



Master Plan Process Committee Meeting Minutes

A subcommittee of the Windham Planning Board

Friday, June 10, 2022 @ 10:00 AM

Community Development Meeting Room

3 North Lowell Road, Windham, New Hampshire 03087

To access via Zoom: <https://us02web.zoom.us/j/84209424955?pwd=MTR6TWwhLSmEwTnVxQkRnRFd3L0tKZz09>

Meeting number/access code: 842 0942 4955 Password: 688721 To join by phone: +1-646-876-9923

Present: Roger Hohenberger, Board of Selectmen; Matt Rounds, Planning Board; Shannon Ulery, School Board; and, Alex Mello, Director – Community Development

1) Call to Order

Mr. Rounds called the meeting to order at 10:03 am.

2) Review and Approval of the Minutes of:

May 20, 2022 – Roger Hohenberger made a motion to approve the minutes with the following revisions: fix the spelling of “were” on line 31, striking the word “medium” from line 44, and corrected “heavily” to “heavy” on line 58. Ms. Ulery seconded the motion. It was voted unanimously to approve.

3) Review of other recent NH Master Plans

Mr. Rounds stated that he liked the Auburn plan and asked the subcommittee if they would like to proceed with that as template. Mr. Hohenberger questioned what the group meant by “framework”. The subcommittee agreed that they meant the Table of Contents (as amended from the subcommittees discussion on May 20, 2022), the brevity and succinctness of the language, format, and layout. Mr. Rounds suggested that they should have lengthy data tables in an appendix and salient points in the text. Mr. Hohenberger suggested adding summary charts and graphs in the text. Ms. Ulery agreed, stated that specifics don’t need to determine right now, and suggested linking to original sources.

4) Plan for notice to supporting Boards/Committees and request of their participation

Mr. Rounds suggested to have the supporting Boards/Committees assemble a first draft of their respective chapter based on the Auburn template and indicate the proposed direction (consistent with vision) based on their outreach. Ms. Ulery clarified that the direction is to use the Auburn format and layout, but adjust for Windham content. Mr. Hohenberger noted that they should be directed to utilize the past planning efforts from 2015-2017. Mr. Mello added that goals and priorities from 2005 should be revisited to determine their relevance. Ms. Ulery stated that direction may shift from the 2005 goals/priorities. Mr. Mello noted that Staff could prepare a memorandum, with the MPPC’s blessing, and prepare a flyer for future public outreach. Mr. Hohenberger recommended to consider setting up a table at upcoming public Town events.



- 44 **5) Guidelines for supporting Boards/Committee**
45 Mr. Rounds noted the previous discussion from item 4, above, gives the supporting boards and
46 commission solid guidance.
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- 49 **6) Consider future schedule and deadlines for the support Boards/Committees**
50 The subcommittee discussed their desire to have the Master Plan published by March. Supporting
51 Boards/Committees should have their first drafts by August 31, 2022 and second drafts by October 31,
52 2022.
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- 55 **7) Consider how to acquire another member for the public-at-large vacancy**
56 Mr. Rounds stated previous suggestions included talking to someone with a good knowledge of the
57 Towns history or an ambitious student/intern. Mr. Hohenberger suggested somebody that could write
58 would be beneficial. Ms. Ulery questioned if the subcommittee needed a fifth member as the process
59 work is mostly done and public will be included in outreach with supporting Boards/Committees. Mr.
60 Rounds will go back to the Planning Board and ask to remove that member in lieu of the proposed
61 outreach strategy.
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- 64 **8) Adjournment**
65 Mr. Hohenberger made a motion to adjourn. Ms. Ulery seconded the motion. The Subcommittee
66 discussed tentatively holding their next meeting on June 24, 2022 at 10:00 am. It was voted
67 unanimously to adjourn at 10:43 a.m.