



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Minutes

January 4, 2023

7:00 pm at Community Development Meeting Room
3 North Lowell Road

Attendance:

- Chair Tom Earley, Present
- Vice Chair Jennean Mason, Present
- Derek Monson, Present
- Jacob Cross, Present
- Matt Rounds, Present
- Alan Carpenter, Present
- Joe Bradley (alternate), Present, arrived at 7:12pm
- Dave Curto, (alternate), Present
- Pam McCarthy (alternate), Present
- Dan Spalinger (alternate), Excused
- Bruce Breton, Board of Selectmen ex Officio, Excused
- Roger Hohenberger, Board of Selectmen ex Officio (alternate), Present
- Alexander Mello- Planning Director, Community Development
- Chris Sullivan- Assistant Planning Director, Community Development
- Renee Mallett- Minute Taker, via video

The meeting opened at 7:02pm with the pledge of allegiance and the introduction of members.

Case 2022-37 –72 Range Road (Parcels 17-H-30); Major Final Site Plan, WWPD Special Permit, WPOD Site Plan / Subdivision Land Development Application, and Final Subdivision; Zone – Gateway Commercial District, WWPD, and WPOD

Vice Chair Mason made a motion to continue Case 2022-37 to January 18, 2023 at 7:00pm. Mr. Carpenter seconded the vote. The vote passed with the following roll-call vote:

- Chair Earley, aye
- Vice Chair Mason, aye
- Mr. Monson, aye
- Mr. Cross, aye
- Mr. Rounds, aye
- Mr. Carpenter, aye
- Mr. Hohenberger, aye

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Mr. Monson made a motion to approve the minutes of November 2, 2022 as presented. Mr. Cross seconded the motion. The motion passed with the following roll-call vote and Vice Chair Mason and Mr. Hohenberger abstaining as they were not present for the meeting:

- Chair Earley, aye**
- Vice Chair Mason, abstain**
- Mr. Monson, aye**
- Mr. Cross, aye**
- Mr. Rounds, aye**
- Mr. Carpenter, aye**
- Mr. Hohenberger, abstain**

Vice Chair Mason made a motion to approve the minutes of November 16, 2022. Mr. Rounds seconded the motion. The motion passed with the following roll-call vote and Chair Earley and Mr. Hohenberger abstaining as they were not present for the meeting:

- Chair Earley, abstain**
- Vice Chair Mason, aye**
- Mr. Monson, aye**
- Mr. Cross, aye**
- Mr. Rounds, aye**
- Mr. Carpenter, aye**
- Mr. Hohenberger, abstain**

Vice Chair Mason made a motion to approve the minutes of December 7, 2022. Mr. Hohenberger seconded the motion. The motion passed with the following roll-call vote and Chair Earley, Mr. Rounds, and Mr. Cross abstaining as they were not present for the meeting:

- Chair Earley, abstain**
- Vice Chair Mason, aye**
- Mr. Monson, aye**
- Mr. Cross, abstain**
- Mr. Rounds, abstain**
- Mr. Carpenter, aye**
- Mr. Hohenberger, aye**

Mr. Monson made a motion to approve the minutes of December 21, 2022. Vice Chair Mason seconded the motion. The motion passed with the following roll-call vote and Mr. Hohenberger, Mr. Cross, and Mr. Carpenter abstaining as they were not present for the meeting:

- Chair Earley, aye**
- Vice Chair Mason, aye**
- Mr. Monson, aye**
- Mr. Cross, abstain**
- Mr. Rounds, aye**
- Mr. Carpenter, abstain**
- Mr. Hohenberger, abstain**

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Mr. Bradley arrived at 7:12pm.

Public Hearing for Proposed Zoning Amendment #4

The proposed amendment was read into the record.

Mr. Rounds made a motion to open the public hearing on 2023 Proposed Zoning Amendment #4.

