



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

3 North Lowell Road, Windham, New Hampshire 03087

(603) 432-3806 / Fax (603) 432-7362

www.WindhamNH.gov

Planning Board Draft Minutes

October 12, 2016

7:00 pm at the Community Development Department

Chairman Paul Gosselin, present

Vice Chair Kristi St. Laurent, present (arrived at 7:35 pm)

Margaret Crisler, present

Alan Carpenter, present

Dan Guttman, excused

Ruth-Ellen Post, present

Kathleen DiFrusia (alternate), excused

Matt Rounds (alternate), excused

Gabe Toubia (alternate), excused

Ross McLeod, Board of Selectmen representative, excused

Jennifer Simmons, Board of Selectmen alternate, excused

Public Hearing

Case 2016-31: Preliminary Major Site Plan/Minor Subdivision and Wetland & Watershed Protection District (WWPD) (Lots 13-A-90 & 13-A-196A) 22 Roulston Road & 12 Industrial Drive

An application has been submitted by The Dubay Group on behalf of Medicus for a Preliminary Major Site Plan, Minor Subdivision & Wetland and Watershed Protection District (WWPD) Special Permit. This is a 7.495-acre parcel located in the Limited Industrial District & the WWPD. The applicant is proposing to enlarge the parking lot in anticipation of constructing a third building on the site.

To open the meeting at 7pm, Mr. Carpenter explained to the applicant why there was a potential issue with hearing the application tonight. The meeting was not opened at a public hearing last Wednesday. Meetings have a 48-hour requirement and a notification requirement. What the Planning Board can do is have a conversation with the applicant about the preliminary site plan before them. The applicant would like to wait and see if a fifth Board member shows up so that a quorum can be reached since it is likely Mr. Carpenter will recuse himself since he is an abutter.

The Board returned to the discussion of this case at 7:47pm.

Mr. Karl Dubay addressed the Board. Mr. Carpenter stated that this was a workshop discussion yet he was still going to recuse himself since he is an abutter.

Mr. Gregory stated that there was a review form Mr. Keach and the Conservation Commission. The Notice of Decision from the Zoning Board of Adjustment is also contained in the packet along with the review from TRC. This is Phase III, which is a parking lot expansion. Phase I and II have been completed. The applicant also looks forward to a Phase IV on the property.

Mr. Dubay invited Mr. Matt Morrissey up to discuss the vision of the Medicus with the Board. They are a health care staffing and consulting company. Mr. Morrissey stated that the company grew much faster than anticipated. They anticipate they will need to begin construction of a third building in the near future. The project before the Board is a step in creating a campus that the company can be housed in for the future.

The company currently has approximately 250 employees. The company also has several sites in other states. The company already has a gym onsite. There is also a cafeteria in the building. Many of the employees do go off site for lunch. Mr. Morrissey discussed some of the events that have been recently set up for the employees including: classes in the gym, a harvest festival in the parking lot, and a cafeteria. Employees have access to the building at all hours but standard hours are about 8 am to 6-6:30pm. Mr. Dubay stated that this phase of the project is asking for 35 parking spaces. There will be a full application for right side parking lot from the applicant; they hope to submit this plan within the next 10 days or so.

Mr. Dubay stated that porous pavement would be used. The circulation patterns have been upgraded so it is anticipated that the applicant may need to go back before ZBA and the Conservation Commission. The property abuts residential zoning. Mr. Dubay also discussed a future plan to create a parking lot across the street at a future point. That phase is part of a "campus master plan" for the company. Mr. Dubay reviewed the traffic flow patterns they wished to achieve in the parking lots. Also, the corner of the lot is in the Lake Overlay District and must comply with the ordinance; they must meet a maximum 30% impervious surface.

Ms. Post would like to understand the phasing. Mr. Dubay explained that the next phase of the project, being discussed before the Board, would be the corner right parking lot with a net 35 parking spaces. Following that, the future phases will be: additional parking across the street on Roulston Road and a third building. The timeline for the entire project would be within the next year to complete all three of the aforementioned phases. Ms. Post asked why the whole project was not presented in one large package. Mr. Dubay stated that Medicus just closed on the property across the street. The applicant is in need of the 35 spaces and does not wish to wait for the approval for the whole project.

Ms. Crisler asked about the spacing of the buildings; she wonders why they are clustered together in the middle of the campus. Mr. Dubay stated that there is a sky bridge connecting the first two buildings. They hope to make a similar bridge to the third building as well. The connectivity of the buildings helps the team aspect of the company. Mr. Dubay stated that the third building would probably "max out" this parcel. They would need to expand onto another parcel. Mr. Dubay stated that he and the applicant do not wish to wait for a March vote to change the status of the lot outside the Lake Overlay District.

Ms. Crisler asked about the Rail Trail. At this time, the applicant does not wish to allow weekend parking for the Rail Trail. Mr. Dubay stated that their goal is a safe, controlled environment. Ms. Crisler stated that there might need to be a gate in the parking lot to restrict access to those not employed on the property.

Vice Chair St. Laurent asked about the stonewalls. She would like to see the stonewalls be reused on the property if possible. Vice Chair St. Laurent also mentioned the currently zoned residential parcel across the street and reviewed a previous discussion that had taken place about the parcel. She also mentioned the potential need for sidewalks on Roulston Road for future considerations.

Mr. Alan Carpenter, 8 Glenwood Road addressed the Board. He is an abutter to the property. When the property was considered as a rezoned property, the Planning Board had a very busy evening that night. The residents were concerned about zoning. Mr. Carpenter also asked about a lot line adjustment. Mr. Dubay stated that it was in the packet. Mr. Carpenter then asked about drainage in the area. Both he and Mr. Dubay discussed where the culverts and drainage is under the current road. The applicant will use porous pavement. Mr. Carpenter then asked about the buffering from the parking lot to the kindergarten. There would be a swale above the parking lot. Also, traffic was mentioned by Mr. Carpenter since pick up and drop off for the kindergarten can be very busy.

