

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

**Call to Order:** The meeting of the Space Needs Committee was called to order at 7:06pm by Steve Stokes who chaired the meeting.

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

**Acceptance and/or Correction of Minutes:**

Minutes of the December 6<sup>th</sup> meeting were accepted by the committee and signed by Steve Stokes.

Stokes reviewed the items of the previous meeting.

Discussion was held on the following areas;

1. Identifying known Code violations
2. Projected Staffing.
3. Location Priorities
4. Involving the Planning director as a Resource.
5. Having John Edgar prepare a map of usable properties.
6. Combining of facilities where appropriate and cost effective.
7. Formation of a Questionnaire to be given to Dept. Heads.
8. Press releases to keep Public informed. Mark Chase will act as Liaison.
9. Review of other communities' projects. Carol will contact Moultonborough.
10. Inspection of Town Buildings will coincide with regular committee Mtgs.

The following Schedule was proposed:

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|------------------|------------|
| 1. Police        | 3 Feb. 04  |
| 2. Central F. S. | 17 Feb. 04 |
| 3. Public Works  | 2 Mar. 04  |
| 4. Water Dept.   | 16 Mar. 04 |
| 5. Town Hall     | 6 Apr. 04  |

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The next meeting will be on February 3<sup>rd</sup>, 7:00pm at the Wyatt Conference Room at the Police Department.

Meeting adjourned at 8:12pm.

Respectfully submitted:

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Vikki Fogg, Secretary

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Steve Stokes, Chairman

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Miller Lovett, Co. Chairman