



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Approved Planning Board Minutes Wednesday, October 1, 2014 7pm @ Community Development Department

Board Members:

Kristi St. Laurent, Chairman – Present

Alan Carpenter, Vice Chair – Present

Paul Gosselin, Member – Present

Pam Skinner, Member – Excused

Margaret Crisler, Member – Present, excused at 9:15pm

Vanessa Nysten, Member – Present

Bruce Breton, Selectman – Excused

Joel Desilets, Selectman Alternate – Excused

Steve Bookless, Alternate – Excused

Jim Fricchione, Alternate – Excused

David Oliver, Alternate – Excused

Kathleen DiFruscia, Alternate – Excused

Staff:

Elizabeth Wood, Community Planner

Laura Accaputo, Planning Board Minute Taker

In Attendance:

Jack Munn, Southern New Hampshire Planning Commission

6:30pm Non Public Meeting w/Legal Counsel

Chair St. Laurent called the meeting to order at 8:02 pm, followed by the Pledge of Allegiance, member attendance and a brief synopsis of the agenda.

2015 Master Plan Workshop

- a. Demographics Chapter
- b. Regional Concerns Chapter
- c. Land Use Chapter
- d. Vision and Goals Chapter

Jack Munn of the Southern New Hampshire Planning Commission addressed the Board. He noted the four chapters being reviewed have been revised and should reflect all of the changes and edits requested by the Board from the last review. The Board discussed and recommended the following changes by chapter:

Demographics:

- On page 1 cross out the italicized language “within the SNHPC Region” in the first sentence under the heading Surroundings. Change the heading in Table 1 from Municipalities of Similar Size to Municipalities with Similar Demographics and use this language throughout the chapters.
- Add a footnote with the actual population and keep the census data in the tables.
- The Board discussed future projections of population growth and the factors that drive these projections such as public water and sewer, radius changes to well and septic regulations, and regional factors. It was noted that without changes to water, sewer, and zoning the town will not hit these growth projections and Mr. Munn stated they may want to consider a more robust build out

study. The Board agreed to add the following language to the Future Population Growth section “preliminary build out analysis will hold us to approximately 6500 units without zoning changes. Mr. Munn also noted the projections are statistically based on historical rates, deaths, birth factors etc. using a recognized population projection methodology.

- The Board asked how the projected decline in student enrollment by 2023 reconciled with the projected 7-8% increase of dwelling units by 2023 and Mr. Munn stated this data comes from the School District and doesn't have to be included. Mr. Gosselin noted the School District provided these numbers which have historically been accurate (+/- 1%) and should be included.
- The Board discussed the language in the School Enrollment paragraph and agreed it made an untrue assessment in that it didn't count transitioning students from Salem High School to Windham High School in the enrollment figures for 2009 (2 grades) and 2010 (1 grade). The Board asked Mr. Munn to check the wording in this paragraph with the School Board. The Board also asked Mr. Munn to include the actual enrollment figures from 2008-2014.
- The Board asked Mr. Munn to verify all of the information in Table 7 with the Town Assessor and to count each unit as a dwelling unit. They also noted an error in the language below Table 7 with the asterisk where the word detailed should be detached.
- Include houses built prior to 1940 to Table 8.
- Change the language in the third sentence under Housing to read “There are currently 650 single family housing units, attached including condominiums in Windham, representing 12.43 percent of all units”.
- Change the last row of Table 16 to ‘households’ below poverty level rather than “individuals”.
- Remove any nonfactual references throughout the Chapters, such as the word only.
- Check Figure 4, the pie chart has one fewer section than the key.
- Check with the Assessor as to what a Conventional Structure is as indicated in Table 12 and confirm the year of reference.
- The Board discussed the exclusion of years with atypical net dwelling unit increases from the calculation of the annual average Dwelling Unit Projections in Table 14 and agreed all the data should be included in this table to give a more accurate long term average.
- The Board discussed the narrative under the Employment Section and felt it was important to note how many residents work in town and out of town. They also agreed the narrative should make note of recent business developments such as Medicus, Elliot Medical, Derry Medical, Convenient MD, and Quarry Brook.

