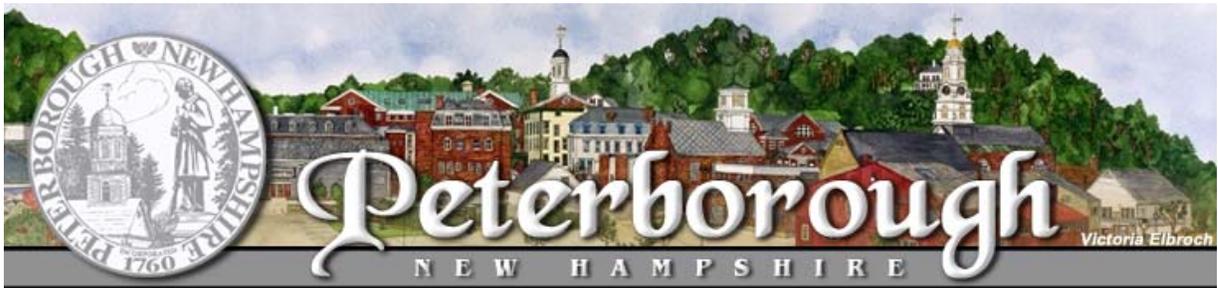


Weller & Michal Architects Inc.



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# Peterborough Municipal Facilities Needs Assessment & Feasibility Study

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Executive  
Summary

## EXECUTIVE SUMMARY



## Background

Existing Peterborough Municipal facilities are undersized, overcrowded, and either now or soon will impede the efficient and proper delivery of town services. Five Town Departments are hampered by building or land constraints at their current locations.

Public Works

Water/Wastewater

Fire and Rescue

Police

Recreation

A Municipal Needs Study Committee<sup>1</sup> has been charged by the Select Board with evaluating space needs for all departments, identifying and evaluating facility options and reporting back to the Select Board. The Select Board and the Town Department Heads understand that a 'do-nothing' alternative does not properly and responsibly address the needs of the Peterborough community. The Town needs to anticipate needs ten to twenty-five years from now.

Each Town Department suffers under the burden of space constraints compounded in some circumstances by outdated equipment and building systems. Typically (with the exception of the Police Department), each Department is using facilities that date back over 35 years. Many of the facilities are not up to current demands; consequently many have no possibility of meeting Town needs over the next quarter century.

At the Town Fire Department, undersized sized apparatus bays and overhead doors require the department to special order larger vehicles. The building is not likely to meet current seismic codes, and is not fully sprinklered against fire. There is also no space for a dedicated Emergency Operations Center (EOC). Currently, the Fire Chief serves as the Emergency Management Director for the Town of Peterborough. Recent national and local natural disasters underscore the importance of community facilities which can operate in times of distress.

The Police Department garage is in poor condition, and record storage and evidence storage capacity is no longer adequate. It is necessary to separate adult and juvenile holding areas as required by state law.

The Recreation Department is in dire need of better storage (some equipment is stored exposed to the weather and some equipment is actually stored by volunteers in their homes). The Department also is unable to provide recreational services to the community during the winter, as it has no indoor facilities. Much of the foreseen demand for recreational services cannot be met by current facilities.

The Public Works Department is in need of additional garage space to house vehicles, and a central fuel bulk storage facility.

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<sup>1</sup> The Committee is comprised of the Public Works Director, the Town Administrator, and the Office of Community Development Director

## Recommendations

Total current Departmental space is about 33,000 square feet. Departmental needs support a total of 70,000 square feet. New and renovated facilities sized to meet anticipated needs have projected year 2005 costs of \$12 million:

15,900 square foot Fire and Rescue	\$3.9 million
12,000 square foot Police	\$2.7 million
25,000 square foot New Public Works Center	\$3.7 million
10,300 square foot Water/Wastewater (buildings only)	\$2.3 million
6,700 square foot Recreation (buildings only)	\$1.0 million

Such budgets (both space and cost) are consistent with comparable facilities identified in other communities (See Comparable Facilities section starting on page 76). Cost of site acquisition, where required, is NOT included.

The costs noted above are for free-standing, individual projects. Small savings may be achieved by combining new facilities on one site – the “Joint Facility Option”. Savings would stem from some shared facility use, shared land use and therefore a smaller site-size requirement, and possibly a reduction in ‘soft costs’ of implementing one larger project rather than multiple smaller projects.

However, the anticipated savings from a Joint Facility may not outweigh other relevant factors, including relative needs and siting considerations (the Summer Street Fire Department facility is older and less appropriate to current need than the Police Department facility on Grove Street).

The Police Department can remain at the existing Grove Street location. This centrally located, visible site is considered appropriate in terms of the Department’s dispatch requirements, and will permit the needed expansion.

The current Fire Department location is not tenable, and will not support a suitable expansion on the existing site. Consequently, we recommend this Department be relocated into a new facility.

The Recreation Department is best served in the near term by new and expanded athletic fields, and options exist to create these fields both on portions of the Evans Flats site, and at the Town’s sewer lagoons. Recreational use of the Evans Flats site seems consistent with public interest.

The other Department clearly in need of upgraded facilities is the Public Works Department. Their location on Evans Flats prevents the larger site from being easily debated as to the highest and best use of this area (which includes 26.72 acres of town-owned property). Both commercial and conservation interests are thwarted in part by the current siting of this facility.

The 2004 Evans Flats Land Use Analysis of the Peterborough Master Plan Steering Committee identified several options for Evans Flats. That Analysis included several scenarios developed with community input, and observed that a final decision regarding Evans Flats depended in part on the conclusions reached from a municipal needs study. Two of the four scenarios (Concept 2, Concept 4) generated in public sessions identified joint municipal facilities on all or part of the



town land. Opportunity exists to site new facilities for both the Public Works Department and the Fire Department in the general Evans Flats area, but in a manner that maximizes the potential to use the bulk of the undeveloped Evans Flats parcel for other uses, ideally to be determined by an open community planning process.

The Town should seek to acquire both the existing Armory site and the former car dealership on Elm Street. This would allow the most flexible use of the Evans Flats area, without constraining options. Alternatively, consider the frontage along Route 101, as shown in Figure 2 – Municipal Facilities Option 2



Figure 1 - Municipal Facilities Option 1



Figure 2 – Municipal Facilities Option 2

Property  
Assessment

## PROPERTY ASSESSMENTS





Figure 3 - Existing Fire & Rescue Department

### Department Description

The Fire and Rescue Department provides Fire and Rescue services to two towns [Peterborough and Sharon] and Emergency Medical Services (ambulance services) to Peterborough, Sharon, Dublin, Frankestown, Greenfield, and Hancock. The Department responds to over 1100 calls each year, and provides fire protection to over 6,000 people living in the 52 square mile area of the two towns. The department also helps cover neighboring towns in emergency situations.

The Department is an on call organization consisting of approximately 50 Firefighters and Emergency Medical Service (EMS) members. The only full time employee is the Chief, who is assisted by ten officers.

Between 10 and 15 outside public visitors may come to the Department each day. The Department conducts meetings involving both inside staff and public, and sometimes runs all-day training or educational programs.

