

**Town of Epsom
Town Hall Renovation Committee Meeting Minutes
November 2nd, 2021 at 6:00pm**

Gary Matteson, Chair (absent)
Keith Cota, Vice Chair

Approved: **Wysocki / Carlson**
Vote: **In favor: 6-0.**

Call to Order

Mr. Cota called the meeting to order at 6:00pm.

Present: Megan Rheaume, Recording Secretary; Meadow Wysocki, Carol Zink-Mailloux, Virginia Drew, Selectmen's representative, George Carlson, Keith Cota.

October 21st meeting minutes approval:

Motion by: Ms. Wysocki to approve the minutes from 10/21/2021 as amended. **Second by:** Ms. Zink-Mailloux. **Motion passed unanimously; 6-0.**

Discussion:

Architect Services Proposal:

Mr. Cota noted that the architectural proposal from SMP for phase one of the Town Hall renovation was approved by the Board of Selectmen on November 1, 2021. He noted that he would work with Jason from SMP to move forward with the project. Mr. Cota inquired how involved the Committee would be with SMP. Ms. Drew noted that the Committee's charter states that the Committee should be involved with final say by the Select Board.

Ms. Wysocki inquired about the timeline for when certain steps will take place so the Committee can schedule meetings accordingly. Mr. Cota noted that the scope of services details when certain events will happen.

Mr. Carlson stated he would like the direction of the plumbing to be noted by the architect. Ms. Wysocki suggested that Mr. Carlson meet separately with the architect to discuss the septic and plumbing details.

Ms. Drew suggested having the Committee and the Board of Selectmen meet to try and expedite the process. The Committee agreed to this idea.

Ms. Drew inquired about the parking lot layout. Mr. Cota noted that SMP could likely develop a sketch plan for the parking area.

Mr. Cota noted he will contact Jason from SMP to ask him to attend the next Committee meeting.

RFP Discussion:

Mr. Cota detailed the steps for developing an RFP.

Contractor visits:

Ms. Zink-Mailloux noted she has delayed interested contractors in visiting the Old Town Hall until the architect's plans are finalized. Mr. Cota stated that the Committee is looking to have qualifications submitted by Thanksgiving. Discussion ensued regarding experience expectations and obtaining RFQs.

Septic system design status:

Mr. Carlson noted that the Matt Moore has the design completed with some minor updates left to be made. He stated that the septic should exit at the rear of the building. Mr. Cota noted that the septic plan should be submitted to the State for approval and also be included in the RFP. Mr. Carlson noted he would speak with Mr. Moore tomorrow.

Space use:

Mrs. Rheume noted she has been trying different floor plan scenarios with the grid that Mr. Cota created. The Committee members clarified where the different office spaces are proposed to be placed. Ms. Drew noted that the Planning Office in the current Town Office space is comprised of many filing cabinets. Mrs. Rheume suggested the proposed Planning Office space in the Old Town Hall can be located upstairs. Mr. Cota noted he would let the architect know to evaluate the space on the second floor in support of the idea of the Planning Office being located up there.

New Business:

Ms. Zink-Mailloux discussed potential Warrant Article funding for the project. She also noted that she contacted a few commercial lenders to inquire about financing the project. Ms. Drew encouraged Warrant Article funding instead of financing through a commercial lender.

Next meeting agenda:

- Concept review with SMP.
- Discussion of RFQ development.
- Septic design update.
- New business

The next meeting will be on November 18th at 5pm at the Old Town Hall.

Motion by: Ms. Wysocki to adjourn at 7:00pm. **Second by:** Ms. Zink-Mailloux. **Motion passed unanimously; 6-0.**

Respectfully submitted,

Megan Rheume, Secretary

FINAL