

**Town of Epsom
Town Hall Renovation Committee Meeting Minutes
November 18th, 2021 at 5:00pm**

Gary Matteson, Chair (absent)
Keith Cota, Vice Chair

Approved: **Cota/Wysocki**
Vote: **In favor, 7-0**

Call to Order

Mr. Cota 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, Jason LaCombe (virtual).

November 2nd meeting minutes approval:

Motion by: Ms. Wysocki to approve the minutes from 11/2/2021 as presented. **Second by:** Mr. Carlson. **Motion passed unanimously; 6-0.**

Discussion:

Concept Review with SMP: Jason LaCombe presenting virtually.

Mr. LaCombe presented and discussed two floorplan options for the Old Town Hall office spaces. The first option shows a center aisle with offices located on either side that have full height walls. Ms. Drew stated that the Clerk's side will require two windows, and the center aisle will use up too much needed space.

Option two shows an entry vestibule, a second restroom, and a complete renovation, floor leveling, and opening of the walls in the existing Food Pantry section of the building so the area would be open and level to the rest of the building. This layout also shows a center aisle with offices located on either side and full height walls.

The Committee discussed various location options for a meeting room. Ms. Drew noted that a second bathroom is not necessary.

The Committee also discussed the layout for the parking area, handicap accessibility, and how many parking spaces will be needed.

Mr. LaCombe also presented a proposed floorplan for the basement of the Meetinghouse. The Committee discussed various options, noting that a records retention area must be included in the floorplan. Mr. LaCombe will rework the floorplans based on the feedback from the Committee, and will be meeting with the Town Office staff on Tuesday November 23rd.

Development of Request for Quotation:

Mr. Cota discussed the process of creating a short list of firms that would be qualified to perform the work. Ms. Zink-Mailloux questioned the process of who creates the short list. Mr. Cota stated the short list needs to be approved by both the construction manager and the Committee, and would like to have the Committee check the candidates' credentials and references. Ms. Zink-Mailloux questioned the relevancy of having a general contractor versus a construction manager. Mr. Cota and Ms. Drew clarified. Mr. Cota noted that SMP should have a status of the RFQ short list ready for the next meeting.

Septic Design update:

Mr. Cota inquired if the proposed septic system could be lowered to accommodate the proposed parking area design. Mr. Carlson discussed the location of the current system, and noted that Matt Moore will have an update for the Committee to present to the architect at the next meeting.

Development of public meetings and informational sessions:

The Committee discussed when the informational sessions should occur to properly coincide with the Deliberative Session. The targeted time frame would be between January 8th and February 5th of 2022. Ms. Wysocki noted that by that time, a solidified concept would exist to display to the public in attendance at the informational sessions. Mr. Cota noted he would like to have a soft cost for the project by Christmas so as to properly structure a Warrant Article.

New Business:

No new business at this time.

The next meeting will be on November 30th at 5pm at the Old Town Hall.

Motion by: Ms. Wysocki to adjourn at 6:43pm. **Second by:** Mrs. Rheaume. **Motion passed unanimously; 6-0.**

Respectfully submitted,

Megan Rheaume, Secretary