

**Space Needs Committee
Meeting Minutes
April 20, 2004**

Call to Order: Chairman, Steve Stokes called the meeting of the Space Needs Committee to order at 7:06 pm at the Wyatt Conference Room at the Meredith Police Department.

Members Present: Brian Allen, Bob Ambrose, Ron Brienza, Mark Chase, Hank Denison, Bob Flanders, Vikki Fogg, Carol Granfield, Miller Lovett, Jeff Parks, Kevin Peverly, Ann Sprague, and Steve Stokes.

Acceptance and/or Correction of Minutes:

Ann made a motion to accept the minutes of the April 6, 2004 meeting. There were some corrections noted. Ron Brienza was in attendance at the last meeting. Corrections were also noted for typographical errors. Carol Granfield seconded the motion. The minutes were accepted as amended.

Steve presented items to consider for subcommittee review of space needs for each facility. Our charge is to review space needs, not the location of new facilities. It was suggested that we focus on Fire and Police first followed by Water and Public Works.

The committee discussed the possible purchase of the property on Upper Ladd Hill Road. Its use has not been firmly decided at this time. The Town no longer has an easement to cross the subject property. Purchase of the property would eliminate the need for an easement. If the Town chooses not to use the property for municipal use, it can be sold at a future date.

The Space Needs Committee will present honest conclusions to the Board of Selectmen regarding space needs and will not determine the specific location of departments. There was discussion as to whether we split into two groups or prepare the report as one group. We will review the departments' reports and evaluate their needs. The committee does believe that some location consideration is important, especially when considering the location of the Town Office and Police Station.

The major focus needs to be addressing space issues first. At a future date, prior to the conclusion of process, we can discuss possible locations. We do not need to spend time now determining sites. The committee's recommendations are not constrained by the purchase of the Johnson property and it does not need to consider that site for any specific use.

The selectmen will obtain an engineering report for each of the existing buildings before any decisions are made prior to making structural changes or constructing new facilities.

Carol reread the Space Need Charge to be sure we stay on track. The selectmen chose this committee because of its great diversity. They wanted a broad viewpoint for preparing this report.

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There was discussion on the preparation of minutes and what should be left in or out and whether or not changes should be made after the draft is presented to the committee for consideration. Extra care should be taken to be sure minutes are correct.

In regards to the charge and the community plan, the Board of Selectmen is looking for suggestions recommending general areas for facility locations. We will want to get more specific information from department heads for their opinions as the process continues. The parameters required for specific information for the report were discussed. The committee would like some clarification as to what degree we should be focusing on locations. The committee has asked Bob Flanders to add this as an agenda item for the next selectman's meeting.

In discussion regarding the location of the fire station, it was stated that the ISO circle relates to commercial properties and not residential properties.

Jeff made a motion to keep the committee intact for discussion and preparation of the report. Hank seconded the motion. Discussion followed. We will prepare the first section of the report together. The committee may be split into smaller groups for the purpose of gathering information. Selected parts of the report may be drafted by committee members. We will reevaluate the report process after the first part for the police department is written. We may then reconsider the changing the format if we find that it is not efficient or effective. There was unanimous consent on the motion.

We will start by reviewing the police station. Vikki will make copies of "facility guidelines for police departments" for each committee member.

The next meeting will be May 4, and the following meeting will be May 18th both at 7:00 pm. The meetings will be held at the Wyatt Conference Room at the Police Station.

The meeting adjourned at 8:20 pm.

Respectfully submitted,

Vikki Fogg, Secretary

Steve Stokes, Chairman

Miller Lovett, Co-Chairman