



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Planning Board Approved Minutes Wednesday, August 13, 2014 7pm @ Community Development Department

Board Members:

Kristi St. Laurent, Chairman – Present

Alan Carpenter, Vice Chair – Excused

Paul Gosselin, Member – Present

Pam Skinner, Member – Present

Margaret Crisler, Member – Present, excused at 9:20

Vanessa Nysten, Member – Present

Bruce Breton, Selectman – Present

Joel Desilets, Selectman Alternate – Present

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, Excused

Chair St. Laurent called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance, member attendance and a brief synopsis of the agenda.

Master Plan Workshop w/SNHPC

-Regional Concerns Chapter

-Demographics Chapter

-Existing Land Use Chapter

- Jack Munn, SNHPC addressed the Board regarding the first draft of three chapters in the Master Plan; Regional Concerns, Demographics, and Existing Land Use. He noted this is the first time a Master Plan will have a Regional Concerns Chapter and gave a summary of its contents. The Board discussed the following concerns and changes.
- Regional Concerns Chapter: Add Canobie Lake (Salem) and land along Beaver Brook (Pelham) as areas of conflict; Under Areas of Regional Concern include state adequacy funding to State of NH school funding, include surface water with Groundwater Quality/Quantity; include traffic study on through traffic to traffic topic; add remaining topics from survey and relative priority percentages; reorder section to follow priority; change impact fee report to methodology; check data for table 3 number of multi family dwellings for overlap with condos and assure accuracy of number of units; add CTAP build out study through 2012; send school enrollment projections to the School Board and Superintendent for review and reference the source of the numbers; check if Residential B, Residential C, and Village Center District is included in build out impact fee data; de-emphasize residential growth as a Windham concern and emphasize it as a regional concern and include developments such as Woodmont Commons; provide the Planning Board with information regarding impact fees relative to state roads; expand traffic count chart to include estimated projection counts through 2020; check the percentage for traffic concerns under this chapter; correct typo on page 11 table, Salem North Policy Road, should be 7800 and check the number 70000 in the 2nd paragraph to see if it should be 21000; confirm the information in the recommended long range plan for Route 111; change “PAC” to Project Advisory Committee on page 13; eliminate the language “the tax will end once the bonds are

completed” from page 14; ask Ms. DiFruscia to review the Groundwater Quality Section; narrow this section down to regional concerns only; include Cobbetts Pond in this section; include naturally and commonly occurring pollutants in the region; have DES provide analysis for more current inventory of wells and consider moving this section out of Regional Concerns chapter.

- Demographics Chapter: check population data with reports from the Town Clerk; provide a breakout of educational attainment between bachelors degree and higher; update housing data in Table 8 with Assessors data; include survey responses for how long people are going to stay in town; use source provided by Mr. Desilets for mean values of home prices and update figures; Ms. Wood will provide CTAP build out study for comparison with rate of growth; make order of tables more consistent and include surrounding towns and similar towns (Atkinson, Bedford, Hampstead); revisit verbiage in unemployment section; re-label Table 17 to Largest Employers, Ms. Wood will check to see if there are other large employers in town to add to the list and verify the number of employees (full time, part time) for each business on the list.
- Land Use Chapter: Change the language in the introduction and remove any negative connotations; correct the spelling on page 8 of “Letizio”; clean up chart 2 and 3 approved subdivisions and site plans; Ms. Wood will provide the Cost of Community Services study to SNHPC; remove the language “to protect the town” from the last bullet on page 2; add the language “and to protect historical and natural resources” to the last sentence of bullet 3 on page 3; add Route 128 to page 3 under Windhams Physical Form and Development Pattern; on page 4 remove the language “and various new urbanism land use practices” and “multimodal transportation”. Ms. Wood will look into whether there is a vacant land layer in GIS and if so provide it to SNHPC; provide a five or ten year trend analysis showing how much land is being lost (Table 5); add The Willows on Mammoth Road to Table 6 and change the time frame to 2005 through either 2014 or 2015; add more information to page 19 in the Professional Business and Technology Section highlighting the El Hefni Educational Foundation.
- The Board will direct any additional questions to staff before the September 10th meeting.

Ms. Skinner motioned at 11:20pm to waive the bylaws to take no new business after 10pm, seconded by Mr. Breton. Motion passed: 5-0.

Public Hearing:

Planning Board Rules of Procedure/CIP Citizen Alternates

Pursuant to RSA 676:1 and Article 1 of the Planning Board Rules of Procedure, a public hearing is being held to discuss amendments to the Planning Board Rules of Procedure in regards to **Article 10, Section 10.6**, pertaining to Capital Improvements Committee (CIP) Citizen Alternate Membership.