Mr. Monson second the motion. The motion passed with the following roll-call vote:

- Chair Earley, aye
- Vice Chair Mason, aye
- Mr. Monson, aye
- Mr. Cross, aye
- Mr. Rounds, aye
- Mr. Carpenter, aye
- Mr. Hohenberger, aye

Board discussion followed on how item A of this amendment might impact Conditional Use Permits. Attorney Campbell’s suggested language was shared by Mr. Mello. Mr. Mello was asked if the attorney’s edits would require another public hearing. Mr. Mello had consulted with Attorney Campbell to this point but had not gotten a reply. Mr. Mello did not think it was significant enough of a change to require an additional public hearing.

Regarding the financial feasibility requirement, per item B, the board accepted the language as presented, with the caveat that the board could specify the need for more comprehensive information.

The board reached quick favorable consensus on item C. Attorney Campbell had advised that the proposed changes in Item D should be deleted and the language remain unchanged. Mr. Rounds thought the board submitted version was a reasonable zoning change and said the board should not accept Attorney Campbell’s opinion in this instance. Board consensus ultimately was to look at the subject again over the coming year and put more work into creating an appropriate amendment. Mr. Rounds thought adopting this amendment item would encourage the development of workforce housing on more appropriate pieces of land and keep those developments from being segregated to the more challenged parcels in town.

Mr. Cross thought Item E was redundant considering the possible adoption of Item C. Mr. Mello explained why the two amendments had been proposed separately. David Tanis, resident attending via Zoom, offered the suggestion of adding a sentence warning that the documentation would be subject to “immediate or future audit to confirm validity.”

The board reviewed Attorney Campbell’s proposed removal of item F and accepted his reasoning.

Mr. Monson made a motion to adopt planning board amendment #4 as edited by counsel, including the removal of item F (619.7.2) and item D (from section 619.3.3), and as otherwise amended by the board this evening and to move it to warrant. Vice Chair Mason seconded the motion. The motion passed with the following roll-call vote:

- Chair Earley, aye
- Vice Chair Mason, aye
- Mr. Monson, aye
- Mr. Cross, aye

139 Mr. Rounds, aye
140 Mr. Carpenter, aye
141 Mr. Hohenberger, aye

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143 Mr. Monson made a motion to recommend Planning Board Amendment #4 on the ballot. Mr.
144 Rounds seconded the motion. The motion passed with the following roll-call vote:

145 Chair Earley, aye
146 Vice Chair Mason, aye
147 Mr. Monson, aye
148 Mr. Cross, aye
149 Mr. Rounds, aye
150 Mr. Carpenter, aye
151 Mr. Hohenberger, aye

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155 Old/New

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157 The board reviewed a draft RFP for a project manager. Mr. Monson asked about timing for the
158 hiring of this position. Mr. Hohenberger clarified that this position was needed to review specific cases and
159 would not look at zoning in a more general way. The need for liability insurance would be further
160 researched. Mr. Hohenberger suggested the draft go to Mr. McCarthy for review before posting, to check
161 for compliance with other town ordinances.

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163 Mr. Monson made a motion to empower staff to edit the RFP draft to include board feedback
164 and to further follow through on the acceptance of bids and interviewing of potential hires. Mr.
165 Carpenter seconded the motion. The motion passed with the following roll-call vote:

166 Chair Earley, aye
167 Vice Chair Mason, aye
168 Mr. Monson, aye
169 Mr. Cross, aye
170 Mr. Rounds, aye
171 Mr. Carpenter, aye
172 Mr. Hohenberger, aye

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175 Mr. Curto updated the board as to the status of the wildlife study and inventory being proposed by
176 the Conservation Commission. The matter will be heard by the Selectmen on Monday evening.

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178 Mr. Monson made a motion that the request by Conservation for a wildlife study and inventory
179 be supported with a letter from the Planning Board. Mr. Carpenter seconded the motion. The motion
180 passed with a unanimous vote and Mr. Hohenberger abstaining as he has to review the matter when it
181 comes before the Selectmen.

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183 Mr. Hohenberger made a motion to adjourn the meeting, Mr. Carpenter seconded the motion.
184 The motion passed with the following roll-call vote:

185 Chair Earley, aye
186 Vice Chair Mason, aye

187 **Mr. Monson, aye**
188 **Mr. Cross, aye**
189 **Mr. Rounds, aye**
190 **Mr. Carpenter, aye**
191 **Mr. Hohenberger, aye**
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