

**Town of Epsom
Town Hall Renovation Committee Meeting Minutes
October 7th, 2021 at 5:00pm**

Gary Matteson, Chair
Keith Cota, Vice Chair

Call to Order

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

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

September 23rd meeting minutes approval:

Postponed until the next meeting.

Tour of current Town Office space:

The Committee members toured the current Town Office space. They noted the number of filing cabinets, and expressed concern about how many there are. Mrs. Rheaume and Ms. Drew noted that some of the filing cabinets are empty, thanks to Ms. Novotney's efforts to condense and organize the files. Ms. Zink-Mailloux questioned if the files can be stored electronically. Mrs. Rheaume confirmed that hard copies of the files have to remain in the cabinets, but some of the cabinets could be stored in a designated records retention area if they're not accessed frequently.

All Committee members were provided a list of the measurements of all the cabinets and equipment in the current Town Office space.

Discussion:

Ms. Drew discussed meeting with the Food Pantry at the Selectmen's meeting on Monday night. She noted that the Food Pantry has funds to put towards the finishing of the lower level of the Meetinghouse, which is where they would be moving to should the Town Offices move into the Old Town Hall.

Mr. Cota offered to map out the design at the Old Town Hall based on the measurements of equipment at the current Town Office space, and will have a grid floorplan ready for the next meeting.

Ms. Zink-Mailloux discussed availability of tradespeople to do the work, and noted she knows of some people she could reach out to. Mr. Matteson suggested design/build general contractors would be the most beneficial.

Ms. Wysocki discussed sending out RFPs and available funds. She noted a Warrant Article may be needed if there are not enough funds available. Ms. Drew noted that a Warrant Article would not have to be submitted until January.

The Committee discussed notifying the public of the lease situation at the current Town Office.

The Committee discussed the current septic system at the Old Town Hall. Ms. Drew noted that there are potential funds available through the American Rescue Plan Act that could be used to upgrade the septic system.

Ms. Drew discussed writing the RFPs for the work to be done. Mr. Matteson would like to identify a firm that could do this, and suggested using the same firm that the Planning Board uses. Ms. Drew will ask the Office staff who that firm is.

The Committee discussed the heating and air conditioning needs. Ms. Wysocki suggested installing mini-split heating and a/c units, as these would likely be the most efficient option.

Mrs. Rheume assigned a key to the Old Town Hall to Ms. Zink-Mailloux and Mr. Cota.

The next meeting will be on Thursday October 21, 2021 at 5:00pm at the Old Town Hall. Mr. Matteson would like to discuss the grid layout, additional funding sources, and finding a company to write RFPs.

Motion by: Ms. Wysocki to adjourn at 6:31pm. **Second by:** Mrs. Rheume. **Motion passed unanimously; 7-0.**

Respectfully submitted,

Megan Rheume
Recording Secretary