

**Space Needs Committee  
Meeting Minutes  
June 1, 2004**

**Call to Order:** Chairman, Steve Stokes called the meeting of the Space Needs Committee to order at 7:05 pm at the Wyatt Conference Room at the Meredith Police Department.

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

**Acceptance and/or Correction of Minutes:** Mark Chase made a motion to accept the minutes of the May 4, 2004 meeting. Hank Denison seconded the motion. The minutes were approved as written.

We do not know the status of the engineering reports and will have Carol update the committee later. We do need a report that says whether or not additions can be made to the current Police Station site. Because of the wetlands, setbacks are critical. We feel that we need something to be able to present to the citizens if they ask why if we feel that a different location may be needed.

Bob Flanders will ask Carol to contact someone from DES to see if this building can be expanded if we do not further encroach on the wetlands. It was suggested that it might be possible to expand by using an existing adjacent building to meet police space needs. The committee took a walking tour of the Police Department site and the adjacent Meredith Ford property to evaluate current conditions. Bob will have Carol explore the option of using or purchasing the adjacent French-Meredith Ford property.

Steve presented a space needs report for immediate needs and a projection of needs up to five years. There was discussion regarding specific needs and the guidelines report. Court must be held in Meredith (some amendment to a bill) but it does not have to at the Police Department.

What are the police department growth projections for the next fifteen years? Plans need to be flexible for expansion allowances. Bob recommended that Steve talk to Kevin Morrow regarding specific needs and any additional questions we may have for our final plan. He will also contact the Police Chief in Wolfeboro and maybe Gilford because they are of similar size and police needs.

The committee accepted the initial police facilities report. We would like to see a site plan for the current building. Mark will get the stats for a police fitness room.

At the next meeting, Steve will have expanded the report for up to 20 years.

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The next facility evaluated will be the fire station. The fire chief gave us a very complete assessment of needs that the committee will use for its evaluation. He estimates the square footage needs to be 11,200. Moultonborough's Life Safety building is 28,000 sq. ft. Hank Denison and Kevin Peverly will work together to put together a preliminary report for the next meeting. When we discuss the fire station, we need to consider the ISO area.

Our next meeting will be June 29<sup>th</sup> at 7:00pm at the Town Hall Annex meeting room.

Hank Denison made a motion to adjourn. Ron Brienza seconded the motion. The meeting adjourned at 8:35pm.

Respectfully submitted,

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Vikki Fogg, Secretary

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Steve Stokes, Chairman

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Miller Lovett, Co-Chairman