

**MINUTES**

**Master Plan Steering Committee**

TOWN OF PETERBOROUGH  
Wednesday, August 8, 2012 – 5:45 p.m.  
1 Grove Street, Peterborough, New Hampshire

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

**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 Chair**

Chair Olenik welcomed the members to the meeting.

**Election of Officers**

“Let’s get straight to it” said Chair Olenik adding “I would like to turn this over to someone else.” Mr. Zeller asked about the responsibilities of being an officer with Chair Olenik replying “just come in having done your homework.” She noted the Chairman ran the meetings and was the liaison to the Planning Board. Chair Olenik also noted “I believe in turnover, I have been Chair for several years now.”

Ms. Alpaugh-Cote asked “any volunteers?” She added she had just been elected Chairman of the Water Resources Committee “so I will not be moving myself forward here.” Ms. Ogilvie reminded the members that they will continue to have complete staff support, “we are always here to assist you” she said. Mr. Zeller replied “if you have confidence I can execute the Chairman position correctly I would be happy to do so.” Ms. Alpaugh-Cote reassured him, “you are in good hands” she said.

A motion was made/seconded (Olenik/Alpaugh-Cote) to elect Mr. Zeller the new Master Plan Steering Committee Chairman with all in favor.

Ms. Alpaugh-Cote asked if the Committee should have a Vice Chairman. Ms. Ogilvie replied “you don’t have to but it is not a bad idea.” The members decided to table electing a Vice Chairman until they had a full Committee.

**Minutes**

The Minute Taker was complimented on very complete minutes.

A motion was made/seconded (Alpaugh-Cote/Zeller) to approve the Minutes of July 11, 2012 with all in favor.

## **Review Draft of Municipal Facilities Chapter**

Outgoing Chair Olenik began with “Let’s just start at the beginning and talk about this.”

### Introduction

“Any comments?” asked Chair Olenik. Mr. Kelly replied “I would rather take a bigger picture of what is in here; I have a bigger picture in my mind.” He went on to note that “based on reading the chapter I had some basic questions as to what might be the options in terms of where we might go with this.” Chair Olenik replied that the intent of the review “is to look at the document as the big picture, what the scope of the chapter is.” A brief discussion about the scope of the chapter and the fundamental issues regarding the plans of the facilities followed. Several of the members agreed that their mission in writing the chapter was to identify the inventory for of municipal facilities with recommendations coming much later in the process. Mr. Kelly noted that he was interested in the content not the wording “so maybe the last two things (referring to IV *Recommendations* and V *Conclusions*) be discussed” reiterating “I am not so worried about the wording of the chapter, it is the content.” A brief discussion followed. Mr. Gosline suggested the group get through the inventory of the municipal facilities and then identify the issues and mold recommendations. “Let’s get through the details and then we will spend time on them” he said. Mr. Kelly agreed to review the chapter page by page.

The members reviewed the chapter page by page adding bullet points where they felt an appropriate update was necessary (this effort ultimately began in 2005 when the Master Plan Steering Committee was asked to look at resources to develop a community facilities chapter. It was put on hold while other related planning exercises and reports took place).

## **Inventory**

### Public Administration

It was noted the Upper Hall of the Town House was used for many activities. It was noted that the Hall is also rented for art programs and cultural events which should be added to the list.

### Public Safety

It was noted that while much of the comment regarding the sufficiency of the physical facilities of the Police and Fire Departments are based on references to facility feasibility studies of 2005, 2006 and 2008, the members felt they may have different conclusions after a re-evaluation of the current adequacy of said facilities. Chair Olenik suggested both Chiefs (Fire and Police) come back in to meet with the Committee. “We want to go with the current, what their needs are today” she said.

### Police

Much of this chapter stays the same. The identification of space (storage) issues remains paramount. The members briefly discussed the establishment of a 24-hour Dispatch Center and a typo was found in one of the bulleted advantages. Mr. Gosline noted the incremental staffing costs of the project. Mr. Zeller agreed, noting “on the one hand you have savings but on the other hand you have additional costs.” “Right” replied Mr. Gosline.

Fire & Rescue

One of the most significant updates was to this page. Mr. Gosline noted vast changes in the Fire Department Emergency Transfer Program. He noted that in October of 2011 the Department agreed to handle most of the patient transfers out of Monadnock Community Hospital. He noted this agreement has resulted in a dramatic increase in calls for service as well as a significantly reduced response time. “They have become a model for emergency response” he said. Mr. Gosline noted an increase in personnel (Per Diem Paramedics to staff 24/7), the increase in fleet service (from two ambulances to three and possibly four) and the problems of space availability at their current location.

Mr. Kelly noted that it sounded like the Task Force was recommending a combined facility. He added “we have other data that deals with the economics that is not mentioned here” adding “why are we not noting it?” He went on to cite the differences in the cost of selling the old versus building the new. Ms. Ogilvie reiterated the process was to begin with the inventory; “that is the way the chapter is written” she said. She noted “the idea is to do a snapshot of the status of the various departments as they are and then go through the exercise of identifying the issues, review the old and new information and see where we land (then) out of that come our recommendations.”

Ms. Ogilvie assured Mr. Kelly that the financial studies and research completed would not be discarded and would be considered at the appropriate time. “The Committee uses that information when we get in the assessment mode, after the overview” she said. Mr. Kelly asked “given the reports we are not referring to what is the purpose of this document?” Ms. Ogilvie noted that the Committee has not come to any recommendations at this time and in going through the material again “given the economic issues the Committee may come up with a totally different conclusion” adding “this is far from complete, this is just the beginning of the process.”

