

RFQs for the preliminary site design for the existing Town Hall and Library buildings as well as the proposed Library/Community Center were due by May 29th. The site walk for potential RFQ applicants was scheduled for May 13.

April 2009 The Town Received Verbal Notification that the Town of Lee is a Recipient of a PLAN NH Community Design Charrette Grant.

Written confirmation from PLAN NH received on May 12.

May 13 2009 Site Walk and Submission Deadline for Potential RFQ Applicants are Postponed until after the Design Charrette.

June 19 & 20, 2009 PLAN NH Design Charrette

Town officials and community residents met with design professionals to begin formulating the future of a new Town center. Highlights included:

- A tour of Town facilities and properties
- Listening sessions with residents
- Saturday brainstorming and conceptual design work sessions
- A Saturday presentation of initial concepts and proposals by the charrette team

July 2009 The Board of Selectmen Formally Appointed Members to the Town Center Committee (See Appendix A)

The Committee is now an advisory Committee to the Board.

July 14, 2009 RFQ Process Resumes

The revised RFQ timeline and site walk information were sent to all design firms that had originally responded to the advertisement and to all design firms that participated in the charrette.

July 20, 2009 Site Walk for Potential RFQ Participants

Committee members and representatives from numerous design firms toured the Bricker parcel, Little River Park and the municipal site.

July 31, 2009 Deadline for RFQ Submissions

Sixteen firms submitted RFQs.

August 4, 2009 Committee Outlines Evaluation Criteria for Reviewing RFQs, including:

- Library design experience
- Historic structure preservation/renovation
- LEED certification and experience
- Community participation/initiative
- Grant writing experience
- Project schedule
- Description of firm
- Familiarity with area and project

Firms that participated in the charrette would be so noted. The Committee also developed some general guidelines for scoring and assessing the submitted RFQs.

August 18, 2009 Committee Chose Three Firms as Finalists

- Dennis Mires, PA
- SMP Architecture
- Warrenstreet Architects

Note: Listing is in alphabetical order, not by preference.

August 24, 2009 Official PLAN NH Charrette Report Presented to Board of Selectmen

Further review and action pending.

August 25, 2009 Requests for Proposals (RFPs) Reviewed and Finalized by the Committee.

The three firms will make their presentations to the Town Center Committee and be interviewed on September 15.

Consultant Dana Lynch sent out RFPs with supporting documentation to the three firms. Dana also contacted the other firms thanking them for their time and effort.

September 15, 2009 Presentations by Three Design Firm Finalists for Town Center Preliminary Design Project

The Town Center Committee interviewed representatives from the architectural firms Dennis Mires, PA, SMP Architecture and Warrenstreet Architects. After discussion, the Committee voted to recommend to the Board of Selectmen that the firm of Dennis Mires, PA be hired for the Town Center Preliminary Site Design Project.

September 22, 2009 Town Center Committee meets with Architects Dennis Mires and Stephen Walnut of McGinley, Kalsow & Associates, Inc.

Meeting discussion focused on goal setting, data gathering and project schedule.

Late September, 2009 Design Team Walk-Throughs and Interviews

Design Team Consultants walk through existing facilities, tour proposed library/community center site and conduct user interviews with Town Office and Library staff regarding operations and service functions.

September 28, 2009 Board of Selectmen Signs Contract between Dennis Mires, PA and Town Center Committee.

The Board of Selectmen also approves retaining Consultant Dana Lynch for the Town Center Project.

Fall, 2009 Town Center Committee and Design Team Meet to Review Multiple Drafts of Preliminary Site Designs for the Proposed Library/Community Center and the Historic Municipal Complex.

Meetings held on October 6 & 20, November 3 & 17, December 1 & 15.

See Appendix E for meetings notes.

December 15, 2009 Town Center Committee and Design Team Meet to Review Budget Estimates and Floor Plans.

Preliminary construction estimates include \$3.8 million for a new library/community center, and \$1.7 million for the municipal complex. Brainstorm session on possible strategies for moving the project forward, including phased construction, management of bond debt, and use of volunteer labor.

December 17, 2009 Impact of Proposed Town Center Design Project on CIP and Tax Rate Reviewed.

Representatives from the Board of Selectmen, Town Center Committee, Library, Planning Board and Town Administration examine the financial impact of various construction timeframes and bonding on the CIP and tax rate.