### Existing Site Uses and Zoning Considerations

The Fire Station property is located at 16 Summer Street, which is in the General Residence District. The minimum lot size requirement for that District is 20,000 square feet for a one- or two-family residence. This parcel exceeds 10 acres, although much of it is steep slope that to date has been considered inaccessible (Refer to Figure 4 on the next page)

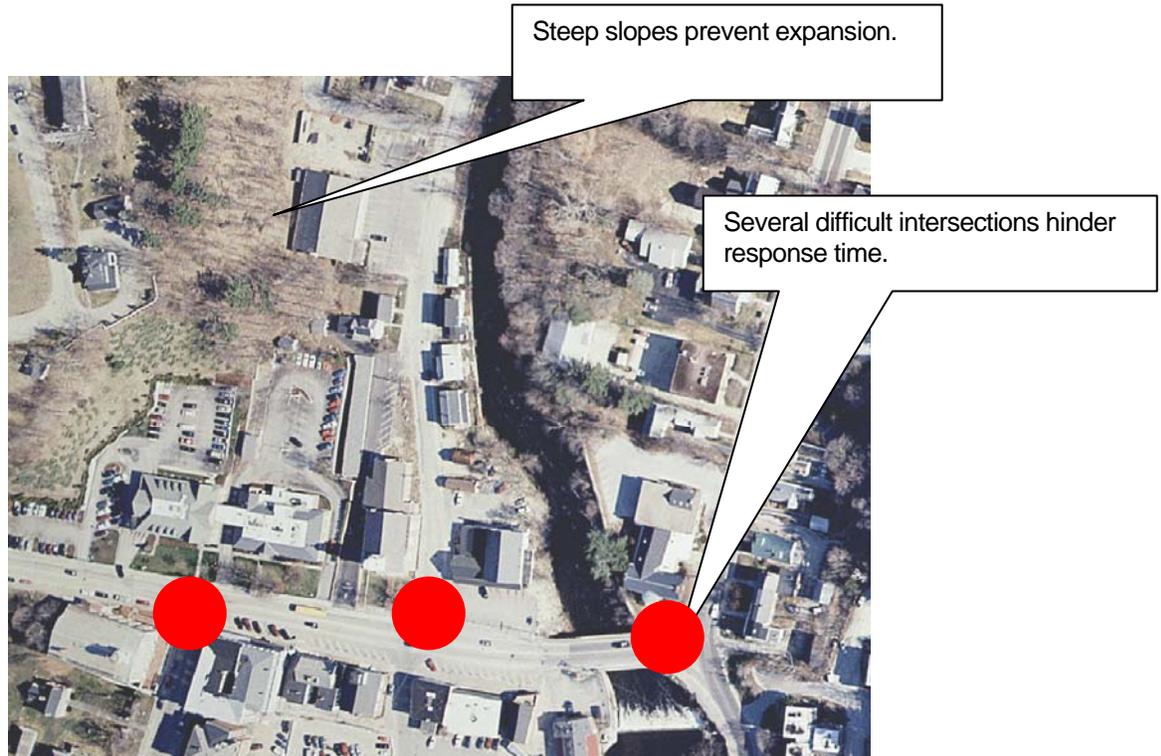


Figure 4 - Summer Street Fire Department Site

Approximately 2% of the lot is occupied by the structure, and 3% covered by paved parking lot.

Potential for future development: Even though the site abuts the downtown, the residential zoning does not allow full-fledged retail/commercial use. There are some uses permitted by special exception in the General Residence District. Currently there is not any discussion with the Planning Board about changing the zoning designation for this parcel.

### Characteristics of Existing Facilities

The current facility occupied by the Peterborough Fire and Rescue Department was built in 1945 for the Department of Public Works. The building was converted to the fire department in 1972 to provide needed space for apparatus, equipment and administrative functions. The building has been added onto twice to provide additional space for equipment and training room.

The current brick masonry building has several deficiencies which impact the efficient operation of the department. Primary complaints include the lack of office space, inadequate sized apparatus bays to accommodate larger vehicles, equipment storage areas without proper ventilation, lack of secured storage rooms and inadequate areas for maintenance, and the need for modern restrooms and shower facilities. There is also no space for a dedicated Emergency Operations Center (EOC). Currently, the Fire Chief serves as the Emergency Management Director for the Town of Peterborough.

## Building and Fire Codes

Weller & Michal Architects reviewed key elements (primarily fire and life-safety related) of the ICC 2000 International Building Code<sup>2</sup> (IBC2000) and the 2003 Life Safety Code (NFPA 101) as they affect the current facility used by the Peterborough Fire & Rescue.

### Size Limits Established by Fire and Building Codes

Under codes, the maximum legal size of a building is dependent on how a building is constructed and what it is used for.

The current building is classified as Construction Type III-B (non combustible exterior walls-unprotected) and a Business Occupancy. The current building size is under the total maximum allowable building area per floor (14,000 square feet plus an additional 14,000 square feet for a fully sprinkled building) for a total maximum allowable area of 28,000 square feet. The construction type allow for an expansion of the existing building, however a projected facility program and site limitations preclude a realistic expansion of the facility.

### Codes Issues

Current building does not present any major code violations or areas of concern which impact life safety and/or egress code requirements.

### ADA Accessibility

Current building does not fully comply with ADA accessibility requirements for publicly owned facilities (Title II).

- ADA, require accessible entrances and parking
- ADA, accessible toilet rooms

## Existing Space Uses

The current facility (Refer to Figure 6 on the next page) occupied by the Peterborough Fire & Rescue Department contains approximately 7,900 net square feet. About 76% of the net floor space, or 6,025 square feet, is directly used for specific functions for housing fire apparatus and equipment storage. The balance of the area is consumed in administrative functions, day room, toilet rooms and circulation space. Refer to Facility Needs Assessment by Department for a complete breakdown of space by specific function

The current facility lacks key design requirements and amenities necessary for a modern fire and rescue department (Refer to photos shown in Figure 5 and Figure 7). These Include:

- Apparatus Bays to accommodate larger fire fighting equipment, vehicle access from two directions, and 12 foot high doors
- Adequate office space for the fire chief, administrative assistant, deputy chiefs, captains, etc

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<sup>2</sup> IBC2000, with amendments, is the current Building Code applicable throughout the state of New Hampshire.

- Bunkrooms for storm coverage
- Adequate equipment storage
- Modern fire fighter toilet/shower rooms for male and female
- Ventilated and well heated apparatus bays



Figure 5 - View of Existing Apparatus Garage & Hose Drying Racks

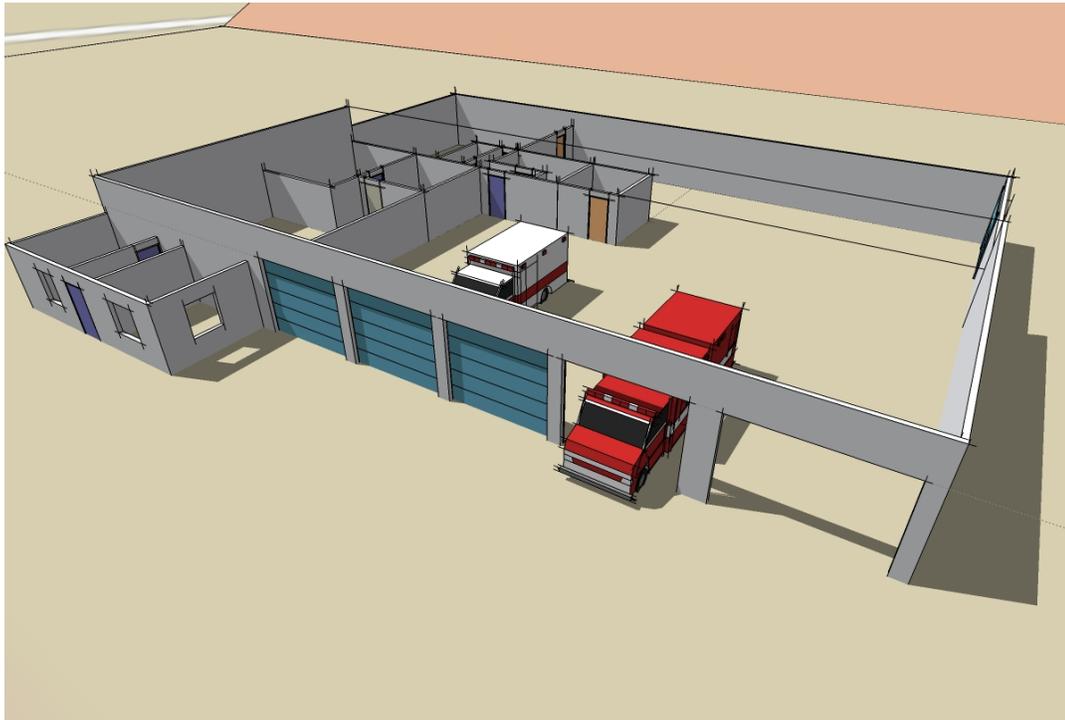


Figure 6 - Existing Fire Station Layout



Figure 7 - Interior Views of Existing Fire Station

## Primary Building Systems

The following analysis, conducted by our mechanical/electrical engineers, summarizes all the major systems and life-safety code items that will need to be addressed in order to continue safe and prudent operation of the current fire station.

### Electrical Systems

#### Power Distribution

Electrical service enters the rear of the building to a 200 amp, 3 phase main panel. The meter, panel, standby generator and other equipment are all located in an undersized electrical room. Main service is an older load center style with limited room for expansion.