Ms. Post discussed if the applicant might consider assigned spaces to prevent cars taking a long time to park and impact traffic in the area.

Mr. Carpenter rejoined the Board at 8:45pm.

Workshop

Master Plan Workshop – Historic & Cultural Resources

The Historic Subcommittee will not be coming this evening.

Discussion on Intern Funding

Chairman Gosselin does not have a printed copy of this to present as his computer recently failed. Chairman Gosselin, in lieu of sending a letter to the Board of Selectmen, would like to personally go before the Board of Selectmen to present his ideas. The Planning Board would like to request funding for two interns. One intern would compile data. The second intern would go through the Master Plan and revise and edit them so it "speaks with one voice". The interns could do these two jobs collaboratively or individually. Part of the reasoning behind having an individual or team look at the document, is to be sure the voice is consistent but to also insure that none of the chapters are in conflict with each other. Outreach is also a priority for the Board; they would like to be sure there is the proper amount of input from the community.

A motion was made by Ms. Crisler to delegate to the Chairman and Ms. Post, if she is willing, to go to the Board of Selectmen to present the letter as approved by the Board that explain the needs and funding for two interns to assist with the Master Plan. Seconded by Mr. Carpenter.

Discussion

Ms. Post would like to discuss money. She would also like the interns to help with research. Some of the data collected is already out of date. She would also like to see public outreach efforts particularly on well performance. DES is conducting a survey of some kind but it is self-reporting and either may not know to report or may not want to report.

The Board then discussed funding. They would like to request \$25,000 for the interns and for outreach; \$20,000 would be for the interns and \$5,000 would be for community outreach.

Mr. Gregory stated that the Town Administrator is doing his budget now and it will be finalized soon. Mr. Sullivan asked that this information be conveyed to the Board.

Vote 4-0. Motion passes.

Correspondence

Chairman Gosselin discussed the staffing issues in the Community Development Department per a conversation with Ms. Simmons. The Board of Selectmen has been interviewing candidates; they are diligently working through the interview process and compensation arrangements. They cannot discuss compensation or candidates publically. Chairman Gosselin also stated that there are viable candidates. Ms. Simmons, through correspondence, stated that it could be relatively soon. The Planning Board finds it very reassuring that interviews are taking place.

Mr. Tom Case came before the Board. He contacted Mr. Sullivan via email. They have selected a Community Development person subject to background check and they are working on a Planner.

Chairman Gosselin was also contacted regarding the flashing light on the corner of Range Road and Indian Rock Road. (Route 111/Route 111A) Chairman Gosselin contacted Mr. Stamnos and this Board voted unanimously to retain that light several years ago. The DOT has this information in their files. The Board of Selectman also voted on the retention of that light.

Vice Chair St. Laurent arrived at 7:35pm.

The public complaints focused around access to businesses in that area and an inability to make safe left hand turns. The light will be removed completely but the "cut through" issue may still exist. The Board discussed traffic issues on Route 111 at this time and how many other lights are currently present on Route 111. The current traffic patterns will be altered when construction is complete. DOT is making a decision on this by the end of next week. The Board can make any recommendation they would like but many roads in town are controlled and monitored by the state. The Board will add a workshop to October 19th to discuss traffic in this area. Ms. Crisler encouraged residents to talk to their state representatives and senators.

The Board had consulted the town's attorney to discuss water scarcity as a moratorium on construction. The Board has received Attorney Campbell's response. Ms. Crisler stated that she would like time to read his response thoroughly. Chairman Gosselin would like to add this to the agenda on October 19th. The document was released to the public this afternoon. Vice Chair St. Laurent would like to resubmit her email she sent to Mr. Gregory and Chairman Gosselin to the entire Board. The email will be a good summary of the previous discussions around water.

Financial Transaction

A motion was made by Ms. Crisler to recommend to the Board of Selectmen to release the financial guarantee of \$943,232.95 with \$192,268.50 remaining to DHB homes based on the KNA Report. Seconded by Mr. Carpenter.

Ms. Crisler withdrew the motion in order to hear it at next week's meeting. The seconded was also withdrawn.

Mr. Carpenter discussed the Carrier Funeral Home Project. He viewed the project last week and the project was much further along than he had first thought. Mr. Gregory stated that the funds had been released for the project per the Board of Selectmen as written in the plan. Mr. Carpenter plans to follow up with the Board of Selectmen.

Review and Approval of the minutes of September 14, 2016 & September 21, 2016

Ms. Crisler reminded the Board that minutes are edited at the meeting, not prior via emails.

RSAs: Preliminary and Conceptual hearings: Ms. Crisler would like to query Attorney Campbell to ask the protocol of the RSAs around the opening and closure of these hearings. The Board is in agreement.

A motion was made by Mr. Carpenter to approve the September 14th minutes as written. Seconded by Vice Chair St. Laurent. Vote 5-0. Motion passes.

The Sept 21st minutes will be delayed to until next week.

Complete streets: Two four-foot pedestrian lanes are marked off. The test period for the survey will be about 2 weeks. The survey will highlight what people thought about this.

Gateway Park: The Board discussed inquiring about hiring a consultant to help the Board with the project. Ms. Post wished to remind the Board of this suggestion. Members of the Board will be reaching out to potential consulting services available.

Adjournment

A motion was made by Mr. Carpenter to adjourn at 9:11pm. Seconded by Ms. Crisler. Vote 5-0. Motion passes.