



## Town Hall Renovation/Town Office Relocation

### Epsom Town Warrant Article #2

#### Purpose, Description, Budget, Timeline and Floor Plan

Warrant Article #2 proposes the renovation of the historic Old Town Hall on Route 4 to be used for the town office functions currently located in the strip mall at the Epsom Circle. The project also relocates the Food Pantry, the Welfare office, and the town records storage to the lower level of the adjacent Old Meetinghouse.

The motivation for this project is the reasonable and efficient management of town-owned buildings. Over \$500,000 has been spent to rent space from 2010 – 2021 and the cost of renting will continue to increase.

This issue of where to locate the town office functions is now crucial. The Town's landlord has notified the Selectmen that the town office space may need to be moved within the strip mall as early as May of this year. Such relocation may not provide adequate space for town office operations and the functions of town government.

To address this need, the Town Office Renovation Committee has been meeting since July to evaluate the location of our town offices. The Committee has determined it is feasible to renovate the historic Old Town Hall for town office use and to provide space in the lower level of the Old Meetinghouse to relocate the Food Pantry, the Welfare Office, and for town records storage. The proximity of the Old Town Hall to the Epsom Public Library and the Old Meetinghouse will allow effective use of town-owned buildings and create a true town center. Taxpayers are already paying for maintenance and upkeep for town-owned buildings such as the Old Town Hall that are currently under-utilized.

The Old Town Hall has undergone a structural stabilization project beginning in 2014 and completed in 2020. These repairs have brought the Old Town Hall into consideration for the location of town offices.

On recommendation of the Town Hall Renovation Committee, the Board of Selectmen issued a Request for Proposals from area architects and construction management companies. The Town has entered into a contract with SMP Architectural Design and Milestone Construction to create a budget and design for the project. Town officials, staff, and the Committee were involved in creating a feasible design that maximizes the efficient use of space in the Old Town Hall and the lower level of the Old Meetinghouse.

Warrant Article #2 will raise and appropriate funds for the project with NO TAX IMPACT.

Previous contributions into trust funds by the Town of Epsom provides \$150,000 for Historic Building Maintenance and Future Town Offices. The American Recovery Plan Act has provided the Town more than \$400,000. Over the past few years the Town has utilized several grants along with state and federal funding that has allowed our Unassigned Fund Balance to grow. The Unassigned Fund Balance can safely supply the balance of \$687,690 required for the total project cost of \$1,237,690 while still maintaining a prudent Unassigned Fund Balance. Because the Town has all necessary funding on hand, there is no need for a bond (debt) to pay for this project, or for any tax impact on the Town's tax rate.

Renovation and Construction Budget for Entire Project		Sources of Funds	
Architecture/Engineering, contingency fund	\$145,462	Future Town Office Capital Reserve Fund	\$85,000
Sitework-Parking lot, septic, runoff retention	\$293,044	Historic Town-Owned Buildings Trust Fund	\$65,000
Town Hall renovation	\$569,234	American Recovery Act Funds (federal)	\$400,000
Meetinghouse lower-level buildout	\$217,450	Unassigned Fund Balance	\$687,690
Furniture, fixtures, equipment, moving	\$12,500		
<b>TOTAL</b>	<b>\$1,237,690*</b>	<b>TOTAL</b>	<b>\$1,237,690</b>

(\*Changes in the extent of the project could result in lower costs)

**Proposed Use of the Old Town Hall:**

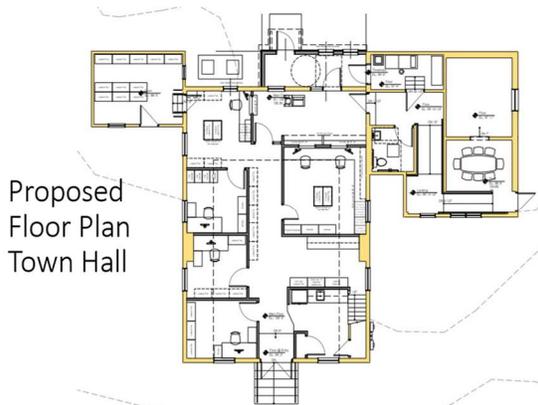
Office space for Town Clerk, Tax Collector, Selectmen’s Office, Financial Administration, Planning Board, Zoning Compliance Officer, document storage, and small public meeting room

**Proposed Use of Lower Level of the Old Meetinghouse:**

Food Pantry, Welfare Office, Town Records storage

**Renovation and Construction Process**

- 16 Week Schedule (if approved ready to begin after March 8)
- Renovation sensitive to the history and character of buildings
- Coordination of work allowing Food Pantry to be relocated to the Meetinghouse lower level before renovation of Old Town Hall
- Cost of moving from strip mall to renovated space is included



**Rear view of Old Town Hall with new Entry Door**

