



COMMUNITY DEVELOPMENT

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Planning Board Minutes

June 5, 2013

Board Members:

Kristi St. Laurent, Chairman – Present
Margaret Crisler, Vice Chair – Excused
Pam Skinner, Member – Excused
Jonathan Sycamore, Member – Excused
Sy Wrenn, Member – Present
Carolyn Webber, Member – Excused

Ross McLeod, Selectman – Present
Kathleen DiFruscia, Selectman Alternate, Excused
Vanessa Nysten, Alternate Member – Present
Alan Carpenter, Alternate Member – Excused
Jim Fricchione, Alternate Member – Excused

Staff:

Laura Scott, Community Development Director
Cathy Pinette, Planning Board Minute Taker

Call to Order/Attendance/Pledge of Allegiance

Chair St. Laurent called the meeting to order at 7:05 pm, followed by the Pledge of Allegiance, member attendance and gave a brief synopsis of the agenda.

The Chair appointed Ms. Nysten to sit for Mr. Sycamore.

CIP Interviews and Appointment

One Citizen Member – 3 year term

- The Chair stated the Board would be interviewing for one vacancy for the citizens position for the CIP Committee for a three-year term. There have been three letters of interest submitted and one candidate was interviewed at the last Planning Board Meeting.
- Mr. Robert Gustafson of 12 Ridgemont Rd. addressed the Board. He explained his time on the CIP Committee as Chairman and he would like to be appointed for an additional three-year term. He has served two three-year terms on the Committee, and stated he has learned the process and the importance of the CIP Committee to maintain the town's assets while leveling expenditures thus helping to keep the tax rate stable.
- The Board asked Mr. Gustafson if he thought more or less should be spent on the CIP on the Selectman side. Mr. Gustafson stated that in the past, departments have less requests and he thinks the need is still there.
- Mr. Steven Bookless of 38 Blossom Rd. addressed the Board. He stated he thought it was a good opportunity to be involved in the town and would like to be pointed to the position for a three-year term. He stated his professional experience includes his current position of Assistant Clinical Professor of Oral and Maxillofacial Surgery at Boston Medical Center and he is involved with

short and long-term financial viability of the clinic. He has an MBA and was an analyst for a small investment company in the past.

- The Board asked Mr. Bookless why he was a better candidate than the applicants. Mr. Bookless stated he was new blood and sometimes new people need to bring new ideas. The Board asked Mr. Bookless in his opinion how much weight would he place on the school building projects. Mr. Bookless stated the Committee needs to look at the whole Town as to where the money is needed and where it should go. He stated a strong school system increases property values. He is practical and conservative. The Board asked if he was aware of overcrowding in the Middle School. Mr. Bookless stated he thinks adding on would be the best solution.

Mr. McLeod motioned to enter into non-public session at 7:20 PM in accordance with RSA 91-A: 3 II c, seconded by Mr. Wrenn. Roll call vote all “yes”.

The Board was back in public session at 7:37 PM.

The Chair thanked all the applicants for volunteering.

Mr. McLeod motioned to appoint Mr. Gustafson as citizen member to the CIP Committee for a three-year term, seconded by Ms. Nysten. Motion passed 4 – 0.

Two Planning Board Members – 1 year term

Mr. McLeod motioned to appoint Mr. Wrenn as the Planning Board representative to the CIP Committee, seconded by Ms. Nysten. Motion passed 4 – 0.

- The Board discussed raising or changing the current CIP amount of \$40,000. The board's decision was that they would maintain that number. Staff will reach out to other Planning Board members for another volunteer.

Joint Meeting with Windham Economic Development Committee

Economic Development Committee Board Members

Paul Gosselin, Chair

Dianne Connolly

Al Letizio

Beverly Donovan

Ralph Valentine

Sally D’Angelo

Susan Denopoulos

Mr. Paul Gosselin, WEDC Chair, introduced the members of the Economic Development Committee.

SNHPC ReadySetGO! Certified Sites Program

- Chair St. Laurent stated the Planning Board would like recommendations from the WEDC regarding the ReadySetGO program.
- Chair Gosselin stated there were mixed opinions at their last meeting after the ReadySetGO presentation. The neutral feedback was that it didn't provide any significant advantages. And the

negative feedback was that it was an additional expense and really doesn't provide anything. Other comments from W EDC members included: a property owner would see it as detrimental; there would be additional steps and costs for anybody participating; there are no values that align with the Economic Development Committee's goals; retail is not included; the effort is redundant; from a Planning Board standpoint it is potentially more work.