December 22, 2009 Library Board of Trustees Meets with Board of Selectmen to Review Preliminary Budget Estimates.

Trustees are considering a Capital Fundraising Campaign. Selectmen and Trustees agree that a warrant article will be presented at March Town Meeting to begin setting aside funds for the Library's Capital Reserve Fund.

January 7, 2010 Public Hearing for FY2010-2011

Advisory Budget Committee presents proposed FY2010-2011 Town Budget to Board of Selectmen. Includes proposed warrant articles for monies for Library Capital Reserve Fund and Town Hall Building Fund.

February 2 & 9, 2010 Town Center Committee Plans for Public Hearing on Lee Town Center Study

Reviews draft of Lee Town Center Study provided by Dennis Mires; feedback/edits provided to Dennis. Presentation outline and materials developed; committee members preview presentation materials.

February 10, 2010 Town Warrant and Budget for FY2010-2011 Posted

Warrant Article 11 requests \$20,000 for the Town Building/New Building Capital Reserve Fund and Warrant Article 18 requests \$60,000 for the Library Capital Reserve Fund.

February 16, 2010 Town Center Committee and Architect Dennis Mires present Lee Town Center Study at Public Hearing.

Appendix A: Town Center Committee Members

Ad-Hoc Town Center Committee (May 2007-July 2009)

Frank Reinhold – Board of Selectmen
Margaret Dolan – Library Trustee
Katrinka Pellecchia – Library Trustee
Patricia Jenkins – Heritage Commission
Robert Smith – Lee Church Congregational
Dawn Genes – Recreation Commission
Geoff Carlton – Recreation Commission
Bill Humm – Conservation Commission
Laurel Cox – Land Protection Administrator
Diane Guimond – Town Administrator
Allan Dennis – Code Enforcement, Planning & Zoning
Caren Rossi – Code Enforcement, Planning & Zoning
Lisa Morin – Library

Advisory Town Center Committee (July 2009 – present)

Joe Lombardo – Selectman, Committee Chairperson
Frank Reinhold – Citizen Representative, Committee Vice-Chairperson
Margaret Dolan – Library Trustee
Katrinka Pellecchia – Library Trustee
Patricia Jenkins – Heritage Commission
Robert Smith – Planning Board
Dawn Genes – Recreation Commission
Geoff Carlton – Recreation Commission
Tim Moody – Conservation Commission
Diane Guimond – Town Administrator
Allan Dennis – Code Enforcement, Planning & Zoning
Paul Gasowski – Citizen Representative
Caren Rossi – Code Enforcement, Planning & Zoning, Ex-officio
Lisa Morin – Library, Ex-officio
Michael Blake – Fire Chief, Ex-officio

Appendix B: Town Site Summary Chart

	Existing Town Hall Location	Highway Department/ Recycling Road	Stevens Field	Bricker Property
ENVIRONMENTAL IMPACT				
a) Distance to wetlands				
b) Distance to vernal pools				
c) Removal of trees	none	moderate to extensive	slight	moderate to extensive
d) Fragmentation (impact to wildlife)	slight	slight	slight	moderate
e) impact on biodiversity of site (plants)	slight	moderate	slight	significant
SITE FEASIBILITY				
a) possibility for ledge	slight	high	high	slight
b) slope of site	0%	0%	0%	0 - 45%
c) lot size	1.0 acre	3 acres	3 acres	5 acres
d) utilization of existing structures	yes	no	no	no
e) can support more than one function	no	yes	no	yes
f) room for future expansion?	no	maybe	no	limited
g) access from road	good	good	good	indirect
h) is a service or function given up for this site?	yes (either library or town)	no	yes (athletic field and open)	yes (park trails and forest)
BUILDING(S)				
a) use of "green" design	yes - reuse of existing bldg	could be green design	could be green design	could be green design
b) fit w/ historical and archaeological flow	yes	none to fit with	none to fit with	none to fit with
c) ability to meet emergency service needs (i.e.evac.center)	maybe (with renovations)	yes (with basement)	maybe (no basement)	yes (with basement)
d) can support more than one function on this site?	no	yes	no	yes
e) utilizes existing structures?	yes	no	no	no
SOCIAL				
a) safety - car traffic	wide in/out	traffic to/from transfer station	emergency vehicle traffic	shared access with recreation
b) proximity to other town services	room for only one service	recycling, hwy dept & school	close to police & fire dept.	close to recreation
GREEN = Few limitations				
Yellow = Some limitations				
Orange = many limitations				

