

MEETING MINUTES

Project Name – Town of Peterborough, NH New Fire Station – Municipal Campus Design	HKT Project No.: 22111
Meeting Title: Public Meeting: Meeting #1	
Meeting Minutes By: Janet M. Slemenda, HKT Architects	
Date: September 1, 2021	
Time: 6:00pm	
Location: Peterborough Community Center	
Attendees:	
■ General Public Members	■ Bill Hammer, HKT (WRH)
■ Committee Members	■ Janet M. Slemenda, HKT (JMS)
■ Chief Ed Walker, FD (EW)	■
■ Nicole MacStay, Town Admin. (NM)	■
■ Seth MacLean, Asst. TM (SM)	
Abbreviations: HKT: HKT Architects Inc., ToP: Town of Peterborough. NH	

Item

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- 1.01 Chief ed Walker (EW) provided an overview of the project including selection of the design team and makeup of the Committee. EW also provided information on the process and what is ahead as the project moves forward.
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- 1.02 Janet M. Slemenda (JMS) introduced HKT Architects and our experience with municipal projects and master planning, and the makeup of the design team including landscape architects, engineers, and professional cost estimators.

The focus of the meeting was to introduce the work we will be doing and to ask for participation as questions were asked to the community.

JMS also explained why the Master Plan for the campus is being completed in Phase 1:

- Master Planning takes all items into consideration from the beginning so that no planning completed in Phase 1 will adversely affect any future planning efforts for this site.
- Because there are multiple municipal groups sharing one site, the HKT team will be looking at not just placement of the first building, but looking at infrastructure, protecting the natural environment, accommodating all exterior needs, which are considerable, and creating the best possible building for the Fire Department now and any other users in the future.

JMS also detailed the Design and Planning Process: Programming and Assessment

- Site Analysis
 - Flagging and survey work is being done to define the site limitations and opportunities
 - Engineering Assessment
 - Master Planning and Option Development
 - Planning alternatives to explore spatial relationships
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- Elevation Studies to determine architectural direction
 - Engineering concepts
 - Cost Estimate
 - Following Town Meeting approvals
 - Standard design process: Schematic Design, Design Development, Construction Documentation, Bid and Construction Administration to Occupancy
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1.03 JMS then asked 4 questions for response by attendees. Note cards were also provided for written response for those who wanted to share additional thoughts. All responses are recorded.

1.04 Question #1: *What do you see as the best outcome for this Master Plan / Fire Station Design project?*

1. Clear and concise plan.
 2. Emphasis on future use of the site beyond the Fire Station.
 3. Keep needs of recreation in mind.
 4. Create New England character.
 5. Build a parking garage to maintain as much green space is possible.
 6. Can the Master Plan change with the times?
 7. Useful and sustainable Fire Station.
 8. Improve gateway to Peterborough.
 9. Enjoy support of taxpayers.
 10. Make connections to town center.
 11. Smart in sharing resources both inside and outside the building.
 12. Smooth process so that the Community is looking to subsequent phase(s).
 13. Future of the Food Panty – not to be forgotten.
 14. A Fire Station that looks historic but is modern inside with room to meet fire and ambulance needs.
 15. Also, not a huge parking lot; maybe a parking structure.
 16. Solid planning for future.
 17. Leveraging items that can be used by more than one department.
 18. Updated facilities to support EMS services.
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1.05 Question #2: *What do you see as the biggest challenges?*

1. Cost.
 2. Getting support from community.
 3. Improving site and the environmental challenges.
 4. Positive and energetic community response.
 5. Proper programming for 20 years out.
 6. Wetlands protected and all parking requirements met.
 7. Where is funding coming from?
 8. Status of existing Community Center Study?
 9. Funding.
 10. Public trust.
 11. Money of course. Getting the public to support the project with good understanding of what is gained by the project.
 12. Main message: "Firehouse First".
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1.06 Question #3: *What do you consider the best use of the site given the 4 major components that will use this site?*

1. Concern that Community Center use of site remains strong.
 2. Fate of Armory.
 3. Clarification on total site under consideration:
 - a. Evans Flat parcel – open for private development?
 - b. Clarify that the two parcels with housing on it are not in this master plan.
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4. Not clear on the amount of space for each individual program that will occupy this site.
 5. Could other municipal uses also come to this municipal site – using left-over land?
 6. Will there be two access/exit points for emergency response?
 7. Balanced welcoming to Town residents and employees.
 8. Keep trail access open.
 9. Maintain community spaces (like Farmer's Market).
 10. Include and outdoor park and hiking /biking trails to allow public to be around services. Build the trails by the Fire Station ASAP so the public buys into the costs.
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1.07 Question #4: *How could this represent the best of Peterborough when completed?*

1. Solar panels installed over parking areas.
 2. Architectural compatibility with historic Peterborough.
 3. Physical connection for pedestrian access – how can the two areas be joined via sidewalks and pathways as well as architectural and site elements.
 4. To do some renovations at the Community Center.
 5. That the solution is a creative building that reflects the artistic community in Peterborough.
 6. Health and Welfare of First Responders and anyone using this site is considered.
 7. People first focus.
 8. Sustainability – energy.
 9. The Fab Four:
 - a. Historic.
 - b. Sustainable.
 - c. Creative.
 - d. Friendly.
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1.08 Open Discussion: *How can the community add to the process? What is unique about the site that we should know about? What is your understanding of the needs of the department who will share this site? What are your concerns? What can we do to help you understand this Master Planning Process?*

1. Police: Understand Fire Department needs but less clear on Police Department needs and if we should be planning on a PD or Public Safety Building. Is their information that suggest they should not stay where they are?
 - a. Goal for PD is to assess size only and possible placement so that if this is something that should happen in the future nothing will have been built that will compromise that as an option.
 2. Can success on this site encourage future private development on adjacent properties?
 3. Campus should be welcoming.
 4. Articulate more clearly what this specific project will be.
 5. Distinguish between needs and wants.
 6. In this time of BLM, it would be nice to see public safety officials accessible to the public. So community can come along in recreational spaces like a park or garden ...not segregated.
 7. Does the possibility of adding a police station add to the cost and operations of this site? If so the police future need to be decided.
 8. The Fire Department needs are catastrophic. The Police Department needs are not.
 9. I do not want to see a public safety complex. Fire and Police are not intertwined.
 10. I do not think there should be too many shared facilities between them. They do not have the same patterns.
 11. Keep the Community Center part of the conversation. It needs love. And vision.
 12. I'd like to see some emergency rooms/shelter in the FD, for those in housing crisis.
 13. Tonight showed that we have work to do with our messaging.
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Please notify HKT Architects within 48 hours if these minutes do not accurately reflect discussions.



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Next Meeting to be held: To be determined.

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