

## *Master Plan Steering Committee*

### MINUTES

Master Plan Steering Committee  
TOWN OF PETERBOROUGH  
Wednesday, June 13, 2012 – 5:45 pm  
1 Grove Street, Peterborough, New Hampshire

**Members Present:** Peter Gosline, Mose Olenik, Beth Apaugh-Cote, Sue Chollet, and Rick Monahon

**Also Present:** James Kelly, Alan Zeller and Brian Golec

**Staff Present:** Carol Ogilvie, Director and Laura Norton, Administrative Assistant, Office of Community Development

The meeting was called to order at 5:47 p.m.

#### **Statement from the Chairman**

Chair Olenik reminded the members they had to be sworn in for the new fiscal year. It was noted that Linda Guyette, the Town Clerk would be present to swear as many members in as possible.

#### **Introduction of Members and Interested Members**

Each member introduced them self and giving a brief biography. The same held true for interested members (Mr. Kelly, Mr. Golec and Mr. Zeller).

Chair Olenik asked about the process for appointing new members with Ms. Ogilvie replying “very straight forward, you make the recommendation to the Board of Selectmen; they review the applicants and vote.” She added “then they of course would have to be sworn in at the Town Clerk’s Office.” Mr. Kelly asked how many seats were available with Ms. Ogilvie replying “two, but there is always room for an alternate.”

#### **Review of Charge**

The members reviewed the Charge (which is the purpose the Committee exists). Ms. Chollet questioned the specific charge of “The Committee will include community participation in all its work.” She noted “that is not always the case, we do our work and include the community but sometimes we complete a chapter in house.” The members briefly discussed the document and agreed it should be considered “a guideline to what we call our approach rather than a charge.” The also suggested the wording be changed from “will *include* community participation to will *encourage* community participation.” Ms. Cholet added “and we always have a public hearing so community participation is a part of the public process.”

Mr. Gosline pointed out wording in the first specific charge as well. He read “or other resources engaged by the town in formulating recommendations for approval” and noted “I see the word *engage* and it says consultants to me” adding “but that could be from other (town) departments. Mr. Monahon interjected “that is not a complete surprise when you look at the cross reference of the members.”

## *Master Plan Steering Committee*

### **Upcoming Work Program**

#### **Communities Facilities Chapter**

Ms. Ogilvie reviewed a draft table of contents for the Community Facilities Chapter. “This is something we worked up a long time ago, when we first started talking about the chapter” she said. She went on to note “while this draft only includes Police, Fire and Highway it is fairly comprehensive. We are essentially complete for those three.” Ms. Alpaugh-Cote suggested doing the chapter in parts or sections. The members went on to discuss expansion of the chapter “and how comprehensive we want to be.” Chair Olenik noted the Committee had spent an enormous amount of time on the chapter and Mr. Monahan said he liked the idea of “not letting all that work go so deeply on to the shelf.”

The members agreed that as things change the first part of the chapter can be updated. “There are always changes in the detail areas” said Mr. Monahan. The members also agreed the Public Safety aspect of this chapter could become part one of the chapter with other entities like Library and Recreation following. “We can build this up incrementally here with work we have already done” said Mr. Monahan. He added that while some of the operational aspects may have changed “right now all the physical environments are the same.” The members then briefly discussed the potential of combining the Highway Department with the new Waste Water Treatment Facility. Chair Olenik added “as we do this chapter we should look at Recreation.” This sparked brief discussion about making recommendations about moving or creating a facility even if there is not money to do so. Mr. Monahan briefly reviewed the CIP process and how it mirrors their Committee. “We meet, review and make recommendations that are in the best, long-term interest of the town.” “So how will we work with this?” asked Chair Olenik with Ms. Cholet replying “we start with what we have done and then add on sections.” Ms. Alpaugh-Cote interjected “we have Police, Fire and Highway predominantly done.”

Mr. Monahan noted “the other thing now is the ongoing progress at the old Armory Building.” Mr. Monahan briefly reviewed the progress that had been made and the impact on both the Armory Building and the Highway Department Complex as they share the driveway. “Highway runs right through the Armory” said Mr. Monahan, adding “and there is conflict in the two uses.” He briefly described the community gardens that is under construction “suggesting there will be a lot of kids over there” adding “the plan was to eventually wrap the Highway entrance to the side of the building (the snow dump road).” Mr. Monahan also noted “the development (of the Armory) has been and will be intermittent, not instantaneous.” Mr. Monahan concluded by noting “we just need to acknowledge it and include it in our recommendations.”

Mr. Kelly asked for clarification on the roles of the Master Plan Steering Committee and the CIP and a brief discussion followed. In short it was noted that (at least in theory) “the Master Plan sets the stage for what you want in town and (in theory) drives what you buy.” Ms. Ogilvie qualified “It can be very specific or less specific in offering suggestions and recommendations. Eventually you have to buy new equipment no matter how many people you have in town.” Mr. Kelly asked “so what is the purpose of the Master Plan?” Ms. Ogilvie replied that state law required two sections of a master plan in order to have a zoning ordinance or a CIP. Mr. Gosline added the Master Plan “sets a framework for the capital needs or the requirements that come up

## *Master Plan Steering Committee*

on a regular basis.” Ms. Alpaugh-Cote added “and the Master Plan projects out a bit further than the CIP process.”

Ms. Chollet noted the Police, Fire and Highway are essentially done and asked “what is our next priority?” Mr. Gosline interjected “the ambulance service has changed a lot; we may have to re-open at least that piece of it.” Ms. Ogilvie noted “I have a few thoughts about how to bring information back to you for the next meeting.” She added “it will help to prioritize and you can come back next month prepared to talk about it.” Mr. Zeller added “and having looked at the entire Master Plan we can start to identify what is out of date.” Chair Olenik agreed noting “we have talked about that, looking through to see what needs to be updated” adding “Land Use for one.” Mr. Monahon replied “and the Planning Board wants to be on the cutting edge of that.” Mr. Monahon went on to note “we will be working on this; it is a big part of our workshop agenda this year.” Ms. Chollet asked “would it be better to wait on this then?” Mr. Monahon replied “it is really like a chicken and egg thing. They can be done concurrently, probably not in record time but it can be done.” Chair Olenik replied “keep in mind we do not want to get bogged down, we have a lot of other tasks that need to be completed.” Mr. Monahon noted “we do not have to solve every problem we find, we just need to include them so we are aware and can make recommendations about them.” He went on to give to give the Armory as an example. “Take the Armory” he said “there are no real recommendations for it at this time, we encourage the arts but have not been specific to say this building will be for this or that.” He concluded “we are not going to solve every problem and get everything nailed down to a tee.”

Mr. Gosline asked about a time frame with Ms. Ogilvie replying “you meet once a month, I would say you would need 3 or 4 meetings.” “Sounds great to me” interjected Chair Olenik. Ms. Ogilvie reiterated the members will be reviewing the existing draft of the Communities Facilities Chapter for in-depth review next month.

### **Possible Bus Tour of Places and Projects**

Ms. Ogilvie noted she was working on another bus tour for the members of the Master Plan Steering Committee and the Planning Board adding “a lot has happened since 2003.” She noted the challenges of getting everyone together and scheduling a bus “but I am working on it” she said. She noted when the plans were finalized she would announce it. Chair Olenik noted an open house at the new Waste Water Treatment Facility on Friday, June 22<sup>nd</sup> from 11:00 to 2:00.

### **Next Meeting Date**

July 11, 2012 at 5:45 p.m.

Ms. Ogilvie concluded the meeting by distributing a new copy of the Master Plan to those who needed one.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Laura Norton  
Administrative Assistant