

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

**Call to Order:** Chairman, Steve Stokes, called the meeting of the Space Needs Committee to order at 7:02 pm at the downtown Fire Department.

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

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

One correction was made to the March 2<sup>nd</sup> minutes. Kevin Peverly attended the last meeting at the Water Department. Jeff Parks was unable to attend. Ann Sprague made a motion to accept the minutes as corrected. Bob Flanders seconded the motion. All were in favor.

Chief Chuck Palm conducted a tour of the fire department discussing some of the needs of the department and gave us a written summary of needs. He believes the Town should continue to use Stewart's Ambulance and not provide the service as a part of the fire department.

The current building was constructed in 1954 at a cost of about \$40,000. The building was well constructed. The heating system is not adequate for the building and is kept at 64 degrees. Other problems are exhaust from trucks and the building does not meet current electrical codes. Door height is inadequate for new apparatus purchases.

The Chief is currently in the process of researching requirements for a new department and assessing four main criteria: loss of access, ladder truck, fire load of the population, no room for additional equipment and a manned department needs living quarters. ISO criteria, the fire department should not be located outside of a 2½ mile radius (3 miles of driving) for best insurance rating. Some concern was expressed that maybe the location of fire department and the police department should not be at the same location. There may be safety concerns with fire department employees in close proximity to police arrestees.

The Chief presented us with many studies from over the years including a joint police/fire department study. Neither department wanted to be located north of the traffic lights. Several possible locations were considered for new construction: Wickes Lumber is residentially congested, Burlwood has wetlands and steep egress from the lot, Ladd Hill Road property was discussed extensively. The Town has a right of first refusal for a purchase from the Johnsons - 6.83 acres x \$25,000 per acre.

The site of the current fire department is approximately ¾ acre and could possibly be used for a police department or municipal office in the future. It was not known what parking requirements for the police department would be.

The committee discussed the water department visit and needs of all departments. It appears that most municipal departments need more space. With the purchase of the Highland Street property the immediate needs of the Municipal Office are met but parking is still not adequate.

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The questionnaire has been distributed to all departments. And a corrected copy will be e-mailed to all committee members.

The committee will be divided to assess different sites and needs. We need a general set of questions for each subcommittee to address when assessing the needs of each dept. The standard charge for the subcommittees should be ready for the next meeting.

There was discussion on the Community Center land and building. The estimated cost is \$146 per sq ft for the building. Steve has ordered a Means Cost Guide to better estimate the cost of buildings. The charge to the committee, however, is to assess the space needs of the municipal departments, not to design new space. The committee will not be looking at the Town Library. As they have a board of trustees, that board will oversee the library needs for any future expansion.

Final discussion was on the need for the courtroom in the police department. Court is held two full days a month. The Community Center would not be an acceptable location for Court to be held because of children and youth safety issues. A list of criteria from the Police Department would be helpful when assessing space needs.

Vikki will provide zoning maps for the committee for the next meeting.

The next meeting for the Space Needs committee will be April 6<sup>th</sup> at the Municipal Office at 7:00pm.

Kevin made a motion to adjourn the meeting at 9:07 pm. Ann seconded the motion and all were in favor.

Respectfully submitted,

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Vikki Fogg, Secretary

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Steve Stokes, Chairman

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Miller Lovett, Co-Chairman