

**Space Needs Committee
Meeting Minutes
March 2, 2004**

The Space Needs Committee met at 7:00pm at the Water Treatment Facility. The meeting followed a tour of the facility. Dan Cutting conducted the tour. Bob Hill, Superintendent of the Water and Sewer Departments, presented the committee members with a very thorough report on the treatment facility, its plans and needs. Dan and Bob answered many of our questions and talked about the proposed expansion of the treatment facility. Negotiations are ongoing with Gerrity Lumber for the purchase of an abutting parcel of land. The proposed facility would double water production and would include an ultraviolet and ozone process for water treatment. Current production does not meet the daily demand of water consumption during peak summer use and draws on water tank reserves. The water tank holds only enough water for 1½ to 2 days of reserve for average use. A 7-year-old estimate for an additional water tank was \$1.4 million. The Town of Newmarket recently installed ozone treatment for their water system at a cost of approximately \$400,000.

Call to Order: Chairman, Steve Stokes, called the meeting of the Space Needs Committee to order at 8:30pm at the Water Department.

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

Acceptance and/or Correction of Minutes:

Bob Flanders made a motion to accept the minutes of the February 17th meeting. Jeff Parks seconded the motion. All were in favor.

The committee reviewed the Questionnaire to Department Heads. Vikki will add the projected population growth for 5 and 20 years to the questionnaire and include a copy of Dr. Fred Hatch's population report. The questionnaire will be distributed to all department heads. The requested date of return is March 31st.

Carol will be visiting the Town of Somersworth next week. She will view the municipal facilities with an eye towards a possible site visit.

The committee discussed the visit to the Highland Street property located behind the Municipal Office Building. The Town has a Town Meeting warrant article to purchase the property for short-term office expansion to alleviate immediate space needs. Municipal parking will still be an issue, as the new site will not provide for much additional parking. Carol suggested that Steve Stokes, as Chairman of this committee, address the Town Meeting regarding the committee's positive view of the purchase as an interim solution. Current square footage of the Municipal Building is approximately 5000 sq. ft. The addition of the Highland Street property will double available office space.

We also reviewed the Moultonborough site visit. Police and Fire departments are both housed in the Life Safety building. A meeting room, central public space and kitchen separate the departments. The police department does not have a SallyPort. Moultonborough has a three-car

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garage but as it is also used for storage it does not provide a secure a safe environment for police to enter with a prisoner. It was noted that the Meredith Police and Fire departments have a very good working relationship and a similar facility may work well for Meredith. The Meredith Selectmen, as agents for the municipality, are hoping to purchase a 6 to 8 acre parcel behind Hart's Restaurant as a possible location for our own Life Safety facility.

The visit to Moultonborough's Municipal Office gave us much to think about. They have a large, central lobby with the meeting room and offices opening up off of the lobby. It is a good concept. The meeting room was very good for Selectmen's and other board meetings. Another good feature was a reception area in the main lobby. The large storage area was also a bonus. Some of the negative features - General assistance clients have to pass through the building inspector's office to reach the welfare office. Both the tax office and town clerk's office are long and narrow. It is like a maze through their spaces for front to back access. Both buildings have HVAC issues. Heat is inconsistent throughout. The outside walls of the Municipal Office building are too cold to work near in the winter without additional space heaters.

The next meeting will be at 7:00pm at the Meredith Central Fire Station on Wednesday, March 17th.

Jeff made motion to adjourn the meeting at 8:48pm. Hank seconded the motion and all were in favor.

Respectfully submitted,

Vikki Fogg, Secretary

Steve Stokes, Chairman

Miller Lovett, Co-Chairman