#### Branch Circuitry

Electrical distribution is primarily original with some additions and modifications over time as needed. Electrical wiring within the apparatus bay/garage is not compliant with current NEC regulations.

Receptacles in the apparatus bay/garage should be ground fault circuit interrupted protected to comply with code.

Standby generator (120/208 v, 3 phase) is new within the past 10 years and appears to be in good condition. Breaker rating is 25 KVA with a 90 amp, 3-pole breaker. Currently the generator capacity is adequate to serve the fire station's current needs under present loading. However, the generator would unlikely support additional equipment or air conditioning if the facility was expanded (Refer to Figure 8).



Figure 8 - Existing Stand-By Generator & Distribution System

### Lighting

Interior lighting throughout the facility was replaced in 2003 through a PSNH program.

### Communication System

Communication wiring and phone system is 33 years old and is essentially original when the building converted to the fire station. Additional wiring and computer wiring has been added.

### Fire Alarm and Sprinkler System

Current fire alarm system is limited and not in compliance with ADA horns and strobes requirements. System should be replaced to permit safe continued use of the facility by outside groups.

### Mechanical Systems

#### Heating System

The primary heating plant is an oil fired American Standard cast iron boiler, 786 MBH, which appear to be in fair condition (Refer to Figure 9).

Heating distribution system is via two zone circulating pumps positioned on the zone return mains.

The apparatus bay/garage is heated with hot water unit heaters with NO central or tail pipe exhaust system.

Office and Training Room are heated with baseboard radiation with NO central outside air ventilation.

Kitchenette area is provided with a residential style appliances and residential type hood which is not NFPA compliant.



Figure 9 - Existing Heating/Cooling Systems

### Plumbing

Water service to the existing fire station is a 3/4 inch service, which is minimal for a building of this type. Hot water is heated via an indirect heat exchanger integral to the boiler room.

Fixtures in fire fighter's locker rooms are in poor condition and non compliance with ADA regulations (Refer to Figure 10).



Figure 10 - Existing Plumbing Fixtures

### Fire Protection

Building is fully sprinklered and served by a 6 inch water main and wet type alarm valve.

### Building Air Compressor System

Existing air compressor, which supplies air for fire trucks air breaks, is an antiquated unit and should be considered for replacement.



Figure 11 - Existing Air Compressors

A new and separate air compressor is located in the Apparatus bay/garage for providing fresh air to firemen air backpacks. The compressor is new and in good condition. However, its location may allow for diesel fumes to be introduced into the compressed air (Refer to Figure 11).

## Recommendations

### Needs and Wants

For the purposes of this study, **Wants** are defined as improvements and changes that would enhance the operation and function of the current fire station and make it a more desirable asset for the Peterborough Fire and Rescue. These suggestions and recommendations would receive lower priority when allocating scarce resources.

**Needs** are defined not solely as requirements for change mandated by law (or building codes), but also as improvements and changes that are compelling in their logic and would be a positive response to a clearly and strongly held complaints with the existing facility. Without addressing these **Needs**, the building will continue to deteriorate, frustrate many and fall short of its full potential to serve the fire and rescue department for the Town of Peterborough.

If the option to build new on a new site is NOT pursued the list of Needs and Wants are as follows:

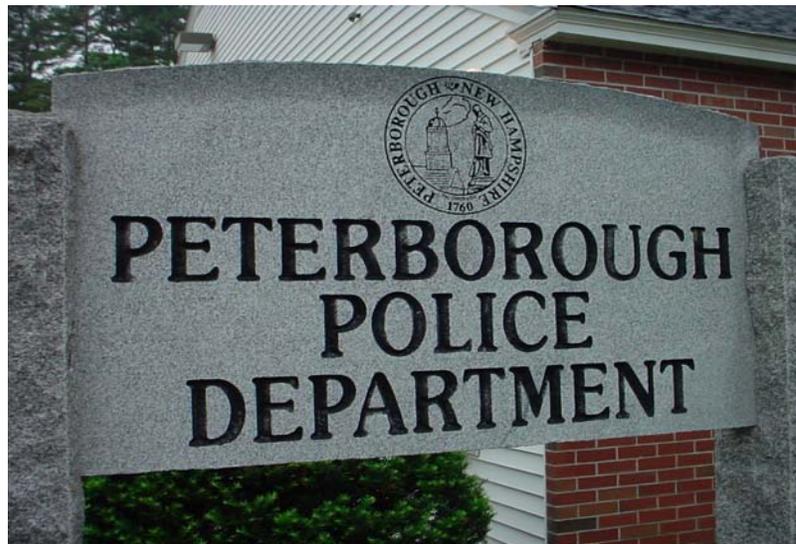
Potentially, the list of **Needs** includes:

- ADA – Install new toilet and shower rooms to comply with ADA standards
- Energy Efficiency/Human Comfort – new HVAC distribution and control system
- Life-Safety Code – new fire alarm system
- Life Safety Code – replace existing wiring within the apparatus garage to comply with current codes

- Update communication system

Potentially, the list of **Wants** includes:

- Exterior – window replacement
- Safety - space for new SCBA and related equipment
- Equipment Replacement - replace existing 25 year old Stand-by-Generator to handle additional capacity
- Apparatus Garage – expand and modernize facility



### Department Description

The Peterborough Police Department is the only municipal department that is staffed 24 hours a day, 7 days a week<sup>3</sup>. The police department consists of 10 full time officers, 5 part time officers and 2 clerk/dispatchers. The command structure consists of the chief, a lieutenant and two sergeants. The department operates two police vehicles at all times.

Police services provided by the Department typically include:

- Patrolling neighborhoods (visibility-crime deterrent)
- Investigation of reported crimes
- Traffic accident investigation
- Speed enforcement on specific roadways
- Parking ordinance enforcement
- Assisting motorists
- Animal control
- Security checks on residential dwellings while occupants are away
- Security checks on businesses during off hours
- Fingerprinting for public school system employment screening

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<sup>3</sup> The police station is staffed with one clerk/ dispatcher Monday through Friday from 8:00 a.m. to 12:00 (midnight). On holidays, weekends and from 12:00 midnight to 8:00 a.m. during the week, the doors are locked and the telephone is answered by the Hillsborough County Sheriffs Department located in Goffstown, NH.

Currently 17 employees are typically working 'on site' each day, and 2-4 others are working out in the community. The Police and Fire Departments are evaluating a combined 24-hour dispatch position, which would require added space, equipment and staff.

Between 10 and 20 outside public visitors may come to the Department each day. As many as 25 other Town employees may visit the Department in a given week. The Department conducts meetings between staff and the public, usually involving between 6 and 30 attendees.

The Department generates a significant quantity of records, and has distinct and specific security requirements with segregated site and facility circulation needs. Special storage needs include bulky items (seized vehicles and other property) and evidence (including bodily fluids which must be refrigerated).

The Department does not consider it necessary to be located adjacent to other Town Departments.

### Existing Site Uses and Zoning Considerations

The Police Department property is located in the General Residence District, at 73 Grove Street, just north of Route 101 (Refer to Figure 12 below)