Master Plan Implementation

- Chair St. Laurent stated the Master Plan was due to be completed by 2015 and gave an overview of the Planning Board's assessment.
- Chair Gosselin stated they have reviewed the assessment but did not discuss it at the last meeting. He stated there are number of items that the W EDC would want to work with the Planning Board on. He suggested a joint subcommittee be appointed.
- Ms. Scott stated a number of items would be worked on together. She spoke about the list and what year each item would be addressed.
- Ms. Nysten stated she thought the Planning Board was looking at one area as a potential Neighborhood Business District and would be getting together with the neighbors to discuss the District in that area. Ms. Scott stated there are a couple of areas that need to be addressed. There was also discussion about Taylor Farm being in the Neighborhood Business District, Route 111 and Route 128 and the wetlands in that corridor. Mr. Valentine of the WEDC suggested changing the zoning at the intersection of Rt. 111 and Rt. 128 from Neighborhood Business to Commercial A.
- It was suggested by the WEDC that the Route 111 area be looked at in addition to the Rt. 28 area in 2014 due to lack of water resources. It was stated that because of no public sewer some potential businesses are not coming to Windham. Ms. Scott stated the zoning maps have been updated. Once Route 93 alignment work is complete there will be additional buildable land in the Gateway. The Board is waiting for DOT to see what land will be available. The WEDC Infrastructure Subcommittee is looking for approx. \$25,000 from the Board of Selectmen for a water study this year in order to determine how much water is needed over the next 30 to 40 years, how big the water pipe must be, where the water supply will come from (Hudson, Derry or Methuen) and the cost of bringing water to the Hardwood Rd. area going east down Rt. 111 to the Hampstead line, across and down parts of Rt. 28, and the Exit 3 area. The WEDC is looking to have the BOS include the water study in their budget rather than waiting for a warrant article
- Mr. Valentine asked about some land around where Rt. 111 crosses Rt. 28. The Boards discussed split zoned parcels and Chair St. Laurent stated that the Planning Board has addressed this in their discussions with landowners in that area, and land owners want to keep things the way they are.
- The Boards discussed the park-and-ride and the new location. Ms. Scott stated it hasn't been finalized, where it is proposed would have a major wetland impact and funding has been pushed out. It was recommended that when Pete Stamos from DOT came back to the Selectmen's meeting that this should be discussed.

- The Boards and Ms. Scott discussed incubator / flexible building space and how it worked. Ms. Scott said that it is allowed depending on types of uses, number of employees, septic calculations, and parking.
- The Boards discussed alternative energy sources and if there was anything else that could be done with zoning. It was stated by the WEDC that there was not much interest in alternative energy sources. It was discussed that the Town does allow that in the Regulations.

The Joint Meeting with Windham Economic Development Committee ended at 8:45 PM.

The Board took a recess at 8:45 PM was back in session at 8:50 PM.

Joint Meeting with Conservation Commission

Wayne Morris, Chairman and Bernie Rouillard were in attendance. There was no quorum for a joint meeting but Mr. Morris and Mr. Rouillard participated in discussions with the Planning Board.

- Chair St. Laurent spoke about the items that were on Ms. Scott's list for joint discussion. Which included: Open Space Residential Overlay District; Wetland and Watershed Protection District, and Open vs. Closed Drainage for Roads.

Open Space Residential Overlay District

- Ms. Scott stated in most open space developments there are no more homeowner associations. Most open space in these developments are being offered to conservation commissions first and then a home owners association because of encroachment issues. These encroachment issues usually come up when houses are sold and boundary markers have been moved. Mr. Morris stated that new homebuyers are not always aware of easements on the properties. Mr. Morris thinks it is a good idea to dedicate open space in the subdivision to the Conservation Commission. Ms. Scott stated she and the assessor are working on open space areas to let people know what they are responsible for with open space and easements. The Boards discussed conservation easements on open space. Chair St. Laurent questioned if the Open Space Ordinance was working. Mr. Rouillard stated that since it was adopted, it is being used to get more lots out of a parcel than normal and stated an applicant should bring a standard subdivision plan and an open space plan. Mr. Morris stated a yield plan should be required and Chair St. Laurent stated the Board is now requiring that. The Boards discussed: Having the same number of lots that would be allowed under a conventional plan was always the intent of the Open Space Ordinance, Open space subdivisions can be a benefit because they reduce the amount of land that needs to be carved up for lots., having conservation/open space/easements given to the Conservation Commission and language added to the ordinance for open space subdivisions. There could also be an incentive to developers that less than 65% open space is required if the developer develops adjacent to Town conservation / trails / existing open space land and connects the subdivision open space land to existing conservation land, open space and/or trails and the easement is granted to conservation. A house lot has a definitive range of value regardless of the lot size. The developer will benefit by having less road to develop and may not need to cross wetlands (which is very expensive) and will get the same number of lots. Mr. Rouillard volunteered to be on the Open Space Subcommittee.

