

**Town of Epsom
Town Hall Renovation Committee Meeting Minutes
September 23rd, 2021 at 5:00pm**

Gary Matteson, Chair
Keith Cota, Vice Chair

Call to Order

Mr. Matteson called the meeting to order at 5:00pm.

In attendance: Gary Matteson, Virginia Drew, George Carlson, Meadow Wysocki, Megan Rheaume, Carol Zink-Mailloux (absent), Keith Cota, Bob McKechnie.

September 9, 2021 meeting minutes approval:

The minutes approval for the September 9, 2021 meeting were postponed until the next meeting.

Discussion:

Needs Assessment and square footage requirements:

The Committee discussed the square footage needs of the Planning Board and the Zoning Compliance Officer. The location of files were also discussed.

Ms. Drew inquired about the addition of meeting space into the plans, and whether or not a small meeting space could be incorporated into a lobby space if it were large enough.

Mr. Kota discussed space needs of the mechanical systems, the number of office staff, and the amount of office equipment that would need to fit in the Old Town Hall. Mrs. Rheaume suggested that the Committee view the current Town Office space to assess all the equipment that would need to fit. Mr. Matteson then suggested that the next meeting take place in the meeting room at the Town Offices. The Committee agreed.

Funds available and potential funding sources:

The Committee discussed funding sources. Mr. Matteson discussed what can be done within the budget available to the Committee, and discussed the importance of focusing on projects specific to fitting the current Town Office employees and office equipment into the Old Town Hall space. Ms. Drew discussed the funds that are available to the Committee. Ms. Wysocki noted that a portion of the American Rescue Plan Act could have funds available in the Revenue Loss portion of the Plan that could potentially be used to update and combine one septic system for both the Old Meetinghouse and the Old Town Hall. Ms. Drew noted that if the Committee determines that the budget available is not enough to complete the project to fit the needs of the Town, the Committee would then approach the Board of Selectmen to request a warrant article.

Relevant permits and approvals needed:

Mr. Matteson determined that the only project requiring a permit is the septic system.

Project scope and timing discussion:

Ms. Drew stated that the Committee has from 3 months to a year to organize a plan to go forward with the renovations of the Old Town Hall. The Committee discussed the available budget, and noted the projects that could be completed include heating and air conditioning, electrical work, doors, and insulation.

The next meeting will be on Thursday October 7th at 5:00pm in the Town Office meeting room so the Committee can view the current office space.

Mrs. Rheume will email the Selectmen to discuss having keys to the Old Town Hall made for each Committee member.

Adjournment

Motion by: Mrs. Rheume to adjourn at 6:36pm. **Second by:** Ms. Wysocki.
Motion passed 6-0.

Respectfully submitted,

Megan Rheume

Recording Secretary