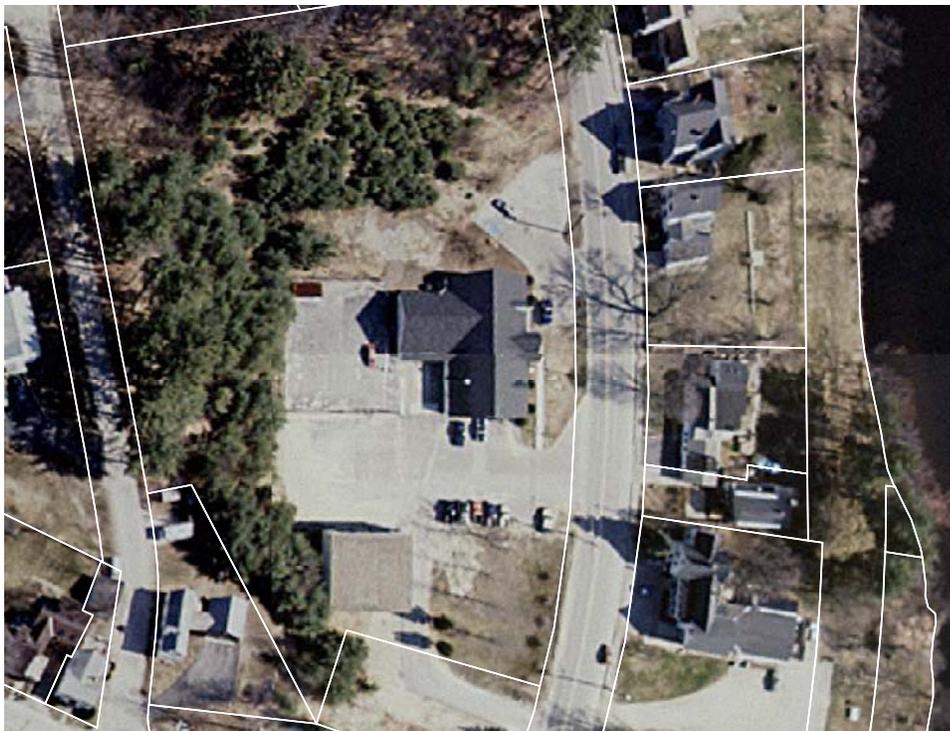


Figure 12 - Grove Street Police Station Site

The minimum lot size requirement for that District is 20,000 square feet for a one- or two-family residence. This parcel is approximately 3 acres. Approximately 8% of the lot is occupied by the structure, and 20% covered by impermeable materials.

Potential for future development: Current zoning designation allows only residential development and some limited non-residential development by special exception of the Board of Adjustment. Currently there is not any discussion with the Planning Board about changing the zoning designation for this parcel.

### Characteristics of Existing Building

The current facility occupied by the Peterborough Police Department was formerly the PSNH office building, which was built in 1964. The Police Department moved in approximately 10 years ago (1995) following extensive renovations to convert the building for police use (Refer to Figure 13).



Figure 13 - Visitors' View of Existing Police Station

### Building and Fire Codes

Weller & Michal Architects reviewed key elements (primarily fire and life-safety related) of the ICC 2000 International Building Code<sup>4</sup> (IBC2000) and the 2003 Life Safety Code<sup>5</sup> (NFPA 101) as they affect the current facility used by the Peterborough Police Department.

#### Size Limits Established by Fire and Building Codes

Under codes, the maximum legal size of a building is dependent on how a building is constructed and what it is used for. We would classify the current building under the codes as Construction Type V-B (combustible construction -unprotected) and the use as a Business Occupancy. The current building size is under the total maximum allowable building area of

<sup>4</sup> IBC2000, with amendments, is the current Building Code applicable throughout the state of New Hampshire.

<sup>5</sup> The 1997 NFPA 101 is the current code enforced by the State Fire Marshal. We elected to review the 2003 edition of this Code because it is anticipated that the State of New Hampshire will move to the current edition within the next two years.

14,400 square feet per floor (7,200 square feet plus an additional 7,200 square feet for a fully sprinkled building). The building construction type allows for two stories.

#### Codes Issues

The current building does not present any major code violations or areas of concern which impact life safety and/or egress code requirements. However, not all aspects

#### ADA Accessibility

The current building complies with ADA accessibility requirements for publicly owned facilities (Title II).

#### Existing Space Uses

The current facility (Refer to Figure 14) occupied by the Peterborough Police Department contains approximately 6,850 net square feet on two floors. About 82% of the net floor space, or 5,614 square feet, is directly used for specific functions for public use, administrative and record keeping, police officers work areas, training, toilet rooms/showers, holding cells and archive storage.. The balance of the area is circulation space and mechanical rooms. Refer to Facility Needs Assessment by Department for a complete breakdown of space by specific function.



Figure 14 - Existing Police Department Layout

The current facility will need to address the following design issues in order to assure a modern police department:

- Security Issues of public areas from daily operations
- Formal interview room
- Evidence Room (security, and controlled environment)
- Additional archive record storage area

- Work space for future police officers
- Future space for 24 hour dispatch (police and fire)
- Separate holding and booking areas for Adults and Juveniles (isolated from sight and sound) per state law

## Primary Building Systems

The following analysis was conducted by our engineers, W.V. Engineering, Inc, and summarizes all the major systems and life-safety code items that will need to be addressed in order to continue safe and prudent operation of the current police department.

### Electrical Systems

#### Power Distribution

Electrical service is a 400 amp, 3 phase with older equipment, which appears to be from the original construction when it was the PSNH office building.

#### Branch Circuitry

Electrical distribution capacity is unknown due to lack of information on current electrical demand.

Replacement of an older GE panel boards should be considered as part of any major renovation or expansion (Refer to Figure 15 on the next page).

Receptacles throughout the building appear to be adequate for the present police functions, but excessive use of extension cords and awkward location of equipment was noticeable.

Building is provided with a standby propane gas fired generator, Kohler 20 KW unit that appears to be approximately 10 years old. Equipment appears to be in good condition. However, the enclosure has been severely damaged by snow plowing operations and should be repaired as soon as possible.

In general, electrical system for the renovated facility appears to be in good to excellent condition.

#### Lighting

Current lighting throughout the facility is typically surface mounted wrap around style fixtures. Lights use current technology (T-8 lamps and electronic ballasts) and appear to be in good condition.

Holding cell light fixtures are vandal resistant corner mount style for detention type spaces.

Exterior lighting around the police facility and outside enclosed impound area is limited to older existing lighting.



Figure 15 - Existing Electrical Panels and Emergency Power

### Fire Alarm and Sprinkler System

Current fire alarm system appears to be part of the 1995 renovation. Fire alarm pull stations, horn strobe appliances appear to comply with current NFPA and ADA requirements.

### Communication System

The current dispatch and control center operates from 8 am to 12 pm and is not a 24 hour / 7 days per week 911 dispatch center (Refer to Figure 16).



Figure 16 - Existing Communication System & Security at Sally-Port

Communication service includes underground telephone service. The telephone system, telephone wiring and CAT 5 wiring are located in the Electrical Room and extend out to work areas.

The camera system in the Sally-Port and holding cell area is not operational and needs to be replaced.

## Mechanical Systems

### Heating System

The primary heating plant is an oil fired Weil McLain (model WGO-6) cast iron boiler, firing rate of 1.8 gph, 218 MBH that appears to be in good condition.

Heating distribution system is divided into three zones each with its own circulator pump. Building is primarily heated with hot water baseboard radiation, each room individually controlled. A hot water unit heater is provided in the Sally Port.

Oil storage consists of two 275 gallon vertical oil storage tanks.

Cooling system in the office area is a split type cooling system, with 5 ton condenser unit. Equipment appears in good condition.

Fitness Room is equipped with a package-through wall heat pump unit which provides both heat and air conditioning. Equipment appears in good condition.

Toilet Room and Locker Room exhaust is provided by a roof top unit. Evidence Room's exhaust fan is operational; however it appears to not be working effectively.

### Plumbing

Water service to the building is a 1 inch service and appears not be equipped with backflow prevention.

Hot water is heated via a 40 gallon 3800/5500 watt electric water heater, in good condition, with a 3-way mixing valve. The hot water system is not a re-circulated system.

Fixtures in Men and Women toilet rooms are tank type water closets, lavatories and showers. Fixtures appear to be in good condition and ADA compliant.

Holding Cells are equipped with prison type stainless steel fixtures with integral lavatory and water closet. Water can be shut off from outside the cells.

### Fire Protection

The building is fully sprinklered with a municipal water service, backflow prevention and dry alarm valve.

## Recommendations

### Needs and Wants

For the purposes of this study, **Wants** are defined as improvements and changes that would enhance the operation and function of the building and make it a more desirable asset for the Peterborough Police Department. These suggestions and recommendations would receive lower priority when allocating scarce resources.

**Needs** are defined not solely as requirements for change mandated by law (or building codes), but also as improvements and changes that are compelling in their logic and would be a positive response to a clearly and strongly held complaints with the existing facility. Without addressing these **Needs**, the building will continue to deteriorate, frustrate many and fall short of its full potential to serve the needs of the Peterborough Police Department.

