

**Space Needs Committee
Meeting Minutes
July 20, 2004**

Call to Order: Miller Lovett, co-chairman, called the meeting of the Space Needs Committee to order at 6:05 pm at Prescott Park.

Members Present: Brian Allen, Bob Ambrose, Mark Chase, Hank Denison, Carol Granfield, Miller Lovett, Kevin Peverly, and Jeff Parks.

Acceptance and/or Correction of Minutes:

Jeff Parks made a motion to accept the minutes of the June 29, 2004 meeting. Brian Allen seconded the motion to approve as presented. The minutes were approved.

Vint Choiniere, Director of Parks & Recreation took the Committee on a tour of the buildings at Prescott Park and explained the current usage of buildings.

Comments from members upon looking at the facilities were as follows:

- The “Pa Smith” small green building has many structural problems and should ultimately be removed
- The cement larger building could have the top level remodeled to allow for more usable space
- A shelter is needed for the skating rink
- Comments were also made pertaining to the facilities at Waukegan Beach citing the need for improved changing rooms and facilities.

Vint was asked by the committee to provide them with the square feet of each building as well as the number of fields. Vint will present a report to Carol for the committee members.

Kevin will provide everyone with a template to be used for consistency in reports.

Regarding reports, each group should now be working on reports and then they will be put into a similar format. Each report should also include an executive summary that should be a one page brief overview of all key elements.

Groups should now be working on preliminary reports for Police, Fire, Public Works and now Parks and Recreation. Ron Brienza and Mark Chase are requested to work on Parks and Recreation and Carol Granfield will work on Town Hall. Carol is also issuing an RFP to have a review done on the structural options for possible renovation to the Police Station, Fire Station on Route 3 and Town Hall.

The next scheduled meeting is Tuesday, August 17 at 6:00 p.m. This meeting will incorporate discussion on report preparation and review. It will also be a working meeting in preparation for the CIP meeting in September.

The meeting adjourned at 8:15 pm.

Respectfully submitted,

Carol M. Granfield

Steve Stokes, Chairman

Miller Lovett, Co-Chairman