Appendix C: Town Center Committee Expenditures

FY 07/08 (July 1, 2007 – June 30, 2008)

Appropriation:	\$30,000 (Warrant Article #4)
Expenses:	
	\$13,683.12 Civilworks (Bales Property Plan)
	\$3,300.00 SDA (Town Hall Needs Assessment)
	\$3,000.00 Landry Surveying, LLC
	\$26.00 Strafford County Registry of
Deeds	
	\$14.00 Durham Copy
	\$3.00 TOP copy
Total Expenses:	\$20,026.12
Encumbered Funds	\$9,000.00

FY 08/09 (July 1, 2008 – June 30, 2009)

Appropriation:	\$10,000.00 (Warrant Article #13)
Encumbered Funds	\$ 9,000.00 (From FY 07/08)
Expenses:	
	\$7,696.22 Civilworks (Consulting)
	\$2,500.00 PLAN NH contribution
	\$2,303.78 Doucet Survey (Bricker Property)
Total Expenses:	\$12,500.00
Encumbered Funds:	\$6,500.00

FY 09/10 (July 1, 2009 – June 30, 2009) – AS OF FEBRUARY 8, 2010

Appropriation:	\$55,200.00 (Warrant Article #6)
Encumbered Funds:	\$ 6,500.00 (earmarked for consulting services)
Expenses:	
	\$40,750.00 Dennis Mires (Architect)
	\$ 2,615.00 Civilworks (Consulting)
	\$ 17.94 Staples
Remaining Funds	\$18,317.06

Appendix D: Other Resources

Town of Lee Master Plan
The Town of Lee Capital Improvement Plan
The Lee, NH Design Charrette (PLAN NH)

Are available for viewing online at the town's website: www.leenh.org
Or may be viewed at the Lee Public Library.

Appendix E: Meeting Notes

The following is a summary of items discussed at the meeting. All parties are requested to review the information for accuracy and completeness, with a response, if necessary, within seven (7) days with appropriate corrections or additions. These notes will become a permanent part of the project records.

II. Goal Setting Discussion

- 10.06.09:** To distill the goals below, look to last sentence of paragraph. Dana L. confirmed discussion below is consistent with prior work. Goals agreed as long as we recognize specific subsets may be identified as we go along.
- A. Lee has an agricultural history. People are attracted to Lee for its quality of life (designated scenic roads, preserved barns under tax credit program, vistas, rural setting, etc.), yet convenience to road network, Exeter, Portsmouth, UNH. Public Safety Building has negative image/scale due to apparent size. Maintain rural character and scale in new and renovated buildings.
 - B. Maintain linkages and connectedness of public buildings with trails, walks, vocabulary: Town Office site, public safety building, library, Little River Park, etc., i.e. "Campus" concept?
 - C. All buildings get modified over their lifetime to reflect changing needs and function. Provide construction techniques and infrastructure placement to maximize flexibility so that expensive changes may be minimized in the future.
 - D. After the 20+ year building horizon, life will go on and new and different needs will arise. Recognize current context and future potential, i.e. church, cemetery, grange, Little River Park, etc. Maximize the way buildings may be added to and/or sites may be expanded.
 - E. The current Town Office site has a colorful history of buildings being moved to the site and several have since had additions. Since Lee has so few "historic" buildings, it wants to retain as much as possible, not only for their physical characteristics, but their social history. It may be possible to move certain buildings to other sites. They recognize the approach is rehabilitation, not preservation.
 - F. The Committee wants to be smart about reducing their carbon footprint by promoting conservation, salvage, and reuse of materials; energy conservation; energy generation; and pursuit of local materials.
 - G. Important town documents and records, i.e. clerk's records, Historic records, etc., are currently located in many different departments including individual's houses with little or no fire safety or environmental control. Provide a central, securable, fire safe, controlled environment of appropriate size for important documents that must be retained.
 - H. What conclusions we reach through this process will cast the die for the future. The entire Team needs to be sensitive to the significant historical context within which we are working, while recognizing functionality and the long term cost/benefit evaluation in order to make informed decisions regarding the balance of rehabilitation and new construction.