If the option to build new on a new site is NOT pursued the list of Needs and Wants are as follows:

Potentially, the list of **Needs** includes:

- Additional space for 24 hour dispatch (police and fire) which will require new equipment and personnel
- Adequate separation of aggressive persons from the remainder of the prisoner population
- Separate area for juveniles from the adult population as required by state law
- Repair damage to standby generator enclosure
- Additional archive record storage area for 700 letter size files per year
- Security cameras

Potentially, the list of **Wants** includes:

- Security Issues such as lacking bullet walls and bullet proof glass in order to separate public areas from daily operation areas.
- Security, size and controlled environment for storing weapons, ammunition, and other sensitive types of evidence
- Lack of sufficient secure storage for bicycles and other general purpose evidence.
- Lack of additional office space for future police officers as community needs increase
- Additional space for police officers in the squad room
- Need drive through two bay Sally Port
- Lack adequate size police officers equipment and locker room
- Ability to store existing 6 vehicles plus future vehicles from inclement weather and vandals
- Interior space to clean police vehicles (one bay)
- Fitness room where personnel can exercise prior to and after work.



Figure 17 - DWP Entrance

### Department Description

The Department of Public Works consists of four departments: Utilities, Highway, Buildings and Grounds, and Recycling. The Highway Department is responsible for such things as repairing or replacing street signs, stop signs and guardrails, patching potholes, roadside mowing, cleaning up debris, etc. They are also actively involved with many other projects around town.

### Existing Site Uses and Zoning Considerations

The Public Works Department property is located west of Elm Street and north of Route 101 is located in the Commercial District (Refer to Figure 18) The site is approximately 26 acres . Approximately 2% of the lot is occupied by the structure, and 3% covered by impermeable materials. The parcel is part of the historic "Evans Flat" tract, and as such the potential for future development of this parcel is an issue due to natural resource and potential historic constraints.

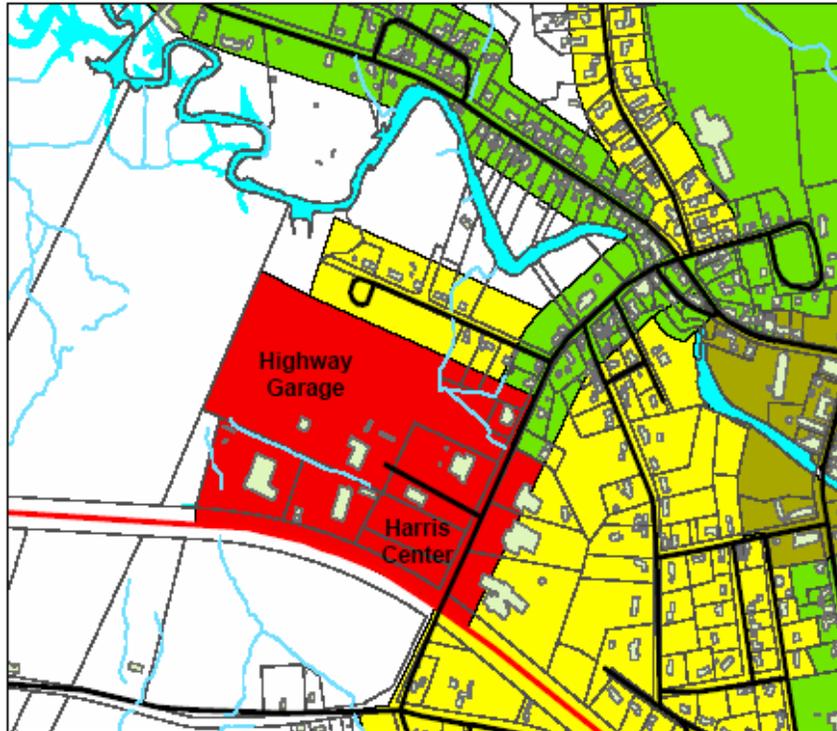


Figure 18 - Zoning Districts around DPW Site

### Characteristics of Existing Public Works Building

The current facility occupied by the Peterborough Department of Public Works was built in 1970, after the Town was given the land by the Goyette family for a Town Barn in 1969. The facility has served the town for over 35 years, but now is too small and in need of repair. The location, at Evans Flat<sup>6</sup>, maybe difficult to expand further due to wetland considerations reflected in the town master plan (Refer to Figure 19).

<sup>6</sup> A history of the area as prepared by the NH Division of Historical Resources indicates that wetlands were filled to allow the construction of the Town Barn, and that prior proposals to build an elementary school on the site were defeated because the land was considered too wet. The Evans Flats area is part of what was the "Gridley Lot"; this was one of the original Four Great Farms laid out around 1738. This land came into the ownership of Asa Evans, a wealthy farmer and Selectman in the late 1700s. Early road development skirted this area, presumably because it was partly flooded and wet much of the time. Until Route 101 was built in 1958 there was very little development in this area. Some housing was constructed on Evans Road in the 1950s; the National Guard was built in the 1950s; the Town Barn was built in 1968; and in the 1970s and 1980s the bowling alley, garage, and motel were built. Today, much of the original Gridley Lot south of the Nubanusit remains undeveloped. Conservation efforts by the Town and the Harris Center for Conservation Education have preserved 104 acres. See the "Evans Flat Land Use Analysis" Peterborough Master Plan Steering Committee, November 1, 2004. The Peterborough Heritage Commission has been inventorying the Evans Flat area as well.



Figure 19 Existing Public Works Facility

## Building and Fire Codes

Weller & Michal Architects reviewed key elements (primarily fire and life-safety related) of the ICC 2000 International Building Code<sup>7</sup> (IBC2000) and the 2003 Life Safety Code<sup>8</sup> (NFPA 101) as they affect the current facility used by the Peterborough Department of Public Works.

### Size Limits Established by Fire and Building Codes

Under codes, the maximum legal size of a building is dependent on how a building is constructed and what it is used for.

The current building is classified as Construction Type V-B (unprotected construction) and an S-2 Storage Occupancy. The current building size is under the total maximum allowable building area per floor (7,200 square feet plus an additional 3,600 square feet for street frontage for a total maximum allowable area of 10,800 square feet. The building is allowed to be two stories.

### Codes Issues

Current building does not present any major code violations or areas of concern which impact life safety and/or egress code requirements. However, the code does require fire separations of different types of uses such as welding and storage of combustibles from the remainder of the building.

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<sup>7</sup> IBC2000, with amendments, is the current Building Code applicable throughout the state of New Hampshire.

<sup>8</sup> The 1997 NFPA 101 is the current code enforced by the State Fire Marshal. We elected to review the 2003 edition of this Code because it is anticipated that the State of New Hampshire will move to the current edition within the next two years.



Figure 20 – Dilapidated Storage Shed

#### ADA Accessibility

Current building does not fully comply with ADA accessibility requirements for publicly owned facilities (Title II).

#### Existing Space Uses

The current facility (Refer to Figure 21 below) occupied by the Peterborough Department of Public Works contains approximately 10,441 net square feet primarily on one floor, though a small mezzanine is available. About 95% of the net floor space, or 9,908 square feet, is directly used for specific functions for vehicle storage, equipment repairs, staff areas and storage.