Ms. Alpaugh-Cote interjected “we have been asked by the Board of Selectmen to come up with suggestions and ideas” adding “we are doing their leg work.” Ms. Ogilvie reiterated “it is premature to have an economic discussion until we know what issues have been identified.

Mr. Kelly mentioned the possible sale of “the flats” (a town-owned parcel off Evans Road). He noted a figure in the millions and pointed out not only the income from the sale but the potential income from more taxes. “The economics of those documents are ignored. They are fairly important and are being ignored.” Ms. Ogilvie replied that they are not being ignored – they are being tabled until the identification of issues is complete. Ms. Alpaugh-Cote replied “you must walk before you can run, and we are trying to walk through this.” Mr. Gosline noted III *Identification of Issues* in the Table of Contents. He advised Mr. Kelly to look at the back page of the Draft “that section of the chapter is blank” he said adding “we will look at the economics once we get there.”

Chair Olenik reiterated the need to have the Chiefs come in and discuss their current needs. Mr. Kelly noted he had spoken to the Fire Chief and came away with the impression that he would like to stay where he was and add a third floor. A brief discussion about Fire moving to the current Police Department location followed as well as reiteration of all the pre-identified reasons why that scenario simply would not work.

The members also briefly discussed the graphic on page 1-6 which was a sketch of the reassignment of public and private Fire Department parking. The members agreed the sketch made good sense. Ms. Ogilvie noted Rodney Bartlett; the DPW Director was scheduled to present the idea to the Planning Board at their next meeting.

The members went on to review Public Works and its four facilities (Highway Department, Buildings & Grounds, Recycling and Utilities). Mr. Kelly noted the Highway Department had also been assessed via the numerous study reports mentioned earlier and asked about the status of those documents in the review process. Ms. Ogilvie reiterated once again that the goal is to get through the chapter, re-visit the issues of the facilities today with input from the Police and Fire Chief and the Director of Public Works and *then* re-discuss it.

The members went on to discuss the future of the lagoons at the Wastewater Treatment Facility. Ms. Ogilvie noted the Recreation Department is hoping for field space at that location. She noted that no definitive decisions have been made. Mr. Kelly asked about access and the potential necessity for a new road. A brief discussion about various (new) access points followed.

When reviewing the Highway Department Mr. Kelly asked about the existing site and the potential to expand that facility where it stands. Ms. Zeller noted the vast wetlands that surrounded the site. There was also discussion about the community problem. Mr. Kelly asked “what about the community problem?” Ms. Alpaugh-Cote replied with a brief explanation of the Evans Road neighborhood just north of the site.

Mr. Kelly replied “the headline I took away was that there was good value cited for the property” not to mention the additional tax revenues that would follow. Mr. Kelly noted he felt it was more economical to sell the property and collect the taxes on it. He asked “wasn’t this part of your work when you studied it before?” Ms. Ogilvie replied “yes, but again, we are just not there yet.” Mr. Kelly asked “not where?” with Ms. Ogilvie replying “to the conclusions.”

Mr. Kelly reiterated his take on the studies he had read and his thought that it would behoove the town to evaluate the advantage of selling the Highway parcel and combining them with Utilities. But we do not mention that” he said. Ms. Ogilvie replied “we will when we are ready to discuss it.” Mr. Kelly asked “then why did you send me those documents?” with Ms. Ogilvie replying “for background and to be able to discuss how things were and how they are today.”

When reviewing Buildings & Grounds Chair Olenik asked where the three cemeteries were in town were located. Ms. Ogilvie replied “the Village Cemetery (Concord St.), Pine Hill Cemetery (Sand Hill Rd.) and the Old Street Road Cemetery.”

The members discussed the Library (with a special recommendation to note its importance/significance as a historical building). Chair Olenik added “and the 1833 Society should be mentioned as well.” They also reviewed Recreation noting a typo was found (tennis *bang* to tennis **back** board). Ms. Ogilvie noted the Forum the 1833 Society had been working on establishing will be starting up again. “Probably in September” she said.

Ms. Alpaugh-Cote mentioned adding a word on page 1-11 (make “use the” to “make use of the”) and asked if the subtitle for the photograph could be reversed. “It is hard on my eyes” she said.

Page 1-12 depicted a photograph of the Wastewater Treatment Plant Lagoons. The members again discussed options for the parcel which included the potential use of 16 acres for recreational uses. Ms. Ogilvie reminded the members “there will be competing interests for the land once it is drained.” Mr. Kelly asked “what type of athletics?” with Ms. Ogilvie replying “fields mostly.” Mr. Kelly noted that the fields would be located right across the street from the school facilities. Ms. Ogilvie briefly explained the notion of shared resources with Mr. Kelly asking “if it is not used 365 days a year is it a good use of the land?”

In turning to the last (blank) page (Identification of Issues, Recommendations and Conclusions) Chair Olenik noted “well we got a lot done and we are ending right where James wanted to start!”

It was noted the next meeting is scheduled for September 12, 2012.

Mr. Kelly concluded by expressing his hesitancy about the economic practicality of the chapter. He noted “I see other problems, there is much more under scrutiny than a Public Works building.” Chair Olenik reiterated that the Board of Selectmen had requested the Committee research a Municipal Facilities Complex, “and that is what we have done.”

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Laura Norton  
Administrative Assistant