- The Chair explained they have received input from the current CIP Committee and they are in favor of these changes. The hearing was noticed and was an extra step since a hearing is not required and they need only to read the proposed amendment at a regular meeting and vote on it.

Mr. Breton motioned for the Chair to read the proposed amendment into the record, seconded by Ms. Skinner. Motion passed 5-0.

The Chair read the proposed amendments to the Planning Board Rules of Procedure Article 10 Section 10.6 into the record. The subcommittee shall consist of the following members:

- One (1) Selectman appointed by the Chairman of the Board of Selectmen whose term shall be one (1) year, an alternate may also be appointed for a term of one (1) year to represent the Board of Selectmen if the regular member is unable to participate.
- One (1) School Board Member appointed by the Chairman of the School Board whose term shall be one (1) year, an alternate may also be appointed for a term of one (1) year to represent the School Board if the regular member is unable to participate.

- Two (2) Members of the Planning Board appointed by the Chairman of the Planning Board whose term shall be one (1) year, an alternate may also be appointed for a term of one (1) year to represent the Planning Board if one of the regular members is unable to participate.
- Three (3) Members of the General Public shall be appointed as Citizen Members by the Planning Board with staggered terms of three (3) years each such that one (1) member is appointed each year. To maximize public participation in the CIP process, members of the general public shall be defined as residents not currently serving as a Selectmen, School Board Member, or Planning Board Member. In the event such a member of the general public shall become during the period of appointment a Selectman or a member of any Land Use Board their Citizen Member term will be terminated. An Alternate Citizen Member may also be appointed for a term of one (1) year to serve as needed from meeting to meeting when seated by the Chairman of the CIP as well as to fill a vacancy of a regular Citizen Member caused by a disqualifying event for a one (1) year term.
- It is recommended that these appointments take place no later than the first scheduled meeting in July.

Questions/Comments from the Board

- Mr. Desilets noted the language regarding an appointment to fill a vacancy of an alternate citizen member caused by a disqualifying event does not specify who makes the appointment. The Board agreed and amended the last sentence in the fourth bullet point of Section 10.6 Rules of Procedure as follows:
 - An Alternate Citizen Member may also be appointed by the Planning Board for a term of one (1) year to serve as needed from meeting to meeting when seated by the Chairman of the CIP as well as to fill a vacancy of a regular Citizen Member caused by a disqualifying event for a one (1) year term.
- Ms. Nysten asked if an alternate is appointed to fill a Citizen Members spot will they then appoint another alternate. Mr. Desilets stated the language suggests they may appoint another alternate and the Chair clarified the language only recommends the appointments take place before July and does not require it.
- Mr. Case stated for most committees alternate appointments are done in June and he believes they should appoint for the remainder of the term otherwise you will have all different terms. He also asked why being elected to a Land Use board such as the ZBA would disqualify you from serving on the CIP. He also does not think being elected to the School Board should disqualify someone from being a Citizen Member. Ms Wood stated there is a legal opinion from Attorney Campbell in 2007 that clearly states this. Mr. Case stated it does not mention ZBA but this proposed amendment does and he thinks the amendment should say Selectmen, School Board, or Planning Board Member. The Board agreed and amended the third sentence in the fourth bullet point of Section 10.6 Rules of Procedure as follows:
 - In the event such a member of the general public shall become during the period of appointment a Selectmen, School Board, or Planning Board Member their Citizen Member term will be terminated.
- Mr. Desilets agreed with Mr. Case that an Alternate Citizen Member's term should be for the duration of the term they are filling as a regular member. The Board agreed and reread the entire fourth bullet of Section 10.6 as follows:
 - Three (3) Members of the General Public shall be appointed as Citizen Members by the Planning Board with staggered terms of three (3) years each such that one (1) member is appointed each year. To maximize public participation in the CIP process, members of the general public shall be defined as residents not currently serving as Selectmen, School Board, or Planning Board members. In the event such a member of the general public shall become during the period of appointment a Selectmen, School Board, or Planning Board member their Citizen Member term will be terminated. An Alternate Citizen Member may also be appointed by the Planning Board for a term of one (1) year to serve as needed from meeting to meeting when seated by the Chairman of

the CIP as well as to fill a vacancy of a regular Citizen Member caused by a disqualifying event for the balance of their alternate one (1) year term.

- Ms. Nysten asked if they should add appointing another alternate and the Chair stated since they have not had CIP alternates in the past she would leave it as is.
- The Chair read the proposed amendments into the record and they will be voted on at the next scheduled meeting.

Mr. Breton motioned to adjourn the August 13, 2014 Planning Board Meeting at 11:50pm, seconded by Mr. Gosselin. Motion passed: 5-0.

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

UPCOMING MEETINGS:

August 20th

September 3rd

September 10th (Master Plan Workshop)