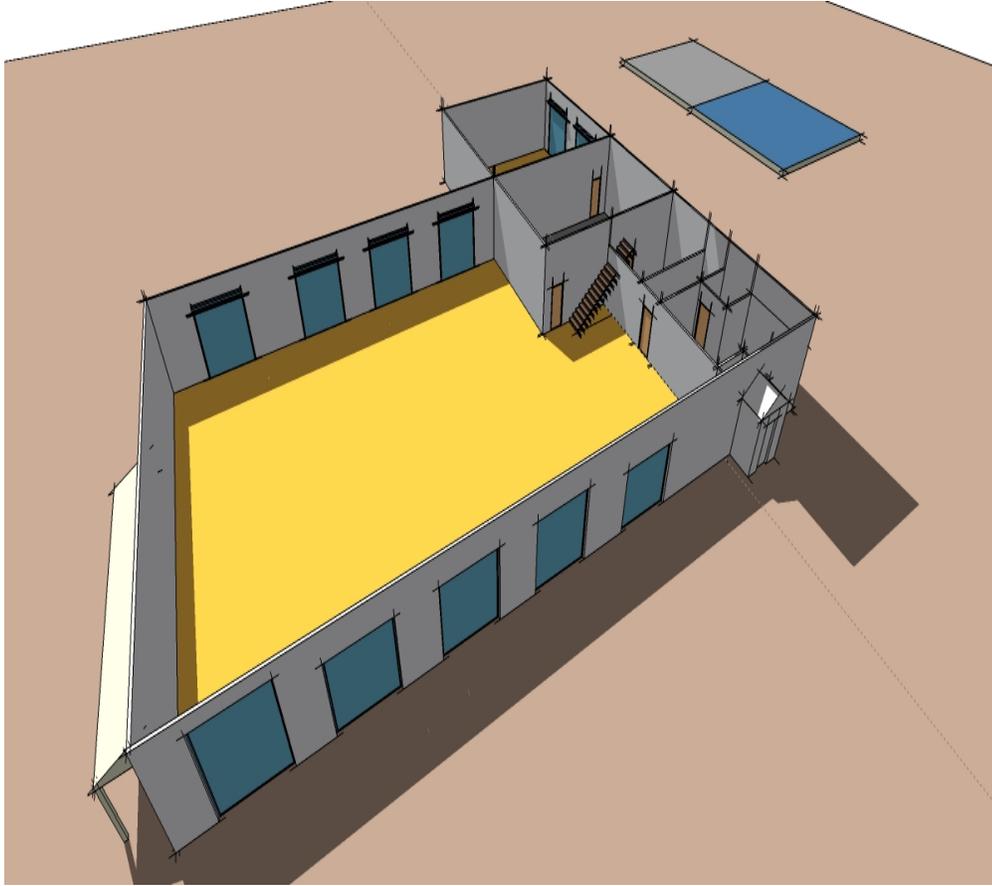


Figure 21 - Existing DPW Building Layout



Figure 22 - Interior of Existing Vehicle Garage

The current facility will need to address the following design and/or code issues in order to assure a modern public works department:

- Adequate space for equipment storage
- Adequate supply storage
- Additional vehicle bays
- On site parking for 30 vehicles
- ADA – men and women toilet rooms
- Adequate space for employee lunch room, lockers and meeting space (expanding staff)

## Primary Building Systems

The following analysis was conducted by our engineers, W.V. Engineering, Inc, and summarizes all the major systems and life-safety code items that will need to be addressed in order to continue safe and prudent operation of the current public works department.

### Electrical Systems

#### Power Distribution

Electrical service includes an underground 400 amp, 3 phase, 4-wire service, located at the south end of the main garage, and is sufficient size to provide anticipated future needs.

Service equipment is located adjacent to the sprinkler entrance and includes a main disconnect switch and residential load center style panel boards for distribution.

Facility is supplied with a 20 KW standby generator, installed in 2000, which presently provide back up power for the entire building. However, the generator rating is not sufficient to backup the entire 400 amp service if the entire service was fully loaded.

#### Branch Circuitry

Distribution wiring within the building is predominantly original (1970 era) with additional wiring added to serve new or relocated equipment.

Distribution panel boards located in the shop/repair area, which are wall mounted, presently have other equipment located in front of the panels, and therefore do not comply with current NEC code (Refer to Figure 23).

Ground fault circuit protection for receptacles located in the garage area need to be retrofitted or replaced with ground fault protection for personnel safety and NEC codes. Some conduit work needs to be reattached or re-supported in compliance with current NEC codes.



Figure 23 Existing Electrical Distribution Systems

## Lighting

Interior lighting throughout the facility was replaced in 2003 through a PSNH program.

Exterior lighting includes fixtures mounted on the building and yard pole mounted fixtures. Exterior lighting coverage appear not to be sufficient given the level of night time activities associated with winter plowing, etc. Public Works staff reports indicate lighting is sufficient with truck headlights are in operation. Recommend a review of night time lighting requirements in order to eliminate glare and reduce energy consumption.

## Fire Alarm and Sprinkler System

The fire alarm system within the building is a self contained system with modern ADA compliant horns and strobes. However, placement and location of devices is non compliant with current NFPA 72 code requirements to ensure complete building coverage.

Building mounted heat detectors are installed in only some areas. Recommend a complete fire alarm review and upgrade as part of a comprehensive renovation of the building.

## Communication System

Communication wiring includes an older phone service entrance which appears to be original with the building. Additional communications, phone and data wiring have been added over time.

## Mechanical Systems

### Heating System

The primary heating plant is new HB Smith oil fired boiler; model 19H, 5 sections and rated output of 500 MBH.

The building appear to be one zone with distribution pump positioned on the supply main with high and low combustion air openings and a backflow prevention device located on the makeup water connection.

Four 270 gallon (nominally 1,000 gallons total) above ground diesel tanks (Refer to Figure 24 on the next page), located adjacent to the unrated exterior shed, provide a minimum fuel supply for the facility and town uses. Greater storage capacity, perhaps 4,000 to 5,000 gallons, would allow the Town to take advantage of larger 'drops' and bulk fuel prices from vendors. Similarly, should the Town try use of biodiesel; the minimum delivery quantity is 4,000 gallons. (Appropriate containment features will be needed with bulk storage tanks.)



Figure 24 Existing Oil Fuel Tanks

The garage area of the building is primarily heated with hot water horizontal unit heaters and with a waste oil heater located in the shop area. The office and break areas are equipped with baseboard radiation and through the wall air conditioners.

### Plumbing

Existing plumbing fixtures do not comply with ADA requirements and are in poor condition. Currently, the existing kitchen sink has been used as a janitor mop sink; this violates building codes. The building is served with a combination sprinkler and domestic water service entrance. The building has a 1 inch domestic water service and a 6 inch sprinkler main. Backflow prevention is not provided (Refer to Figure 25).



Figure 25 – Existing Plumbing Fixtures and Sprinkler Riser

## Fire Protection

Building is fully sprinklered with a complete system and has a wet type alarm valve. (Refer to Figure 25).



Figure 26 - Existing Hazardous Materials Storage

## Recommendations

### Needs and Wants

For the purposes of this study, **Wants** are defined as improvements and changes that would enhance the operation and function of the building and make it a more desirable asset for the Peterborough Public Works Department. These suggestions and recommendations would receive lower priority when allocating scarce resources.

**Needs** are defined not solely as requirements for change mandated by law (or building codes), but also as improvements and changes that are compelling in their logic and would be a positive response to a clearly and strongly held complaints with the existing facility. Without addressing these **Needs**, the building will continue to deteriorate, frustrate many and fall short of its full potential to serve the needs of the Peterborough Public Works Department.

If the option to build new on a new site is NOT pursued the list of Needs and Wants are as follows:

Potentially, the list of **Needs** includes:

- Additional Garage Space for town vehicles
- ADA – Install horn and strobes per current NFPA 72 code requirements
- Increase Capacity of Fuel Dispensing Tanks – provide spill contaminant protection
- At least one bulk storage tank (4,000 gallon minimum) at cost of \$40-\$50,000

Potentially, the list of **Wants** includes:

- Upgrade exterior lighting to provide coverage to support night time activities
- Ground fault circuit protection located in the Garage
- Replace existing plumbing fixtures
- Provide backflow prevention for existing sprinkler and domestic water service
- Install a janitor room with a dedicated mop sink



## Water and Wastewater Department

### Characteristics of Existing Facilities

The Water/Utility Division manages the city's water and wastewater system and is responsible for overseeing wastewater facilities, including the distribution and collection systems, monitoring town wells and sewer system. Water/Utility division staff is also responsible for repairing fire hydrants and breaks in the water and sewer system.



Figure 27 - Existing Waste Water Treatment Plant

The current facility occupied by the Peterborough Waste Water Department, as part of the Public Works Department, was built in 1971 (Refer to Figure 27). The Director of Public Works has stated the current facility will need to be replaced in the near future in order to meet state standards.

The Water Department shares facilities with the Wastewater Treatment Plant and stores parts and equipment at other Town Departments (including the Police Department, Town Garage and the small Hunt Road building).

The current waste water facilities, including storage at the Hunt Road Building and garage space at the current police garage, contains approximately 2,855 net square feet. About 70% of the net floor space, or 2,800 square feet, is directly used for specific functions for pump and well equipment, electrical transformers, lab and lunch room, staff areas and storage (Refer to Figure 28 on the next page).

