

**Space Needs Committee
Meeting Minutes
December 1, 2003**

Call to Order: Bob Flanders called the meeting to order at 7:05 P.M.

Members Present: Bob Flanders, Hank Denison, Bob Ambrose, Kevin Peverly, Ron Brienzo, Stephen Stokes, Ann Sprague, Mark Chase, Brian Allen, and Miller Lovett

Acceptance and/or Correction of Minutes: None at this time

This was the first meeting of the Space Needs Committee. Bob Flanders explained that Meredith is going to be faced with the need to expand facilities in just about every department in the next few years. It has been about twenty years without any expansion in any of our major departments.

Bob Flanders asked the committee members to introduce themselves.

This committee will be similar to the space needs committee that functioned for the school about three years ago. The group of citizens started out by going to all the facilities, and doing an inventory on what they had for space. We saw what they had then, what the shortcomings were, and what the future projected needs were. We then came up with a plan.

Our goal is to come up with a cohesive plan as we go along, and develop replacement for some facilities. The committee role is advisory, but the Board of Selectmen will take it very seriously.

The Town has a CIP Plan, and the purpose of that plan is to avoid having spikes in the tax rate caused by Capitol Projects. The CD and the hard copy of the CIP Plan will be mailed to each member.

Carol Granfield, the new Town Manager, has overseen a number of expansion programs in Derry. She has invited the SNC to come down and spend a day reviewing their facilities to see what they have done.

The committee decided to visit Derry on December 16, 2003. They will meet at the Fire Station at 7:30AM.

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Bob invited any members to attend an in-depth workshop on *Achieving Better Municipal Project Performance* on December 10, 2003. Steve Stokes, Miller Lovett, and Ann Sprague registered to attend.

The committee voted 8-0 in favor to elect Steve Stokes as Chairman, and Miller Lovett as Co-Chairman.

Bob Flanders explained that staff members would be involved to assist the committee in the process.

Bob said that there are substantial challenges ahead of the committee, but believes that through an organized process, we can come to a place that will get us the facilities we need, that won't be outgrown the day we move into them, and will maintain the village character without destroying the tax rate.

There was some general discussion on when, how and where the committee would start. They will pick the project that is most critical first.

They decided to meet the first and third Tuesday of the month.

The next meeting was scheduled for January 6, 2004 at 7:00PM.

ADJOURNMENT:

A motion to adjourn was made at 8:05PM by Bob Flanders, seconded by Steve Stokes and voted unanimously.

Respectfully submitted:

Christine Tivnan, Secretary

Steve Stokes. Chairman

Miller Lovett, Co Chairman