Regional Concerns:

- Change the heading on page 1 to Land Use along Windham's Borders. Highlight that the information in the last paragraph regarding Derry will change dramatically.
- Add “Conservation” to the last sentence of the first paragraph on page 2.
- On page 4 Include all items of Regional Concern from the Master Plan Survey (Question #23) with a response of over 10% and check that all percentages listed are accurate. Change the last sentence on page 4 to read “This reduced funding places a tremendous additional tax burden on property owners in Windham”.
- Remove the language “of roughly” in the last sentence of the first paragraph on page 7 and replace it with “between”. Condense the information on roundabouts to one paragraph. Include the widening and rerouting of Route 111 from Rte 28 to Rte 93 in 2012 in the third paragraph. Note the widening of Route 111 between Wall St and Route 93 is currently under construction in the third paragraph.
- Double check the percentage of through traffic from the Salem town line and NH 111A Pelham town line (2.80%) and include the hard numbers to show the significance of these percentages.
- Under the Groundwater Quality and Quantity section add the following language to the third sentence of the first paragraph after the words lack of knowledge “about proper testing” and include the date and source for the data provided in the sentence that follows regarding health standards for arsenic.

Change the second sentence of the second paragraph to read “Like many towns in our region, residents in Windham rely on privately owned septic systems since there is no town sewer”. Rewrite paragraph three to include information pertaining to Route 93 only and add a footnote to see NH DES Source Water Protection.

- Check the percentages and add the numbers for Table 3. On the following page in the third sentence of the first paragraph delete the first word “Many” and replace with “A majority of”.

Land Use:

- On page 1 under the Introduction change the first word of the third paragraph from “Through” to “By continuing”.
- On page 2 under the 2005 Master Plan section in the second paragraph after the bullets, keep the first sentence only and eliminate the following 3 bullets.
- On page 3 under the section Windham’s Physical Form and Development Pattern change the wording in the last sentence.
- Label the pie chart in Figure 1 and add the percentages for Conservation and Open Space. For the source note via aerial photography.
- Label the pie chart in Figure 2.
- Add the year 2014 to the Existing Zoning Map on page 13.
- On page 14 and 15 under the Residential Districts and Commercial Districts section check each district for purposes and allowed uses and work with Ms. Wood to ensure accuracy.
- On page 17 include pictures of Medicus on Roulston Rd, Quarry Brook on Roulston Rd, Pugliese Contracting on Ledge Rd, and North Star Financial on Range Rd.
- On page 18 eliminate the narrative and picture of the Village Green and add the descriptions of Scenario A, Scenario B, and Standard Alternate Scenario from Table 3.
- Change the heading in Table 4 from Municipalities of Similar Size to Municipalities with Similar Demographics and add Hollis to this section of the table. Fill in all available missing data from the Table.
- On page 20 under the Future Land Use Recommendations section eliminate the third sentence entirely and amend the fourth sentence to read “In addition, zoning techniques such as mixed use and neighborhood oriented development are also very useful in promoting compact and pedestrian-friendly development, which was encouraged by Windham residents participating in the Visioning Workshop and responses to the Master Plan Survey.
- On page 21 add a better picture of the Rail Trail. Highlight the Moratorium and Limitations section for future review along with Impact Fees and 2015 Population.
- On page 22 delete the last sentence of the first paragraph and delete Table 5.
- On page 23 under the Mixed Use Zoning section in the first sentence of the third paragraph eliminate “and Gateway Commercial Districts” and under the Village Plan Alternative: Traditional Neighborhood Design (TND) section eliminate the word con from the first sentence.
- On page 24 under the Cost of Services Study section make a note that the data is from 2009.
- On page 25 include a note that the descriptions resulted from an aerial view.
- All of the data on pages 26-29 are still under revision by staff.
- On page 30 round up the acreage in the table and add the date to the source.

Vision and Goals:

- The Board agreed to review this chapter at the October 29, 2014 meeting.

Minutes Review/Approve

- September 10, 2014 –postponed
- September 17, 2014 – postponed

Liaison Reports

- Board of Selectman
- WEDC
- Conservation Commission
- HDC/HC
- Southern NH Planning Commission

Old/New Business (Not to include discussion of pending applications or decisions on matters requiring public notice)

Mr. Carpenter motioned to adjourn the October 1, 2014 Planning Board Meeting at 11:10pm, seconded by Mr. Gosselin. Motion passed: 4-0.

These minutes are submitted by Laura Accaputo, Planning Board Minute Taker.