

**Space Needs Committee
Meeting Minutes
January 6, 2004**

Call to Order: The meeting of the Space Needs Committee was called to order at 7:00pm by Miller Lovett who chaired the meeting in the absence of Steve Stokes. Carol Granfield and Bob Flanders joined the meeting at 7:25pm.

Members Present: Miller Lovett, Bob Ambrose, Brian Allen, Jeff Parks, Kevin Peverly, Mark Chase, Ron Brienza, and Hank Denison. Vikki Fogg attended as the municipal representative.

Acceptance and/or Correction of Minutes:

Minutes of the December 1st meeting were accepted by the committee and signed by Miller Lovett.

Miller reviewed the agenda for the meeting

- Reviewed charge, what it means to the committee, what is the intent and purpose of the charge. The Committee will be meeting twice a month for at least a year.

- Schedule visits to municipal facilities

- Reviewed the visit to the Derry municipal buildings

- Discussed the desire to review blue prints for town buildings as they exist

- Miller discussed the meeting he attended on Achieving Better Municipal Project Performance. Dave Provan, engineer, facilitated that meeting.

Vikki Fogg will present a list of all municipal buildings and available land, and will work to obtain as many building plans as possible for the next meeting.

The need for building guidelines was discussed; guidelines, standards and requirements for fire departments, police departments, etc. Professional associations frequently have guidelines.

CIP addresses expendable trusts. Estimated population growth can be found in the Master Plan.

Miller addressed four issues of concern:

- existing facilities

- issues related to them, possibility of common building for police and fire discuss needs with town personnel. The committee would like to meet with

- senior staff from each municipal department

- public reaction and keeping the public informed

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The committee discussed the need to establish questions and criteria to be asked regarding each municipal location. NHMA may have information regarding space needs recommendations. A letter and questionnaire will be presented to each department. We will meet with each department head at the facilities we visit.

Carol discussed how priorities may shift as the charge progresses.

As a committee, we should visit other facilities in other municipalities for ideas and inspiration.

It was suggested that each committee member think of questions that we would like to present to each department and have those questions ready for the next meeting.

We should also meet with John Edgar our town planner. He has a good knowledge of municipal needs and is a valuable resource. Bill Edney may have a list of code issues.

The next meeting will be on January 20th, 7:00pm tentatively to be held at the Wyatt Conference Room at the Police Department.

Meeting adjourned at 8:25pm. The members toured the Meredith Center Fire Station at the conclusion of the meeting.

Respectfully submitted:

Vikki Fogg, Secretary

Steve Stokes, Chairman

Miller Lovett, Co Chairman