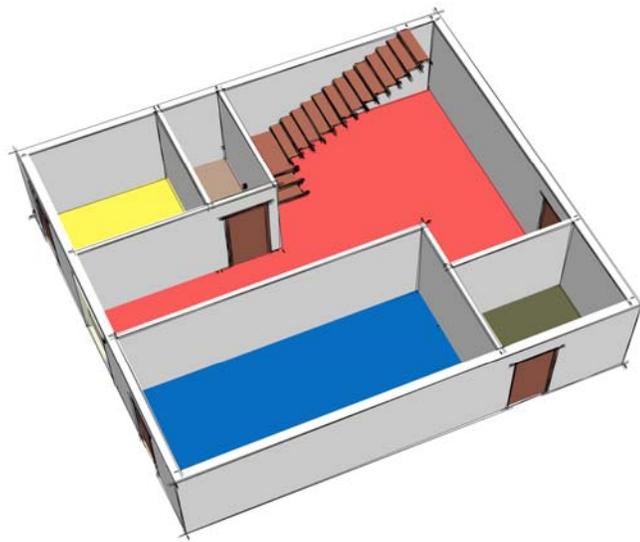


Figure 28 Existing Floor Plan Waste Water Treatment Plant



Figure 29 - Existing Storage Facilities

The current facility will need to address the following design and/or code issues in order to assure a modern public works department.

Potentially, the list of **Needs** includes:

- Staff lockers and shower room (employee health)
- Adequate administrative work space and storage for current and future staff
- Covered garage storage for (6-8) vehicles (protection from the weather)
- Centralized storage of equipment and supplies (staff efficiency)
- Ability to expand facilities as future growth in town services occurs



Figure 30 – Main Recreation Offices

### Department Description

The Recreation Department is charged with “providing the best possible recreation experience for all children, teens, adults and senior citizens in the Town of Peterborough.” The Department employs two full-time and two part-time office workers, two full-time and four seasonal maintenance workers, and up to 50 seasonal program-related staff.

The Department considers itself in the midst of a transition as the demand for services grows. Currently office and maintenance work is on a Monday-Friday schedule, but the Department is considering evening and weekend hours to meet needs.

Immediate needs expressed by the Department include secure storage space and indoor program space – primarily a gymnasium and/or ice arena,

Neighborhood parks, an indoor pool facility, and enlarged and expanded playing field space are on the Departments list of future needs.

### Existing Site Uses and Zoning Considerations

The Recreation Department property is located in the General Residence District.

The minimum lot size requirement for the General Residence District is 20,000 square feet for a one- or two-family residence. This parcel is approximately 9 acres. Approximately 1% of the lot is occupied by the structures, and 3% covered by impermeable materials.

Potential for future development: Current zoning designation allows only residential development and some limited non-residential development by special exception of the Board of Adjustment. Currently there is no discussion with the Planning Board about changing the zoning designation for this parcel.

### Characteristics of Recreation Main Offices

The Beaver Jutras Recreation Building used by the Peterborough Recreation Department was built in 1995 as a relatively small and economically structure to provide for both office needs and meeting space (Refer to Figure 31). The location of the building and the adjacent storage shed prohibits the expansion of ball fields on either side of the building.

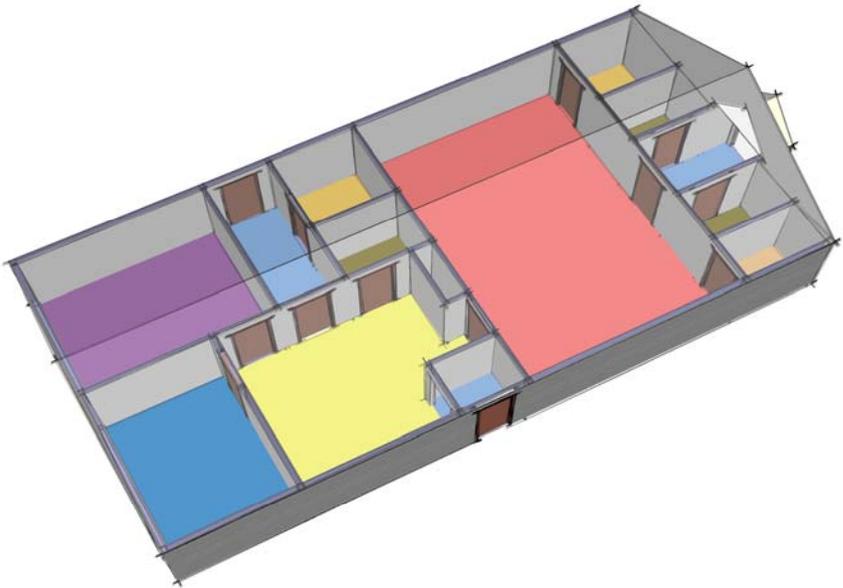


Figure 31- Existing Floor Plan Beaver Jutras Recreation Building

### Building and Fire Codes

Weller & Michal Architects reviewed key elements (primarily fire and life-safety related) of the ICC 2000 International Building Code<sup>9</sup> (IBC2000) and the 2003 Life Safety Code (NFPA 101) as they affect the current facility used by the Peterborough Recreation Department.

#### Size Limits Established by Fire and Building Codes

Under codes, the maximum legal size of a building is dependent on how a building is constructed and what it is used for.

<sup>9</sup> IBC2000, with amendments, is the current Building Code applicable throughout the state of New Hampshire.

The current Main Recreation Offices is classified as Construction Type V-B (combustible exterior walls-unprotected) and a Business Occupancy. The current building size is under the total maximum allowable building area (7,200 square feet plus an additional 3,600 square feet (street frontage increase) for a total maximum allowable area of 10,800 square feet. A two story building is allowed.

#### Codes Issues

Current building does not present any major code violations or areas of concern which impact life safety and/or egress code requirements.

#### ADA Accessibility:

Current building complies with ADA accessibility requirements for publicly owned facilities (title II).

#### Existing Space Uses

The Main Recreation Building occupied by the Peterborough Recreation Department dates from 1995 and contains approximately 1,600 net square feet on one floor. About 91% of the net floor space, or 1,466 square feet, is directly used for specific functions for public use, administrative, conference room, public toilets and storage. The balance of the area is circulation space and mechanical rooms. Refer to Facility Needs Assessment by Department for a complete breakdown of space by specific function.



Figure 32 - Recreation Center Community Entrance and Equipment Storage Shed

The current facility will need to address the following design issues in order to effectively administer a community recreational program as outlined by the director:

- Adequate indoor program space to accommodate new programs
- Storage space for outdoor equipment, vehicles and weather sensitive supplies

## Primary Building Systems of Main Recreation Offices

The following analysis was conducted by our engineers, W.V. Engineering, Inc, and summarizes all the major systems and life-safety code items that will need to be addressed in order to continue safe and prudent operation of the current recreation department.

### Electrical Systems

#### Power Distribution

Electrical service is overhead from PSNH pole to an electrical room which enters from the outside of the building. The building has a 240 volt, 100 ampere service.

#### Branch Circuitry

Receptacles throughout the building appear to be adequate for the present use with some use of extension cords. Additional receptacles have been added.

In general, electrical system for the facility appears to be in good to excellent condition.

#### Lighting

Current lighting throughout the facility is typically surface mounted wrap around style fixtures.

#### Fire Alarm and Sprinkler System

Building does not include an ADA fire alarm system or sprinkler system in order to comply with current NFPA and ADA requirements.

#### Communication System

Communication system, including telephone wiring and CAT 5 wiring, appear to be in good serviceable condition.

### Mechanical Systems

#### Heating System

Current heating system in a forced hot air / oil fired system

Heating distribution system is ducted in the attic

Oil storage 270 gallons is located in the Mechanical Room

Cooling system in the office area is a DX system

#### Plumbing System

Size of water service to the building is unknown.



Fixtures in Men and Women public toilet rooms are tank type water closets and wall hung lavatories. Fixtures appear to be in good condition and ADA compliant.

### Characteristics of Existing Pool Building

The in ground public swimming pool was built in 1936. The current Pool Building was built in the late 1950's to replace the original, and renovated in 1993. The building is used by the Peterborough Recreation Department as a multi purpose building. The building contains approximately 2,740 net square feet on one floor. Half the building is used year-round for Arts and Crafts and other programs. The other half is not used in the winter when the pool is closed (Refer to Figure 33 and Figure 34).



