

**Space Needs Committee  
Meeting Minutes  
May 4, 2004**

**Call to Order:** Chairman, Steve Stokes called the meeting of the Space Needs Committee to order at 7:00 pm at the Wyatt Conference Room at the Meredith Police Department.

**Members Present:** Brian Allen, Bob Ambrose, Ron Brienza, Mark Chase, Bob Flanders, Vikki Fogg, Carol Granfield, Jeff Parks, and Steve Stokes.

**Acceptance and/or Correction of Minutes:** Bob Ambrose made a motion to accept the minutes of the April 20, 2004 meeting. Jeff Parks seconded the motion. All were in favor.

Bob Flanders met with the Selectmen last night and the board will be taking up the issue regarding proposed property purchases and facility locations on May 10<sup>th</sup>. This committee has expressed concerns regarding the Selectmen's plans for specific sites.

The committee agrees that we can't do a complete assessment of facility needs without an engineering report. Carol has not yet engaged an engineer to review the municipal properties. The committee would like an engineering report of the Town Hall, Town Hall Annex, Fire Station, Police Station, and Public Works facility that evaluates physical structures and expandability of the buildings, suitability for other purposes, mechanical and heating systems, and snow loading. Carol will continue to pursue the review. This information should be available to the committee as we proceed with each phase of the project.

Discussion began on the current location of the police department. Can this building be expanded on the current location and maintained for its current use? Carol will investigate the court's use of the building and whether Court should be held here. When officers have to go to court in Laconia, they may have to go 2 or 3 times a week, often a half-day or more. Bringing Court to Meredith twice a month keeps the officers in town and is a substantial savings to the Town as police officers do not have to be paid overtime to attend. The current meeting room is undersized for current court use. The community center will be finished in December 2005 and most public meetings will be held there. It is not, however, a suitable site for Court. The committee would like to know if a site plan is available for the police station. The engineering study should be able to determine if a second floor can be added to the facility by using additional pilings.

Discussion then turned to space needs. The size of each office is adequate but more offices are needed. Police station guidelines were given to each committee member. We will compare the police department's evaluation of space needs to the guidelines when assessing their needs. The committee must also consider the zoning ordinance when looking at the space needs. The town owns a lot across the street that could possibly

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support a parking site. We will obtain more specific information regarding that site for the next meeting. We should be considering a population of 9,000 in twenty years.

The focus for the next meeting will be to evaluate parking and specific Police space needs. We also need to address their immediate needs as it is not reasonable to think that a new police department would be constructed within the next three years. Steve will do a preliminary space needs proposal for five years and for twenty years for presentation at the next meeting. This will give us a baseline to work from for the police department and the other facilities. The committee was very comfortable with this approach and feels that we are on the right track.

Mark Chase made a motion to adjourn the meeting, seconded by Jeff Parks. The meeting adjourned at 8:20 pm.

Respectfully submitted,

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Vikki Fogg, Secretary

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Steve Stokes, Chairman

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Miller Lovett, Co-Chairman