III. Data Gathering

Action

B. Utilities – Initial information indicated below; Design Team to flushout:

- Water: All buildings that have water served from one (1) well behind Annex; distributed from Annex.
- Sanitary Sewer: All buildings have own tank/septic system. Town Office “tank” actually on adjacent store property. Annex site “only site for septic”? **10.06.09:** Anticipate single disposal system for site. **10.20.09:** Design Team to coordinate with Caren for test pit schedule. **11.17.09:** Design Team confirmed flows <750gpd, which sizes septic field and establishes well radius of 75' under state regulations. Local regulations require 125' and buffer from wetland. Design Team to explore off site well and see if need to pursue waiver from Town regulations and compliance with state. **12.01.09:** Town to provide map of land not in conservation. Plan 8 provides adequate buffer to bog, simplifies snow plowing, maximizes utility flexibility and improves physical appearance. **12.15.09:** Pending. CR/AD
- Gas: Single above ground propane tank serves all buildings. **10.06.09:** Explore alternative energy source. Central plant for complex?
- Electric: Overhead to most buildings. **10.06.09:** Need to anticipate single phase service going forward. Feed buildings to remain, underground.

C. Town Office Site:

1. Town Office Building:
 - 10.06.09:** Reviewed Town Office building with program issues identified in SDA and discussion: (see drawings attached)
 - a. Building reuseable.
 - b. Shown as single meeting space with support space in new ell and front added vestibule removed. New interior vestibule. **11.03.09:** Confirmed use.
 - c. Connect with IT Manager to confirm needs: moving toward access TV of meetings, etc. **10.20.09:** Pending. **11.03.09:** Pending. **11.17.09:** Pending. MKA
2. Hobo Shed:
 - a. Exists in original location. Ell was added to make space for equipment over the years. MKA
 - b. Colorful history that means many want to preserve. Is it viable to relocate? Relocate to Grange site? Little River Park? DMPA/MKA/SWC
 - 11.03.09:** Revisit vault use; confirm what clerk needs; Historic at Library as archive? Maintenance requirement. **11.17.09:** Current plans show vault in former Library for clerk vital records and vault in Library for Historic archives, etc. Shed to remain in place and continue to serve multitude of functions. Be available to public Active Artists Workshop? Bulky historic artifact storage and restoration workshop, etc., in keeping with historic tradition. Provide “grasscrete pavers” for stable access.

3. Existing Library:
 - a. Front section is former school that is seen as a valuable and historic space over a basement where structure has been reinforced for library loading. MKA
 - b. Later additions not necessarily historic, but reinforce coziness they want to retain in new Library. MKA
DMPA

10.06.09: Reviewed Town Office program from SDA report and discussion overlaid on existing Library footprint.

 - a. Appreciated positive report on reuse of building.
 - b. Most public traffic is generated by Town Clerk.
 - c. Clerk needs active vault and another archival vault.
 - d. Good detail feedback provided by Committee to inform next iteration of alternatives. **10.20.09:** See attached plans dated 10.19.09. MKA
11.03.09: Confirm clerk vault needs; Committee to provide feedback on plans given site arrangements. **11.17.09:** See updated plans. **12.01.09:** See updated plans. **12.15.09:** See updated plans.

4. Historical Society Building:
 - a. Former railroad station relocated to site over a full basement. MKA
 - b. Interesting building that want's to be saved , but may be relocated. MKA
DMPA

10.06.09: If to be relocated maybe to Bricker as Historic or Little River site as Info Center (?), with Historic in a Town Center building. **11.03.09:** See latest site concepts 4 and 5; may be too crowded. **11.17.09:** Current plans attached. Show relocation to Bricker parcel. Concept is historic engagement should be encouraged on both sites. Historic and Heritage Committee meet this week and notes will be distributed. **12.01.09:** See updated site plan Option 8. Accomplishes current goals with flexibility for long term. **12.15.09:** See updated plans. CR

5. Annex:
 - a. Later building constructed by volunteers. MKA
 - b. Appears to be last significant one in the complex. MKA

10.06.09: Appears that it may accommodate continuing functions of Code Enforcement/Planning Board with renovation. Will be sketched out. **10.20.09:** Pending. **11.03.09:** Pending. **11.17.09:** See attached.

6. Parking:
 - a. Need to review parking needs now that Library and Community Center functions moving to Bricker parcel. MKA
EV

10.06.09: No parking in front of Annex. **10.20.09:** See Schemes 1-4 attached.

