

**Town of Epsom
Town Hall Renovation Committee Meeting Minutes
October 21st, 2021 at 5:00pm**

Gary Matteson, Chair
Keith Cota, Vice Chair

Approved: **Wysocki/Zink-Mailloux**
Vote: **In favor: 7-0**

Call to Order

Mr. Matteson called the meeting to order at 5:08pm.

Present: Megan Rheaume-Recording Secretary; Meadow Wysocki, Carol Zink-Mailloux, Virginia Drew-Selectmen's representative, George Carlson, Keith Cota, Gary Matteson, Bob McKechnie (absent).

Discussion:

Mr. Cota discussed his recent visit to the Old Town Hall building to do some measuring and made a grid sketch of a proposed floorplan. He noted various options for the layout of furniture and equipment. Mr. Cota and Mr. Matteson adjusted the sketch for different scenarios, and looked at incorporating a small meeting space in the lobby area.

The Committee discussed the entrance at the rear of the building, and how to make it handicap accessible. Mr. Cota discussed how to address the slope of the ground to the proposed entrance door at the rear of the building.

Mr. Carlson presented a conceptual septic design and discussed it with the Committee.

Mrs. Rheaume expressed concern regarding the size of the proposed office space versus the amount of furniture and equipment that would need to be moved from the current Town Office space. She referred back to the floorplan sketch.

The Committee proposed various locations for the different work stations. It was suggested that the Finance Administrator and the Zoning Compliance Officer could occupy the two offices in the Food Pantry section to minimize disruption, while the Town Clerk/Tax Collector and the two Selectmen's Office staff members would split the open hall space.

Ms. Drew discussed a recent conversation with engineer Frank Lemay. He referred Ms. Drew to an architect to assist with the project. She noted a recent conversation with Gary Matteson and the architect. He can meet at the Old Town Hall on Tuesday 10-26-21 in the morning, and members were invited to attend if they could. Mr. Cota discussed what conversations should be had with the architect as well as the development of an RFP.

Ms. Zink-Mailloux offered to continue to bring in contractors to look at the Old Town Hall building, describing to them that an RFP will be coming forward soon. The Committee agreed to continue to meet with contractors.

The Committee discussed the potential location for an additional bathroom if required.

Approval of minutes:

Motion by: Ms. Wysocki to approve the meeting minutes of September 9, 2021, September 23, 2021 and October 7, 2021. **Second by:** Ms. Zink-Mailloux. **Motion passed unanimously; 7-0.**

Next meeting agenda: Tuesday November 2nd @ 6pm –Old Town Hall

Discussion items:

Architect Services – RFP
Contractor visits to the site
Septic design update
Use of the space
New business

Ms. Drew will meet with the Office staff to discuss workspace needs and other pertinent information.

Motion by: Ms. Wysocki to adjourn at 6:23pm. **Second by:** Mr. Cota. **Motion passed unanimously; 7-0.**

Respectfully submitted,

Megan Rheume
Recording Secretary