

**Space Needs Committee
Meeting Minutes
August 17, 2004**

Call to Order: Chairman, Steve Stokes called the meeting of the Space Needs Committee to order at 6:05 pm at the Meredith Room at the Town Hall Annex.

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

Acceptance and/or Correction of Minutes: Draft minutes were corrected to show that Ron Brienza will be asked to work with Mark Chase on the Parks and Recreation preliminary space needs report. Mark made a motion to accept the minutes of the July 20, 2004 meeting as corrected. Jeff seconded the motion. The minutes were approved as corrected.

Steve asked for a summary of last meeting and tour. Vint, the Parks and Recreation Director, needs additional storage. The impression was that the Pa Smith building should be torn down. Vint would like to see a second story on the block building and would like a bridge connecting the new community center building property to Prescott Park. It is Vint's recommendation to wait to see what is needed after the new community center is built. The state will be involved with any changes to the road, bridge, and wetland issues.

Andre Kloetz spoke regarding a master plan requested by the State for the parks project. In the proposal, there is a wooden sidewalk on piers connecting the two properties for a minimum impact on the wetlands. The bridge proposal would be presented to the state at the same time. DES, Department of Environmental Services will be reviewing the projects.

The buildings at Waukewan Beach also need attention.

New Business:

Chief Palm and Andre Kloetz made a presentation to the committee. The Chief reviewed our preliminary space needs and believes that we are in close agreement. A group of fire department officers have been working to identify the needs of the department. Their committee has identified several options for meeting the department's space needs such as construction of a life safety complex and doing something at the same location. Current employees of the fire department believe there is an intrinsic value in keeping the fire station in its current location. The fire committee has developed a proposal to expand the current downtown fire station in an effort to keep costs down. An expansion of the apparatus bay is necessary for a new ladder truck that the department hopes to purchase.

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The proposed addition includes 4 large bays and a second story for future dormitory use. The department's concern is downtime necessary for construction. Andre presented a drawing of the proposed expansion to the committee. Handicapped accessibility was also addressed with two new parking spaces. Clean up rooms would be located in the basement and access immediately available and stays away from the main meeting room. The proposed expansion would be able to house a couple of ambulances in the future and would meet the fire department's space needs for the next 20 years. There's an intangible plus in keeping the station where it is currently located. Everyone knows when the fire station is in an emergency. The department does have walk-ins who ask for assistance and likes the current downtown location.

Additional future parking may be possible on an unused adjoining lot currently owned by another party. The appearance of the back of the station improves with this plan and it is an economical plan. When the Town decides to expand the fire station, it must be built quickly. The fire trucks will need a temporary home during construction. The committee was very pleased with the presentation and the effort of the fire department. The fire department feels that the police department should have priority when addressing immediate space needs and they believe that they are able to wait until the Town feels ready to handle fire department's space needs.

Kevin came up with a basic template for the space needs report. He will e-mail a copy to Vikki to forward to all committee members after the template is reviewed and updated. The committee addressed the length of the report and what will be included: source material, bullets and descriptions, recommendations. We should include in the recommendations a polling of the opinions of each committee member. We want the Town to know that no one person pushed through any personal agenda and everyone offered an opinion. The overall report will include a committee statement that Steve is willing to write. The finished report will be published on the Web site, available at the library, and Town office. The committee approved the basic template.

Each subcommittee reported on their progress.

Kevin and Hank will be working on the Fire Department Report.

Jeff and Bob Ambrose are working on the Public Works Department Report. Jeff questioned a report he had heard about the possibility of relocating the Public Works Department on Rte 104. Bob Flanders did not think that would be a reasonable option. Steve and Miller are working on the space needs report for the Police Department. Ron and Mark will prepare the report for Parks and Recreation. Carol has asked Vint to prepare a report for our committee.

Brian and Miller will prepare a space needs report for the Water Department. A consulting firm is also reviewing the water department. New regulations governing water quality will be place in 2008.

Carol and Ann will do an evaluation of the space needs for the Municipal Office.

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Each subcommittee will score their report on priority from 1 for lowest priority to 10 for highest priority. We need to be able to justify our recommendations to the Town. This report will help the CIP committee in their planning.

We still would like to have a site plan of the police department.

Preliminary reports should be e-mailed to Vikki by August 27th for distribution to the committee members to review before the next meeting. This committee will have preliminary reports for the next Capital Improvements Projects Committee meeting scheduled September 8th. Steve Stokes will make a presentation on behalf of the Space Needs Committee at that meeting. We want to be able to present the reports to the Selectmen prior to the CIP meeting.

The next meeting is August 31st at 6:00 pm. The following meetings are scheduled for September 7th and September 21st 6:00 pm.

Jeff made a motion to adjourn the meeting at 8:15 pm and Hank seconded the motion. All were in favor.

Vikki Fogg, Secretary

Steve Stokes, Chairman

Miller Lovett, Co-Chairman