 - a. Consider Town Office building meeting space, i.e. Town Boards, with A/V and TV, and historic displays around room.
 - b. Parking may be based on meeting space of 75+/- that is used after hours and office requirement for office space. **11.17.09:** Currently showing 65+/- seats in Town Hall which at 1:3 generates 21+ cars required, showing 30+/- . **12.01.09:** Plan 8 shows 20 cars; meetings seldom reach 65.

- c. Evaluate options for using/connecting/etc., church land potential in future: with church participation, or buy parsonage parcel. **11.03.09:** Need to pursue authorization to open dialogue with Church. **11.17.09:** Composite plan helps visualize potential of Church parcel and interconnectability of Town Office parcel, school and safety building and potential of the beautiful bog as asset. Should approach Church when we have a more concrete proposal. **12.01.09:** Plan 8 allows for future connection to Church site. Let Church pursue their plans then can have a meaningful discussion about shared benefit.
- d. Minimize view of cars from street, beef up landscaping. MKA
11.03.09: Enclosed 4 and 5; concerns about enough parking.
- e. Site Engineer will evaluate utilities with revised schemes. **11.03.09:** EV
 Based on plan of ≤750 gal., 75' well radius and size of septic field to be confirmed after test pits. **11.17.09:** Note local requirements above. Todd M. will confirm soil types with Code Enforcement and test pits may not be required at this time.
- f. Historic Society to provide program needs: current and projected. DW, LC
11.03.09: Pending. **12.01.09:** See notes attached. Plan 8 incorporates most of criteria with maximum future flexibility. PJ

D. Library at Bricker Parcel:

- 1. Program: DMPA
 - a. Patience Jackson Needs Assessment is a good start that may need to be updated. For a town of its size, Lee has a high percentage of patron use and high circulation rates (48,000/yr.+/-). The character of this demographic needs to be considered when comparing to other comparable Towns. Provide spontaneous meeting opportunities/space for patrons. Staff has visited libraries and find Brentwood most comfortable in scale, character, etc.
10.06.09: Patience Jackson Report projections:

2025	Population: 5,690
	Library Area: 11,894 GSF - 12,370 GSF
	Wisconsin Guidelines: (attached)
2030	Population (OSP): 5,510
	Library Area 12,546 GSF - 14,498 GSF
	2-3sf/capita recommended

 Ultimate library program may be 11,000 - 13,000 GSF depending on levels/relationship of community rooms. **10.20.09:** Library reviewing. LM
11.03.09: Received Lisa's update which is close to Jackson's Study overall with variations in components. Reviewed scale of components and relationships. See diagram attached; expect feedback. In addition to functional considerations, need to consider site, orientation, sustainability and best to minimize carbon footprint. Recognize height of pines 50' +/- when evaluating daylighting and solar access. Consider basement to provide utility space, vault, storage, etc. **11.17.09:** See Library comments attached and plan reflecting program. Basement/part basement anticipated but not shown. Updated site plan attached. Initial reaction is positive and getting closer to a concrete concept. **12.01.09:** Library comments attached. See updated plans showing smaller footprint, basement, site, and elevations.

12.15.09: Updated plan reflects comments from last meeting: larger community room, flip toilet rooms and recreation office, relocate elevator. Add toilet rooms in basement.

- b. Community Center means seating for 100 minimum, plus access after hours, toilet room support, storage space for not only tables and chairs, but users materials, kitchenette. Possible Emergency Operations Center (EOC), which is currently at Safety Building. Story hour will be in Library and not share Community Room. Church currently provides meeting space needs. DMPA

10.06.09: Community Center

- Classroom type space \leq 25 people. Crafts, etc., Nature Center, after school, spinners, knitting, quilting, etc.
- Large general activity space. High ceiling, not necessarily gym, run around; seating for 100+.
- Multi-Purpose at Safety Complex booked: (get copy of schedule from Asst. Police). Planning Board, ZBA, Recreation Commission, voting, CIP, P & F training. All town meeting functions - no other place.**10.20.09:** 27 groups, average 20 hours/week, evenings.
- Be careful not to duplicate or make redundant facilities.
 - a. Town meeting at school gym
 - b. School gym used by community
 - c. After school program at school
 - d. Church sponsors, church provide, i.e. Scouts, 4H, etc.

11.03.09: Passive recreation and cultural center with office (recreation?) to manage; EOC stays at Safety Complex, community room could function as shelter with appropriate support, i.e. kitchen, showers, generator, etc. **11.17.09:** See attached plan concept, don't forget showers.

