

**Space Needs Committee
Meeting Minutes
June 29, 2004**

Call to Order: Chairman, Steve Stokes called the meeting of the Space Needs Committee to order at 7:05 pm at the Lake Meeting Room at the Town Hall Annex.

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

Acceptance and/or Correction of Minutes: Miller Lovett made a motion to accept the minutes of the June 1, 2004 meeting as amended (Carol and Ann were not at the June 1st meeting). Hank Denison seconded the motion. The minutes were approved as written.

Plans of the existing Police Station were reviewed. Carol will be getting quotes from engineering companies to review the Town Hall, the Police Station and the Fire Station. At this point, the committee does not feel it is necessary to have an engineering review of the Public Works Department.

Carol said Vint Choiniere, Director of Parks and Recreation, spoke to her about having the committee review some of the Parks and Recreation buildings at Leavitt Beach, Waukegan Beach and Prescott Park. We will schedule site visits for the next meeting.

Steve met with Kevin Morrow of the Police Department and reviewed our preliminary report for his department. Kevin will speak with his staff to get their input.

The Belknap County Sheriff's Department's exercise space is 17 x 30 sq. ft. and serves 19 full-time people. The Moultonborough Police department has an exercise room 12 x 20 sq. ft. serving 13 full-time employees. Both departments were surprised at the amount of use they get at their facilities. It seems as though this committee's estimate of 420 sq. ft. is adequate.

Hank Denison and Kevin Peverly met with Chuck Palm to review the Fire Department needs. They presented their preliminary space needs report. When they visited the fire department site, they walked around the building and looked at abutting properties. Options of rebuilding or adding to the existing building were discussed as well as the possibility of changing the entrance of Stevens Avenue to open on Route 3. There was additional discussion on the fire department space needs.

More land area for the Fire Department is required in order to expand the department on the existing site. If Oak Street could be reconfigured, as well as water and sewer lines, and an abutting property could be purchased, the fire department could remain on the existing site.

How does the fire department respond to a call if they have to cross the Route 3 bridge during heavy traffic? Sometimes the only way that Mark Chase can respond to a police call down

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Route 25 is in the oncoming lane. There will be a round-about at the intersection of Parade Road and Route 3 that will help the flow of traffic off of Parade Road but it will not help with congestion on Route 3. It was suggested that the Town needs a traffic study in order to consider where the Police and/or Fire Department can be located.

Test pits will be dug on the Upper Ladd Hill Road property before the Town considers final purchase from the Johnson's. Access from that site to Route 3 was discussed. Money has been set aside to purchase property for a Life/Safety building. The Johnson's had offered the property to the Town for purchase for that purpose. The Town's concern is also for an easement for the waterline to cross this property to the water tower.

The major thrust of this committee is to assess space needs. We can suggest options for various departments at different locations as part of report but can eliminate future discussion regarding possible locations as this is not part of our charge. The majority of Police Stations and Fire Departments in New Hampshire are not on the "main drag" in towns. Access to the department is more important than where it is located. When the Police respond to a call, they are responding from the road, not the department. When considering location, a question for the police would be how many people walk into the station off the street.

The Fire Chief was in agreement that the Police Department has a more immediate need than Fire. The charge says to identify the space needs for each department. The committee will also include in our report the square footage requirements for a combined building at a suitable location. The committee can then determine if the current site is adequate to meet the projected space needs. If Police and Fire cannot be expanded where they are currently located, then future expansion on a separate site may be necessary for a Life/Safety building.

We will consider the needs of the Parks and Recreation building for our next project followed by Public Works. Additional information was presented from Public Works and will be considered when doing their space needs report.

We discussed the format for the Space Needs Report. It will include prose, tables, and charts. Our report should be finalized by December.

Miller is on the Capital Improvement Committee and spoke to us regarding the project identification reports that each department has been asked to prepare for that committee. October 12th is the date that the capital improvement committee plans to have their report ready. We will have Police and Fire reports done by the September CIP meeting when Steve will be presenting a report to that committee. This committee will have clear priorities for the top three space needs by that time.

The next meeting will be on July 20th. We will tour the parks buildings beginning at Prescott Park at 6:00 pm. The following two meetings will be on August 17 and 31st at 6:00 pm at the Meredith Room in the Town Hall Annex.

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Bob Ambrose and Jeff Parks have volunteered to put together a preliminary report for the Public Works Department to present at the next meeting.

At 8:36pm, Jeff made a motion to adjourn the meeting, seconded by Bob Ambrose.

Vikki Fogg, Secretary

Steve Stokes, Chairman

Miller Lovett, Co-Chairman