



Planning Board Approved Minutes

June 14, 2023

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

Attendance:

Chair Tom Earley, Present
Vice Chair Derek Monson, Present
Jennean Mason, Present
Jacob Cross, Excused
Matt Rounds, Present
Alan Carpenter, Excused
Pam McCarthy (alternate), Present and seated for Jake Cross
Roger Hohenberger, Board of Selectmen ex Officio, Present
Bruce Breton, Board of Selectmen ex Officio (alternate), Excused

Also present was: Alexander Mello, AICP - Community Development Director
Draft minutes provided by Alexander Mello, AICP.

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

Financial Guarantee Reduction Request - Wood Meadow Estates, Phase III (Acadia Drive and Glendenin Road)

Ms. Mason made a motion to recommend that the Board of Selection approve the request. Seconded by Mr. Rounds. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. McCarthy, aye
Mr. Rounds, aye
Ms. Mason, aye
Mr. Hohenberger, abstain

Old/New Business

Alternate Appointments:

Planning Board

Tim Zurowski – Has lived on Westchester Road for 16 years. Retired. Looking for something to be involved in outside of hobbies. Can weigh both sides of any arguments. Town needs people who care, and he does. Wants to see the Town grow the right way.

Mr. Hohenberger asked what the right direction is. Mr. Zurowski stated that he thinks a lot of building is making it feel like a city. Wants to keep it a town. Was in sales for construction truck vehicles.

Mr. Rounds noted that Mr. Zurowski ran for ZBA in the last election.

Ms. McCarthy inquired why seek an alternate seat on PB not ZBA. Mr. Zurowski stated that he thought the PB would be a better fit.

Ms. Mason asked how long Mr. Zurowski has lived here. He stated 16 year and thinks it's a great town. They choose Windham after considering many other towns in MA and NH. Ms. Mason inquired if he has watched any Planning Board meeting. He responded that he has not. Ms. Mason asked how he would



47 handle a situation where a builder has the right to build, but it was something a neighborhood didn't want.
48 Mr. Zurowski stated that if the zoning is clear and by the book, we cannot stop it.
49 Chair Earley stated that he lives in the same neighborhood as Mr. Zurowski and moved in shortly after
50 him. Thinks he has the skills and can digest lots of information to help the board.
51

52 **Mr. Mello provided an overview of the candidates for open positions, which include.**

53 **Planning Board Alternate** – Joe Bradley

54 **Design Review Committee** – Renee Mallett, Alexandra Tokanel, and Corey Porter

55 **Capital Improvements Committee** – Mark Kovacs and Jennifer Simmons
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57 **Review and Approval of the minutes for:**

58 **March 8, 2023**

59 Ms. Mason noted a typo on line 128 – it should read “in total”.

60 Mr. Rounds made a motion to approve the minutes as amended. Seconded by Ms. Mason. The motion
61 passed with the following roll-call vote:

62 Chair Earley, aye

63 Vice Chair Monson, aye

64 Ms. McCarthy, aye

65 Mr. Rounds, aye

66 Ms. Mason, aye

67 Mr. Hohenberger, abstain
68

69 **March 15, 2023**

70 Mr. Hohenberger noted typos on lines 150 (should be “is”) and 184 (should be “on the plan”).

71 Mr. Hohenberger made a motion to approve the minutes as amended. Seconded by Mr. Monson. The
72 motion passed with the following roll-call vote:

73 Chair Earley, aye

74 Vice Chair Monson, aye

75 Ms. McCarthy, abstain

76 Mr. Rounds, aye

77 Ms. Mason, aye

78 Mr. Hohenberger, aye
79

80 **April 5, 2023**

81 Mr. Hohenberger made a motion to approve the minutes as presented. Seconded by Ms. McCarthy. The
82 motion passed with the following roll-call vote:

83 Chair Earley, aye

84 Vice Chair Monson, aye

85 Ms. McCarthy, aye

86 Mr. Rounds, aye

87 Ms. Mason, abstain

88 Mr. Hohenberger, abstain
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90 **April 12, 2023**

91 Mr. Rounds made a motion to approve the minutes as presented. Seconded by Mr. Monson. The motion
92 passed with the following roll-call vote:

93 Chair Earley, aye

94 Vice Chair Monson, aye



95 Ms. McCarthy, aye
96 Mr. Rounds, aye
97 Ms. Mason, aye
98 Mr. Hohenberger, abstain
99

100 **May 3, 2023**

101 Mr. Hohenberger suggested a correction to line 196, "BOS has not made a decision". Mr. Rounds made
102 suggested a correction to line 341 "seconded the motion for discussion purposes only".