Wetland and Watershed Protection District

- The Boards discussed having wetland buffer placards on the trees in this District. They discussed putting language in the WWPD Ordinance or the Subdivision Regulations to reflect this. Mr. Morris suggested vernal pool “no cut” markers should also be required.

KNA Draft Language

- The Boards discussed the KNA draft language of 2009 and the Planning Board had decided to take another look at this language. They have had workshops and have not finalized it. Mr. Morris stated the language has worked for 35 years and he believes it works well.

Open vs. Closed Drainage for Roads

- The Conservation Commission would like open sheet drainage for roads whenever possible for environmental and cost reasons. The Planning Board will look at where they can do sheet drainage as opposed to closed drainage depending on the topo.

Aquifer Protection District

- Mr. Morris volunteered to be on the Aquifer Protection District Subcommittee. Ms. Scott stated the Southern NH Planning Commission will provide some free services to the Town for and work on the Aquifer Protection District Subcommittee.

Mr. Morris and Mr. Rouillard left the meeting at 10:00 pm

2014 Town Meeting List Prioritization and Subcommittee Assignments

- Ms. Scott provided the Board a memo dated 5/31/2013 for 2014 Town Meeting items that the Board wanted to address. The Planning Board created subcommittee members for these items. Some items will be addressed by staff. Ms. Scott will ask members not in attendance if they would like to volunteer for a subcommittee.
- Chair St. Laurent asked Ms. Scott about the procedure for non profit signs and advertising on a business. Ms. Scott stated non profits can get a permit to advertise at a business but not on the outside of the business.
- Ms. Nysten would like the Board to look at the zoning at 16 Roulston Rd instead of just staff as there was a lot of public input on this lot at a previous meeting. She thought that a transitional District such as Neighborhood Business District may be a good choice. Mr. Wrenn agreed and suggested adding this to the Neighborhood Business District Subcommittee work. Ms. Nysten asked if this type of zoning change on this lot is allowed. Ms. Scott said yes.

Sub-Committee Planning Board Assignments

Town Meeting Work with Subcommittees

Aquifer Protection District (Section 609)

Ms. Crisler

Zoning District Boundaries (NBD Section 604) 16 Roulston Road (13-A-100) Zoning District

Mr. Wrenn and Ms. Nysten

Open Space Ordinance (Section 611)

Mr. Carpenter and Ms. Skinner

Town Meeting Work without Subcommittees

WWPD

Mr. Sycamore

Open Space and Landscaping (Section 705)

Mr. Fricchione

Accessory Buildings and Swimming Pools (Section 703)

Ms. DiFruscia

Sign Ordinance - Section 706.3.1 and 706.4.1

Ms. McLeod and Chair St. Laurent

Staff Items:

1. Definitions – Boarding House/Rooming House; Frontage
2. Variance Duration (Section 902)
3. Section 300.16/302
4. Cobbetts Pond & Canobie Lake Watershed Protection District (Section 616) – adding language on protecting drinking water resources/wellhead areas in purpose section.

- Ms. Nysten asked about lodging houses and tourist homes/courts and Ms. Scott will check the regulations for that language.

Meeting Schedule Update – was provided to the Board

Liaison Reports

- Board of Selectmen -Mr. McLeod stated the BOS is just starting to work on the budgets for next year.
- WEDC – Mr. Wrenn stated they are working with the water company, DES and they will be asking the BOS for money to do a water study.

- Southern NH Planning Commission – Ms. Scott stated they had the last public forum on Granite State Futures on June 1st.

April Staff Report – was given to the Board

Adjournment

Mr. McLeod motioned to adjourn, seconded by Mr. Wrenn. Motion passed 4 – 0.

Meeting adjourned at 10:27 pm.

These minutes were approved 8/6/13 and respectfully submitted by Cathy Pinette, Planning Board Minute Taker