

**Town of Epsom  
Town Hall Renovation Committee Meeting Minutes  
November 30th, 2021 at 5:00pm**

Gary Matteson, Chair  
Keith Cota, Vice Chair

Approved: **Matteson/Wysocki**  
Vote: **In favor, 6-0.**

**Call to Order**

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

Present: Megan Rheame, Meadow Wysocki, Carol Zink-Mailloux, Virginia Drew, Selectmen's representative, George Carlson, Keith Cota, Gary Matteson, Jason LaCombe.

**November 18th meeting minutes approval:**

**Motion by:** Mr. Cota to approve the minutes from 11/18/2021 as presented. **Second by:** Ms. Wysocki. **Motion passed unanimously; 7-0.**

**Discussion:**

Review Request for Quotation and shortlist of contractors – Town selected and SMP's list:

The Committee reviewed the Request for Quotation prepared by SMP Architecture. Ms. Drew requested a wording change in the second paragraph. Mr. LaCombe made the requested change. Mr. Cota questioned the procurement process and level of design for the project. Mr. LaCombe noted it would involve selecting a construction manager in lieu of a general contractor, and explained the processes of each one. Mr. LaCombe noted that the selection process takes roughly 6-8 weeks. He also discussed the fee structure for the different phases of the project. Mr. LaCombe stated that he has begun reaching out to companies who may be interested in doing the work, and noted that challenges lie in finding a company that can begin the work in a short amount of time.

The Committee discussed what the total value of the project may be, and whether or not the septic system should be included in the amount. Mr. Carlson noted that septic cost may be in the \$50,000 range. The Committee members discussed various proposed project totals and how to incorporate it into an accurately worded Warrant Article.

**Motion by:** Ms. Zink-Mailloux to set the project value to be put in the Warrant Article at \$600,000. **Second for discussion by:** Ms. Wysocki. **Motion rescinded.**

Mr. Cota proposed wording changes to the RFQ.

**Motion by:** Mr. Cota to change the wording of the package request to read “provide an itemized list of general conditions and budgets based on a project value of .6 million dollars with a duration of 16 weeks.” **Second by:** Ms. Wysocki. **Motion passed unanimously; 7-0.**

Mr. LaCombe proposed various meeting dates and times for the Committee to meet with and interview potential construction management firms. He will email interview details to the Committee members on December 1<sup>st</sup>.

Review of staff meeting with SMP and updated concept review:

Mr. LaCombe discussed the recent meeting with the Town Office staff. After the meeting he created a floorplan concept which he presented to the Committee, and explained in detail. The Committee discussed the different work areas for each staff member, as well as the entry vestibule, secure areas, and the meeting area.

Ms. Wysocki questioned the height of the dividing walls between the workspaces, noting that the height of the walls may affect HVAC capabilities. Mr. LaCombe stated the walls could either be full height or partitions, and the HVAC could be adjusted accordingly. Ms. Wysocki noted that construction costs would be higher to build full height walls as opposed to partitions.

Mr. Carlson expressed concern with the location of the kitchenette being at the front of the building. He noted that the exit to the septic system is at the rear of the building, and it may be difficult to tie the sink in the kitchenette to that system.

Mr. LaCombe discussed the proposed meeting space in the floorplan. He noted that the space will not be big enough for the larger Board and Committees to meet in. Ms. Drew noted that the larger Boards have alternate places to meet.

Mrs. Rheaume cautioned against making any final placement of equipment until the Office Staff can be present to discuss.

Mr. LaCombe discussed the proposed parking lot behind the Old Town Hall, and noted there grading issues that would need to be addressed in order to create an ADA compliant walk way.

Mr. LaCombe presented and explained the floor plan for the lower level of the Meetinghouse, which would house the Food Pantry, Welfare Office and a records retention area.

The Committee noted they were pleased overall with the proposed floorplans for both buildings.

Review updated septic and parking lot designs:

Mr. LaCombe noted that he has a septic designer that he could recommend a septic designer that he has worked with in the past. Mr. Carlson noted that he has been working with Matt Moore on the septic design.

Development of public meetings and informational sessions:

Ms. Drew discussed potential dates for the informational sessions, and noted that they should take place after the budget meetings, but before the Deliberative Session. She also noted that she

would like the other two Select Board members to be present as well. Ms. Drew noted that the Budget Committee is aware of the project.

Mr. Matteson suggested doing a Power Point presentation for the sessions. The Committee noted that the sessions should be held at the Library, so proper media options will be available. Mr. Matteson and Mr. Cota will work on drafting a presentation.

New Business:

No new business at this time.

The next meeting will be on December 13th at 1pm at the Town Office meeting room.

**Motion by:** Ms. Wysocki to adjourn at 7:19pm. **Second by:** Mr. Cota. **Motion passed unanimously; 7-0.**

Respectfully submitted,

Megan Rheame, Secretary