103 Mr. Monson made a motion to approve the minutes as amended. Seconded by Mr. Rounds. The motion
104 passed with the following roll-call vote:

105 Chair Earley, aye
106 Vice Chair Monson, aye
107 Ms. McCarthy, abstain
108 Mr. Rounds, aye
109 Ms. Mason, aye
110 Mr. Hohenberger, aye

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112

113 **May 10, 2023**

114 Mr. Monson made a motion to approve the minutes as presented. Seconded by Mr. Hohenberger. The
115 motion passed with the following roll-call vote:

116 Chair Earley, aye
117 Vice Chair Monson, aye
118 Ms. McCarthy, aye
119 Mr. Rounds, aye
120 Ms. Mason, aye
121 Mr. Hohenberger, aye

122

123 **May 17, 2023**

124 Mr. Hohenberger suggested the removal of lines referencing a bear attack.

125 Mr. Monson made a motion to approve the minutes as amended. Seconded by Mr. Hohenberger. The
126 motion passed with the following roll-call vote:

127 Chair Earley, aye
128 Vice Chair Monson, abstain
129 Ms. McCarthy, abstain
130 Mr. Rounds, aye
131 Ms. Mason, aye
132 Mr. Hohenberger, aye

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134 **May 22, 2023**

135 Mr. Monson made a motion to approve the minutes as presented. Seconded by Mr. Rounds. The motion
136 passed with the following roll-call vote:

137 Chair Earley, aye
138 Vice Chair Monson, aye
139 Ms. McCarthy, aye
140 Mr. Rounds, aye
141 Ms. Mason, aye
142 Mr. Hohenberger, aye



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144 **May 24, 2023 and June 7, 2023**; continued to next meeting.

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146 **Mr. Rounds requested a name plate for Chair Earley and Ms. McCarthy.**

147
148 **Mr. Rounds would like a Planning Board member to be involved in the Town's Housing**
149 **Opportunity Planning (HOP) grant.** Mr. Mello provided an overview of the NH HOP grant. Chair
150 Earley doesn't want to reopen the RFP. Supports studying infrastructure tolerances for future growth. Ms.
151 Mason and Mr. Hohenberger support the grant.

152 Mr. Monson made a motion to document PB support for Mr. Mello pursuing the HOP grant with PB
153 involvement and to re-issue the RFP with a short window for responses. The motion passed with the
154 following roll-call vote:

155 Chair Earley, opposed
156 Vice Chair Monson, aye
157 Ms. McCarthy, aye
158 Mr. Rounds, aye
159 Ms. Mason, aye
160 Mr. Hohenberger, abstain

161
162 **At 8:26 PM, Mr. Hohenberger made a motion to enter non-public session under RSA 91-A:3, II(c)**
163 **[reputations].** Seconded by Mr. Rounds. The motion passed with the following roll-call vote:

164 Chair Earley, aye
165 Vice Chair Monson, aye
166 Ms. McCarthy, aye
167 Mr. Rounds, aye
168 Ms. Mason, aye
169 Mr. Hohenberger, aye

170 Others present were Alexander Mello, AICP, Community Development Director.

171 The Board discussed appointments to alternate seats and subcommittees of the Planning Board.

172 At 8:53 PM, Mr. Hohenberger made a motion to leave nonpublic session and reconvene public session.
173 Seconded by Mr. Rounds. The motion passed with the following roll-call vote:

174 Chair Earley, aye
175 Vice Chair Monson, aye
176 Ms. McCarthy, aye
177 Mr. Rounds, aye
178 Ms. Mason, aye
179 Mr. Hohenberger, aye

180
181 **Chair Earley summarized the appointments the Planning Board made in non-public, which were:**

- 182 - Capital Improvement Plan Subcommittee
183 o To appoint Jennifer Simmons to the three-year citizen appointment term expiring in June
184 2026.
185 o To appoint Mark Kovacs to the one-year alternate citizen appointment term expiring in
186 June 2024.
187 o To renew Pam McCarthy and Jennean Mason as the Planning Board representatives to
188 terms expiring in June 2024.
189 - Planning Board Alternates
190 o To appoint Timothy Zurowski to a three-year alternate term expiring in March 2026.



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- 191 - Design Review Subcommittee
192 o To renew Renee Mallett as a member to a term expiring in May 2026.
193 o To appoint Alexandra Tokanel to a three-year term expiring in May 2026.
194 o To renew Corey Porter as an alternate member to a term expiring in May 2026.
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196 Mr. Monson made a motion to adjourn the meeting. Seconded by Mr. Rounds. The motion passed with
197 the following roll-call vote:
198 Chair Earley, aye
199 Vice Chair Monson, aye
200 Ms. McCarthy, aye
201 Mr. Rounds, aye
202 Ms. Mason, aye
203 Mr. Hohenberger, aye