



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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**Planning Board Approved Minutes
Wednesday, May 4, 2016
7:00pm @ Community Development Department**

Attendance:

**Chairman Paul Gosselin, present
Margaret Crisler, present
Dan Guttman, present
Kathleen DiFrusia (alternate), excused
Gabe Toubia (alternate), excused
Jennifer Simmons, alternate-excused**

**Vice Chair Kristi St. Laurent, present
Alan Carpenter, present
Ruth-Ellen Post, excused
Matt Rounds (alternate), present
Ross McLeod-excused**

Matt Rounds is seated for Ruth Ellen Post.

Staff:

**Laura Scott, Community Development Director
Anitra Brodeur, Minute Taker**

Case # 2016-11 Major Site Plan Application 49 Range Road (Lot 18-L-400) – Extension Request

A motion was made by Ms. Crisler to grant a 15-day extension until May 15th, 2016. Seconded by Mr. Rounds. Vote 6-0. Motion passes

Board of Selectmen & Economic Development Committee Joint Meeting – topics for discussion

The Board discussed the potential 5 items on the April 14th memo (in email link) from Laura Scott. Added to this list was TIF Districts.

If decisions are not being made in a joint meeting with the Board of Selectmen, a quorum is not necessary; the Board of Selectmen would provide a list of topics they would like to discuss.

After some discussion, the Board decided June 20th would be a good date for the Planning Board and the Board of Selectman to meet as this would allow for a more focused discussion of topics. The Board of Selectmen would like to explore the reuse of the old police station. The Economic Development Committee may also show interest in being involved in the meeting.

Within Market Square, there is a parcel of property that is owned by the town. The proposed use of this property is another potential topic of discussion at the joint meeting

Another potential topic of discussion is the Town Beautification Project.

The Chairman of Economic Development Committee will be contacted to see if they are interested in coming to May 11th Planning Board meeting. The result of the discussion is that 5 items will be discussed prior to the June 20th joint meeting.

Ms. Scott discussed the upcoming schedule for June 29th. That is the scheduled night for the town fireworks. The Board decided they would not have a meeting on June 29th, 2106. However, they would keep the July 6th, 2016 meeting. The agenda for June 29th would be put onto the June 15th agenda.

Design Regulations Discussion

The Board is not interested in talking about Standardization of Sign Regulations at this time.

Regarding Village Center and Market Square Residential Design Regulations, the Board decided after discussion that Vice Chair St. Laurent and Mr. Carpenter would have suggestions for Residential Design Regulations at the June 8th, 2016 meeting. The Board does think it is necessary to discuss “architectural design standards” within the district. The hope is that the residential design standards will be complimentary to the commercial design. The Board also discuss the “human scale” that should be present in both commercial and residential designs.

Meeting Minutes Guidelines

The following requests were made by the Board regarding minutes: times when a hearing was opened and closed, times when a Board member arrived and when he or she was seated (in bold in the notes), “Draft” watermark and page numbers on each page.

Mr. Guttman stated he thought it was important to collect the gist of the conversation, not word for word notes.

Mr. Rounds stated that intent is interpretive and accuracy is key to good minutes.

Vice Chair St. Laurent stated that the articles given to the Board and the minute taker were helpful references as guidance the minutes should capture the summary of what was said. Aim for brevity.

Mr. Crisler stated that, in the past, the minutes have been too long. A dot point presentation would be helpful. Overall, the minutes should be shorter.

Mr. Carpenter stated that the longer the minutes, the longer it takes the Board to review and approve. He stated that the April 20th minutes are good. Yet, the April 6th minutes are redundant and some text is unnecessary as examples of what to strive for and/or avoid.

Mr. Gosselin stated that it was important to capture who was opposed to the motions. He also mentioned the importance of recording the motions accurately especially when there are a lot of conditions.

Meeting Minutes – Review and Approve

A motion was made by Mr. Guttman to approve the March 16th minutes as amended. Seconded by Ms. Crisler. Vote 6-0. Motion passes.

A motion was made by Ms. Crisler to approve the March 23rd minutes as presented. Seconded by Mr. Guttman. Vote 5-0-1. Mr. Carpenter abstained.

A motion was made by Ms. Crisler to approve the March 30th minutes as amended. Seconded by Mr. Guttman. Vote 6-0. Motion passes.

A motion was made by Ms. Crisler to approve the April 6th minutes as amended. Seconded by Mr. Guttman. Vote 6-0. Motion passes.

A motion was made by Mr. Rounds to approve the April 20th minutes as amended. Seconded by Ms. Crisler. Vote 6-0. Motion passes.

Master Plan

Discussion on Master Plan Chapter Subcommittees

Mr. Carpenter stated that many of the chapters were given to subcommittees. The Planning Board would like each subcommittee to look at their chapter and then bring it back to the Board for any potential edits. Mr. Rounds and Mr. Desilets will be completing the Demographics Chapter of the Master Plan and bring it to the Planning Board.

Master Plan Phase II Chapter assignments are as follows:

Community Facilities: Mr. Carpenter
Recreation: Mr. Guttman
Economic Development: Mr. Gosselin and Ms. Post
Historic and Cultural Resources: Crisler
Natural Resources and Open Space: Mr. Guttman
Housing: Ms. Post (The Chair will follow up to confirm assignment)
Transportation: Vice Chair St. Laurent

Master Plan Demographics Chapter

Joel Desilets addressed the Board. He presented school population figures, based on town the town population figure of 16,100, which had been added to page 5. This number was generated from a town census and the town clerk; census figures were being kept manually connected to vehicle registration, births, and deaths. Census numbers are constantly moving; pgs. 4-6 speaks to future projections.

School enrollment is on pg. 8 of the chapter. Mr. Desilets worked with Tina McCoy and Adam Steel at the SAU to generate numbers around school enrollment. There was a dip in enrollment in 2009. He was able to generate 2016 NESDEQ projections.

Windham can expect increases in population in the next three years. Development outside the town of Windham will also impact population growth. Pg. 6 would be a good starting point to discuss future population growth; there would also be projections out through 2025. Zoning changes are not needed for our schools to grow, the Board was very pleased with the chart Mr. Desilets had created to show Windham's growth in a visual; there has been significant projections around population growth, particularly around school aged children. As a whole, the Board does see the merit of making projections. The Board should be looking out in the future; the data presented is the best data that the community and the schools have. For the graph, 2015 is the real data and 2016 and beyond is projected data. The Board

suggested that the colors be more complimentary; it would be easier for viewers to see. Mr. Desilets will get the updated graph with complimentary colors to the Board.

Old/New Business

The Board discussed the Well Water presentation that many members attended last week. Homeowners were encouraged to replace well caps as wells with older caps (over 5 years) are susceptible to lots of animals getting into the water source.

A water testing kit will be available for homeowners. A kit is \$200 and it would be 10% off and available on May 14th from nine to noon. Information is available through the town website.

Mr. Gosselin mentioned the Greater Salem Chamber of Commerce who recognized and thanked The Robotics Team for hosting a business after hours event.

A motion was made by Carpenter to adjourn at 10:20pm. Seconded by Mr. Rounds. Vote 6-0. Motion passes.

Approved