



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Approved Planning Board Minutes

Wednesday, March 25, 2015

7:00pm @ Community Development Department

Board

Members:

Alan Carpenter	Chairman	Present	Joel Desilets	Selectman	Excused
Paul Gosselin	Vice Chair	Present	Jim Fricchione	Alternate	Resigned
Kristi St. Laurent	Member	Excused	Steve Bookless	Alternate	Resigned
Ruth-Ellen Post	Member	Present	Kathleen Difruscia	Alternate	Excused
Margaret Crisler	Member	Present	David Oliver	Alternate	Excused
Dan Guttman	Member	Present			

Staff:

Laura Scott, Director, Community Development

Suzanne Whiteford, Minute Taker

Chair Carpenter sat David Oliver for Ms. St. Laurent

Chair Carpenter called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance, member attendance with introduction of new board members.

Motion by Mr. Gosselin to accept the resignations of Jim Fricchione and Steve Bookless

Second Ms. Chrisler

Vote 6-0-0

Motion carried forward

Board discussion regarding alternate replacements, how many alternates, and length of term for alternates
Ms. Scott will reach out to members of the community that recently ran for a seat on the Planning Board and offer them an opportunity to apply and interview for a seat as an alternate on the Planning Board
The number of alternates is up to the Planning Board
The term of the alternate is up to the Planning Board

Board discussion regarding Planning Board recommendations of members and alternates to The Southern New Hampshire Planning Commission

Planning Board to recommend 2 alternates to the

Chair Carpenter requested attendance of current members and alternates prior to making a recommendation to the Commission

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Mr. Guttman requested a description of role and responsibility of the members and alternates participating on The Southern New Hampshire Planning Commission.

Chair Carpenter reviewed the agenda for tonight's workshop

What is the vision for the board?

What does the board want to accomplish

Ms. St. Laurent's top 3:

1. Master Plan
2. Subdivision Regulations
3. Growth Mgt. Ordinance

Ms. Post's top 3

1. Streamline meeting time
2. Flip chart or white board available at all meetings.
3. Subcommittee to revisit support for consultation on master plan completion

Mr. Guttman's top 5

1. Completing the Master Plan
2. Market Square Ordinance
3. Ground Water Recharge Ordinance
4. Incentives for Renewable Energy
5. Town of Windham You Tube Channel

Mr. Oliver's top 3

1. Growth Management Ordinance
2. Completing the Master Plan
3. The Market Square

Ms. Crisler's top 3

1. Growth Management Ordinance
2. Commercial development suitable for Windham (Market Square & Village Center)
3. The Master Plan
4. Revisit Elderly Housing

Mr. Gosselin's

1. Master Plan
2. Market Square
3. Commercial Development; specifically PBT (professional business technology)

Chair Carpenter's

1. Master Plan
2. Growth Management Ordinance
3. Service Roads, preplanning service roads to minimize traffic and environment sensitivity

Ms. Scott's top 3

1. Subdivision Regulations with focus on

Chair asked Board Members' to rank by work effort (10=taking the longest time and most work, 1= least amount of time and work to complete)

Master Plan	10
Elderly House	8
Subdivision Regulations	2
Service Roads	10
Growth Management Ordinance/GMO	10
Streamline Meeting Time	3
Flip Chart	1
Market Square	10
You Tube Channel	5
Groundwater	10
Commercial Development/PBT	3
Energy Incentives	5
Village Center	10
Site Plan	3

Prioritization of the List

1. Master Plan
2. Subdivision and Site Plans
3. Market Square
4. Streamline MTG/Flip Chart/You Tube Channel
5. PBT
6. GMO

Remaining items to prioritize and revisit after working on above list:

Elderly Housing

Service Roads (some will be covered in the Master Plan)

Groundwater

Energy Incentives (some will be covered in the Master Plan)

Village Center

Overall Plans to achieve Goals:

- Energy Incentives: will be part of the Master Plan, part of the Energy Committee Chapter
- Site Plan/Subdivision Regulations: review and come to meeting prepared , tentatively schedule 4/8/15
- PBT: Mr. Gosselin to review ahead of meeting time with Laura
- Market Square: Ms. Scott will send property owners a certified letter inviting the property owners to the 4/29 meeting and requesting permission to do a site walk of the parcels prior to 4/29, include language there is a plan to rezone the property in cordial non-adversarial language
- Master Plan: 4 chapters remain to be completed. Ms. Scott reviewed the various stages of completion for each chapter. Chair Carpenter reviewed RSA requirements of Master Plan revisit

every 4 or 5 years. SNHCP was requested to update the current 4 chapters, did not do what was requested and the quality of work was substandard. Feedback from the survey was similar to the feedback from residents 10 years ago which means the Master Plan required an update rather than a total revision.

Chair Carpenter suggested sending chapters to necessary committees for edits and updating the chapters after committee input and edits.

Mr. Gosselin suggested to expand Chair's suggestion by having a PB member work with the various committees on editing the chapters in a spirit of receiving a more complete work product for the PB to finalize. Reach out to various committees and ask if they are willing and have time to work on editing the chapters. Volunteered to work with EDC editing Chapter

Ms. Post requested on completing phase 1 and revisit the process of funding a consultant for phase 2.

Ms. Crisler agreed with above suggestions to complete the writing of the Master Plan. Volunteers to work with Conservation Committee editing Chapter

Chair Carpenter suggested the Board focus on completing the first 4 chapters that are currently a work in progress.

Ms. Scott suggested completing the first 4 chapters of the Master Plan then work on the Energy Chapter and the Community Facilities chapter. Energy Committee already volunteered to write the Energy Chapter. The Energy Chapter is a new chapter.

Chair Carpenter suggested staff send a letter out to the various committees and inform them the PB is updating the first 4 chapters of the Master Plan and is asking for assistance from various committees to work on updating the chapter with a PB member. Including in the invitational letter is a time frame of expected completion.

The PB (via staff) will be reaching out for assistance with Master Plan chapter editing from Conservation, Economic Development, Energy, and Historic District/ Heritage committees.

Ms. Scott will meet with Chair Carpenter to finalize next week's meeting/workshop and electronically communicated to the Board members.

Motion to adjourn by Ms. Crisler

Second Mr. Guttman

Vote 6-0-0

Meeting adjourned 9:15pm

