

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

Call to Order: Chairman, Steve Stokes, called the meeting of the Space Needs Committee to order at 7:03pm.

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

Acceptance and/or Correction of Minutes:

Bob Ambrose made a motion to accept the minutes of the February 3rd meeting. Ron Brienza seconded the motion. All were in favor.

Mike Faller, Public Works Director, passed out a sheet "Growth of Public Works," then conducted a tour of the Public Works Garage. Mike had a survey of the facility for us to review. It's possible to expand the garage to the rear and left end of the building. Mike is currently using the Meredith Center Fire Station for winter sand storage to save trips downtown during storms.

The committee reviewed notes on our tour of the Police Department.

The questionnaire to department heads was discussed. The questionnaire was refined to include additional information. The committee would like to add a question regarding 5 to 20 year growth projections for each department. Each department should note which existing space needs are adequate and which are inadequate. ADA needs should also be identified. Also to be included in the question, "Where do you need to be located to best serve the public?"

Carol said that Primex Insurance would be doing safety reviews of all municipal buildings in the near future. The completed report will be presented to the Space Needs Committee.

Steve said the committee needs to get more information regarding test borings at the Police Department site. Jeff will contact someone to obtain a possible quote. A modular building was suggested for immediate police expansion.

Carol has been asked to locate plans for each department. The plans will help the committee to identify space needs and possible solutions. We will continue to tour local facilities and collect information and begin an intensive review in April.

Carol brought the committee up to date on current plans to acquire downtown property. She visited the former Window Design building, the building behind the Municipal Office on Highland Street, and the Calvary Bible Church on St. James Street. The Town needs to update its first right of refusal for the church site on St. James Street. The Selectmen want to keep the Municipal Office at a downtown location. They have signed a purchase and sales agreement for the Guevin's house on Highland Street for expansion of the Municipal Office. The agreement is contingent on Town Meeting approval. We have a block of time from 10:00 am to 1:00 pm to visit the house tomorrow, February 18th. The initial plan would be to keep the Town Clerk, Tax

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Collector, Finance, Assessing, and Parks and Recreation departments at the current location. The Town Manager, Planning and Zoning, Selectmen and committees would move to the new location. The negotiated price is \$303,000. There would be no tax impact on the community because the money is currently in an expandable trust. This purchase is considered to be a temporary measure to take care of immediate needs. Our charge is still to assess municipal office needs. Parking issues are not addressed with this proposal.

The committee will meet tomorrow morning at 9:30am at the Municipal Office to tour the office and visit the Highland Street property.

Steve reviewed the original charge of the Space Needs Committee. The committee is to address how much space is needed for each department. The next step would be for a new committee to design the new spaces as required. That's not our responsibility. The committee will project the square foot needs and a rough estimate of projected costs for each department. Our report will prioritize the needs with projected budgets. That way the Town can make a plan for the required funds to be reserved in an expandable trust.

Bob Flanders discussed the Selectmen's responsibility with regards to future land purchases and again clarified our charge. The Selectmen are considering the possible purchase of land behind Hart's Restaurant. The site may be considered for the location of a Life Safety building in the future.

We received correspondence from LGC, Local Government Center regarding their RightRoad Development Advisors program. They offer a free initial municipal project consultation. Our committee is not interested at this time.

The committee will meet 7:00am at the Moultonborough Life Safety building, Saturday, February 21st for a tour of the building and the municipal office.

The next meeting of the Space Needs Committee will be Tuesday, March 2nd at the Water Treatment facility. The following March 17th meeting will be at the Meredith Central Fire Station.

Jeff made motion to adjourn the meeting at 8:56pm. Hank seconded the motion and all were in favor.

Respectfully submitted,

Vikki Fogg, Secretary

Steve Stokes, Chairman

Miller Lovett, Co-Chairman