

## MINUTES

### Master Plan Steering Committee

#### TOWN OF PETERBOROUGH

Wednesday, January 22, 2014 – 5:45 p.m.  
1 Grove Street, Peterborough, New Hampshire

**Members Present:** Sue Chollet, Mose Olenik, Alan Zeller, Beth Alpaugh-Cote and James Kelly

**Staff Present:** Peter Throop, Director and Laura Norton, Administrative Assistant, Office of Community Development and Seth MacLean, Intern

**Planning Committee Present:** John Trautwein, Hope Pettegrew, Bob Pettegrew, Bonnie Fecowicz, Roland Patten, Rick Hance and Dan Reidy.

#### Minutes:

A motion was made/seconded (Alpaugh-Cote/Kelly) to approve the Minutes of January 8, 2014 as corrected (typos) with all in favor.

Chair Cholet introduced Mr. Hance and Mr. Patton and suggested they get started with having each individual introducing themselves to the group and share a thought or reflection that they felt came out of last week's meeting.

Ms. Olenik began by noting she was not at the initial kick-off meeting "but I am excited to be here" she said. Chair Chollet noted both Ms. Olenik and Ms. Alpaugh-Cote were serving as Co-Chairs for this event.

Mr. McClain noting he is an Intern with the Planning Office that will be working with the group. "I have no apprehension about this" he said adding "I am intrigued by it and interested in getting involved, I like the process so far."

Mr. Pettegrew agreed noting he was on the Recruitment Committee he said "I have no apprehension either, it is well organized."

Sitting beside Mr. Pettegrew, Mr. Trautwein noted "I have none either, but I am at the wrong table. I need to be at the Logistics table."

Mr. Patton noted this was his first planning meeting and he was pleased to be present. He noted he had been a Selectman about 9 years ago and the last event like

this was 10 years ago. “I believe Sue (Chollet) was Chair back then as well, we have good people here” he said.

Mr. Zeller noted he had participated in the Library Forum last year and felt he was prepared to take on the current challenge.

Mr. Kelly introduced himself as a Master Plan Steering Committee member. He noted was somewhat of a newcomer having been in town only 3 or 4 years. “I am really looking forward to our new vision statement” he said adding “I have no concerns.”

Chair Chollet agreed adding “I have no apprehensions but sometimes it feels like we are flying by the seat of our pants.” She went on to say “but that is how we did it last time and sometimes when you over-organize you miss what people have to offer. I think we will be more open to people’s input and ideas and that is a good thing.”

Mr. Throop introduced himself as staff noting “I am here to support this venture and am enthused about embarking on this journey.” He told the members he has had many conversations with people who were not in the room “who are really excited about this too.” Mr. Throop noted Laura Gingras from Monadnock Community Hospital and Laurel Brown from PSNH were two of those people. Mr. Throop also told the members about an idea from Tyler Ward of adding a blurb to your re-mail signature that read something to the effect of “*Save the Date*” or “*Are you coming to the Town Forum in April?*”

Mr. Reidy reiterated he was from the UNH Cooperative Extension and responsible for guiding the Committee through the design process and facilitating the Forum event. He noted he has facilitated 70 to 80 and participated in 30 or more of these events in his career. I have no apprehensions” he said adding “I am very impressed with the organization that has taken place, this is a terrific start with a good sized group.”

Mrs. Pettegrew noted her group had met informally with Laura Hanson during the week. She reported that while Ms. Hanson would not be a formal Planning Committee members “she is willing to help.”

New member Bonnie Fecowicz introduced herself and noted she was looking forward to the event. She noted she had participated in a similar event held in the town of Hancock several years ago.

At 6:05 p.m. Chair Chollet had the members break into their prospective subcommittee groups for discussion. An hour later she asked a representative from each group give a brief review of their discussion.

**Logistics:**

Mr. Zeller reported back to the group that his subcommittee had specifically discussed initial logistics regarding the provision of childcare and food at the event. He was pleased to note that the Recreation Department has a vast list of young family contact information which may prove to be very helpful in reaching that demographic. He noted the group had also discussed transportation noting several retirement facilities have their own buses or vans and that the Recreation Department has a 12-seat mini-bus they may be employed as a backup if needed. He briefly reviewed the need for accommodations for facilitators and asked Mr. Reidy for an estimate of those needs. He mentioned the possibility of hosting facilitators in private homes for free. Chair Chollet noted the availability of the Common House at the Nubanusit Neighborhood that could provide two beds for free. Mr. Zeller concluded by noting the logistics of the custodian and room setup and material would be considered a bit closer to the event.

**Recruitment:**

Ms. Olenik spoke for this subcommittee noting they had designed the postcard for the save the date campaign. “It will go to Peter for editing tomorrow” she said adding “and will be done by February 5<sup>th</sup>.” Ms. Olenik briefly reviewed the material for the web site, posters and newspaper. Mrs. Pettegrew briefly noted the involvement of the Art Department at the local High School as well.

Mr. Trautwein interjected the need for some sort of e-mail notification adding “I don’t go to the website often, I get no notifications.” He added “it seems like a great way of getting a reminder about meetings or events in town. It is a great way to reach people, we all check our e-mail.” He concluded with “and it is not just for this event, it would be for other things moving forward, other thing in the future.” Chair Chollet looked to Mr. Throop and asked “is that something you can talk to Pam about?” Mr. Throop replied he would but warned “I speak with experience about the challenges of keeping e-mail addresses updated.” Ms. Olenik noted the NIXEL system the Town already has in place as a potential tool.

**Program Development:**

Chair Chollet noted the subcommittee had discussed getting the data together for the program development. A brief discussion about what kind of information and how it would be presented followed. Chair Chollet summarized that the information would include the basic demographic and economic trends and how

they connect “so that when we are thinking about the future we have a sense of where we are now and where we have come from in the last 10 years.” The members briefly discussed a historical presentation by local Jim Grant on the changes that have taken place in Peterborough over the past 100 years.

Mr. Pettegrew interjected his concern about the importance of getting major people to participate. “We need to be able to tell them about it in detail” he said adding “put some goose to it.” Chair Chollet agreed noting they would get that information out very soon. “The *what is happening, why we are doing it and why it is important people get involved*” she said. Mr. Trautwein asked if the current Master Plan was on the website with Mr. Throop replying “yes, along with the Vision and Goals Statement which is Chapter 2.”

Chair Chollet concluded by noting several members of the Master Plan Steering Committee were meeting on Friday to review the data to be distributed. Mr. Patton asked if the group should preview the presentation from Mr. Grant and a brief discussion followed. Ms. Olenik interjected she thought a 20-minute presentation may be too long and asked “is this information pertinent to what we are meeting about?” Chair Chollet noted she envisioned sign in at 5:30 p.m. followed by a welcome with introductions and then a large group session. She questioned where the presentation may fit in. Mr. Reidy noted “I think it does give a sense of community for the folks attending.” Ms. Olenik recommended the group see the presentation before making a decision. Mr. Throop interjected he had seen the presentation and it was good. “My take away is that while wanting to remain the same (we don’t like change) we are in fact *always* changing and he shows that in a historic and graphic way.” Mr. Throop also noted the length of the presentation could be adjusted to the time restraints. Ms. Alpaugh-Cote suggested the members invite Mr. Grant to a meeting for a preview of his presentation. Chair Chollet replied “good idea.” Mr. Zeller agreed noting “I wish everyone could see this program. It gives you a much better idea of where you live.” Mr. Patton noted he would follow up and arrange the invitation.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Laura Norton  
Administrative Assistant