



## **Epsom, New Hampshire**

### **Charter of the Town Hall Renovation Committee**

**Established July 2021**

#### **Purpose and Charge**

The Epsom Town Hall Renovation Committee (Committee) is chartered by the Town of Epsom, through its Board of Selectmen, to provide the Board of Selectmen and the citizens of Epsom with a plan for the productive re-use of the former Town Hall facility located on Dover Road in Epsom.

This will be a short duration committee that will assist the Selectmen in presenting a proposal that will meet the current and anticipated needs of the town for office, records storage and meeting space for the next 30 years or the foreseeable future.

The charge of this Committee will be to have a plan developed by November 10, 2021, that will present a design incorporating the current historic building, a possible addition and re-orientation of the entrance to the back of the building.

#### **Scope**

The scope of the work of the Committee will include all activities required to make the Town Hall ready for occupancy prior to the expiration of the current lease (December 31, 2023) or sooner.

The scope will include septic design, upgrade of the building "shell" and interior with energy efficient systems and in line with all applicable public building code requirements.

#### **Composition and Qualification for Membership**

The Committee shall be appointed by the Board of Selectmen and have no less than seven (7) members including one member from the Epsom Board of Selectmen and one designated member of the current Town Office staff. The members will be appointed for a term that will conclude on March 8, 2022.

The Board of Selectmen in selecting members for the Committee will be actively seeking residents with backgrounds and experience in the building trades, engineering, logistical planning, historic preservation, architecture, and finance.

#### **Initial Meeting Call**

The first meeting of the Committee will be held at the call of the Selectman named to the Committee. The first official meeting of the Committee will be an organizational meeting where the Committee will elect a Chair and Vice-Chair, neither of which will be a Selectman. The presence of the majority of the Town Hall Renovation Committee shall constitute a quorum. The meetings of the Committee shall be subject to the New Hampshire Right-to-Know Law and all other NH laws regulating

the conduct of public meetings, including timely submission of minutes. The Board of Selectmen encourages, when possible, these meetings be conducted and recorded on Zoom or another alternative means to aid in communicating the urgency and importance of this project to the public.

### **Funding**

The Board of Selectmen will review and approve the Committee funding for architectural plans and other appropriate costs.

The Board of Selectmen will provide the Committee with secretarial support for recording minutes for all meetings.

### **Reports**

The Selectman member of the Committee will serve as the Liaison and report to the Board of Selectmen on the activity and any potential needs of the Committee. In addition, the Selectman member will be a voting member of the Committee.