12.01.09: See updated plans. Make community room bigger and therefore, basement recreation room. Add toilets in basement. Flip Recreation office with toilet rooms.

- e. **11.17.09:** Reviewed preliminary budget, see attached. Noted that projects like this often have multiple funding sources, private fundraising, grants, etc., in addition to bond. Our charge is to develop a long range master plan and implement and adjust over time recognizing other Town capital needs. **12.01.09:** First pass at Town Center budget enclosed. Need to update Bricker budget and outline phasing sequence. **12.15.09:** Issued updated project budget for Bricker & identified individual project budgets for Town Center site and sequence. See attached.

- c. Little River Park support in form of rest rooms, lockers(?), recreation office, possible equipment and supply storage. DMPA

10.06.09: Recreation needs to develop long range plan of program needs.

- To identify their use of community rooms and equipment storage requirements.
- Needs for administrative space.
- Need for grounds maintenance storage, material storage, equipment storage.**10.20.09:** Received preliminary program.

Planning on three (3) side open pavilion with concession and toilet rooms.
 Park plan evolving.

- d. Use slope to Park as amphitheater? DMPA/EV

10.06.09:

- Use functions in 'C' above to create stepped/terraced building with slope up to Library, +/- 34-38' grade difference. **10.20.09:**
 - a. Scale of buildings and size of grade difference does not support combining into one terraced building.
 - b. Separating also maximizes flexibility of phasing/budgeting.
 - c. Separating allows for maximizing solution for each program need.
- Use slope as transition that is terraced with pavilions, picnic tables, benches, passive recreation, amphi-theatre, etc. **10.20.09:** See concept plan attached.
 - a. Transition path laid out as accessible sloped walk integrating stair short cuts and activities along the way: part of fitness trail?; picnic tables; benches; bleachers for ballfield; amphi-theater, etc.
 - b. Tree line indicates required cut with ability to landscape the new open space.
 - c. Library concept is to be carved out of the trees while retaining solar access and room to grow both building and parking in future.
 - d. Driveway access needs to be reviewed for sight lines and speed. May explore R.O.W. access to road.
 - e. Plan shows scale of relocated Historic Society building at end of parking lot.
- Concept of passive recreation at top of slope through transition of slope to active of Little River Park back to passive at river.

11.03.09: Note Historic cellar hole on plan. **11.17.09:** See update. **12.01.09:** Update reflects path from park parking to community room. **12.15.09:** Issued rendered site plan.

2. Little River Park on significant aquafer. Town to provide mapping CR/DG
10.06.09: Pending. **11.03.09:** Pending. **11.17.09:** Copy received from Dawn.

IV. Schedule

- B. Preliminary user interviews regarding Town Office functions this week and next. MKA

10.06.09: Continuing dialogue. **10.20.09:** Continuing comments on plan iterations. **11.03.09:** Welcome feedback. **11.17.09:** Continuing. **12.01.09:** Committee voted to recommend Plan 8 for the Town Center site and its related floor plans and Bricker parcel concept and Library building plan concept. **12.15.09:** Total project budget at \$5.6 million. Discussed strategies for moving project forward.

- a. Take A & E fees through Construction Contract Documents in March; for Library/Community Center. Construction bond the following year.
- b. Take fees and construction bond for Library/Community Center in March.
- c. Town Center sequence to follow based on management of bond debt.
- d. Discussed volunteer labor, donated materials, etc. Best to handle those potential items as deduct alternates at time of bid; but approve budgets for full amount.

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DENNIS MIRES, P.A.
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- e. Another strategy is to have Town commit to raising a certain amount of money to reduce bond request, say furniture and equipment budget. Architects to provide alternative timelines for each step. DMPA/MKA

- C. Meeting with Library staff, Monday, September 28, 9:00 a.m. **10.06.09:** Continuing back and forth dialogue. **10.20.09:** Continuing. **11.03.09:** Welcome feedback. **11.17.09:** Feedback by first of next week. **12.01.09:** See note in B above. **12.15.09:** See above. DMPA

- D. No further meetings of full Committee scheduled at this time. Architects to package report for end of year. Be available for input as Town sorts out strategy, public hearings, etc.

Respectfully submitted,



Dennis B. Mires, AIA, President

DBM/pf
(LeeTownCenter\Minutes\12-15-09MtgMin)