Figure 33 - Existing Arts and Crafts / Bath House Facilities

About 95% of the net floor space, or 2,375 square feet, is directly used for specific functions. The Arts and Crafts portion of the building contains 1,152 square feet for recreation along with public toilets, snack bar and storage. The remainder of the building is the Bath House with public toilet rooms/showers, changing rooms, and storage. The balance of the area is circulation space and mechanical rooms. Refer to Facility Needs Assessment by Department for a complete breakdown of space by specific function.

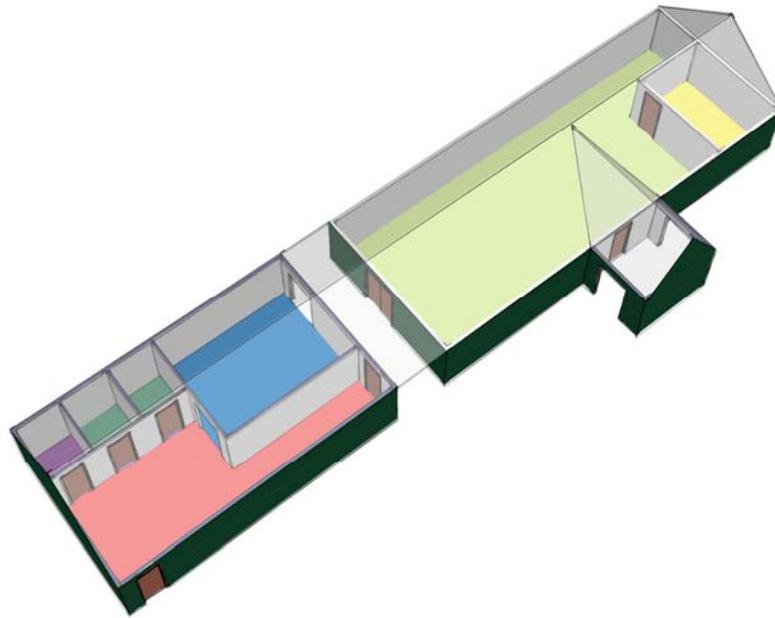


Figure 34- Existing Floor Plan Recreation & Crafts Area and Pool Changing Rooms



Figure 35 - View of Existing Arts & Crafts Area and Toilet Rooms



Figure 36 - View of Existing non ADA compliant Plumbing in Bathhouse

Pool's locker and shower rooms do not comply with current ADA regulations (Refer to Figure 36 above)

Pool's underground pump room was constructed in 1936 and has outlived its useful life in context with today modern pool equipment (Refer to Figure 37 below).



Figure 37 - Existing Pump Room and Pool Equipment

### Primary Building Systems of Existing Recreation Pool Facilities

The following analysis was conducted by our engineers, W.V. Engineering, Inc, and summarizes all the major systems and life-safety code items that will need to be addressed in order to continue safe and prudent operation of the current swimming pool facilities

The in-ground swimming pool, and underground pump room, which were officially opened in 1936, have all outlived their useful life in comparison with today modern pool equipment, facility design and ADA Guidelines. The last major equipment installation dates from 1965.

## Electrical Systems

### Power Distribution

Electrical service is overhead from PSNH poles to an electrical room. Size of service is unknown.

### Branch Circuitry

Receptacles throughout the building appear to be adequate for the present use with some use of extension cords. Additional receptacles have been added.

In general, electrical system for the facility appears to be in good to excellent condition.

### Lighting

Current lighting throughout the facility is typically surface mounted wrap around style fixtures in fair to poor condition and should be replaced.

Exterior lighting around the pool areas includes pole mounted utility style flood lights and were not viewed at night to confirm effectiveness and glare.

### Fire Alarm and Sprinkler System

Currently the building pool locker rooms and adjacent spaces do not have an ADA approved fire alarm system.

## Mechanical Systems

### Heating System

Current heating and ventilation system is limited in the Arts and Crafts portion of the building and should be replaced. There is NO heating system in the pool Bath House.

### Plumbing System

Size of water service to the building is unknown.

Fixtures in Men and Women public toilet rooms, located in the Arts and Crafts portion of the building, are tank type water closets and wall hung lavatories. Fixtures appear to be in good condition and ADA compliant. However, toilet fixtures in the Bath House are non compliant with ADA requirements (Refer to Figure 36 above).

### Fire Protection

Building is not fully sprinklered

## Recommendations

### Needs and Wants

For the purposes of this study, **Wants** are defined as improvements and changes that would enhance the operation and function of the building and make it a more desirable asset for the Peterborough Recreation Department. These suggestions and recommendations would receive lower priority when allocating scarce resources.

**Needs** are defined not solely as requirements for change mandated by law (or building codes), but also as improvements and changes that are compelling in their logic and would be a positive response to a clearly and strongly held complaints with the existing facility. Without addressing these **Needs**, the building will continue to deteriorate, frustrate many and fall short of its full potential to serve the needs of the Peterborough Recreation Department.

If the option to build new on a new site is NOT pursued the list of Needs and Wants are as follows:

Potentially, the list of **Needs** includes:

- New athletic fields properly sized for competitive competition
- Adequate reception area
- Indoor program space
- ADA – provide full compliance with access requirements for pool facilities with ADA standards
- Life Safety – install complete fire alarm system at Pool
- Replace existing HVAC and ventilating system at Pool building

Potentially, the list of **Wants** includes:

- Space for future recreation staff when programs are expanded
- Additional athletic fields
- Indoor field facility complying with contemporary standards
- Upgrade and repair existing swimming pool
- New Arts and Crafts/Bath House facility

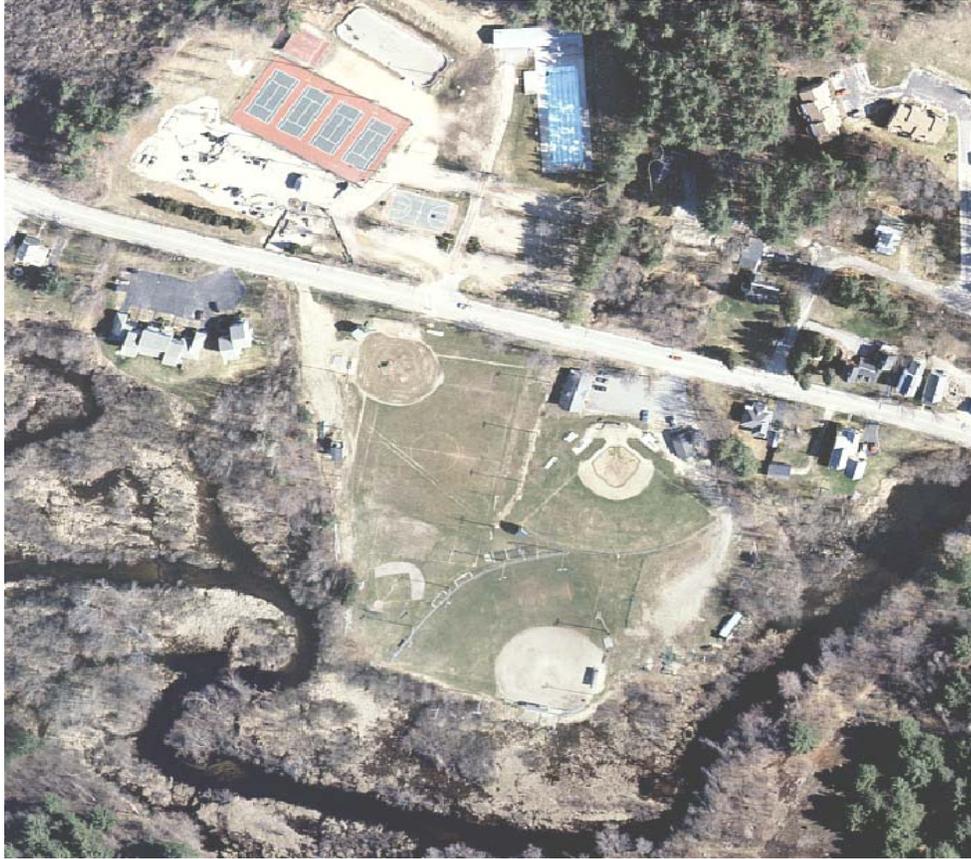


Figure 38 - View of Existing Athletic Fields