



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Minutes
February 29, 2012

Board Members:

Chairwoman Ruth-Ellen Post – Present
Vice-Chair Margaret Crisler – Present
Pam Skinner, Member - Present
Kristi St. Laurent, Member – Present
Jonathan Sycamore, Member – Present
Carolyn Webber, Member - Present

Ross McLeod, Selectman Member - Present
Kathleen DiFruscia, Selectman Alternate, Arrived 7:05
Sy Wrenn, Alternate Member – Present
Lee Maloney, Alternate Member – Arrived 7:21
Vanessa Nysten, Alternate Member - Excused

Staff:

Laura Scott – Director of Economic Development
Mimi Kolodziej – Planning Assistant

Call to Order/Attendance/Pledge of Allegiance:

Chairwoman Post called the meeting to order at 7:01 pm followed by attendance and the Pledge of Allegiance.

The Chairwoman introduced Ms. Cheryl Hass, the Town's Recreation Director, who presented an overview of the Recreation Master Plan for Board feedback and recommendations. The Board will need to decide whether or not to hold a Public Hearing for possible adoption as an addendum to the Town's Master Plan.

Ms. DiFruscia arrived at 7:05 pm.

Recreation Master Plan Presentation/Q&A:

Ms. Cheryl Haas provided a brief history of the development of this Master Plan which started in 2005. As of 2007, she was joined by a subcommittee composed of Bill Brennan, Mike Hatem, Chris O'Neil, John LaRochell, and Ralph Valentine. Ms. Haas walked through the 5 segments of the report.

I. Program Information –

- Recreational interests cover all ages and is constantly changing to meet interests
- Programs have increased significantly since 2005
- The majority of the programs come out of a Recreation revolving fund based on users' fees
- Only community events come out of the regular budget

II. Facilities

- The school is responsible for maintaining and scheduling their fields, not recreation
- At the end of the document there is a section on the various school facilities
- The high school has recently lost a field at Golden Brook due to the Kindergarten

Vice-Chair Crisler asked whether there had been any progress in combining the needs of the Town fields and the School fields to reduce the cost of maintenance. Ms. Haas said nothing has occurred.

Ms. DiFruscia noted and Ms. Haas agreed that the Town and Recreation do use each others fields.

- Town Fields – Ms. Haas is responsible for scheduling and maintenance of Town fields
- She has a \$20-25,000 budget for field maintenance
- Mr. Barlow has a separate budget for mowing and fertilizing

Board comments/concerns included:

- Ms. DiFruscia confirmed that there is no real possibility for additional parking at the Town Beach or at Roger's Field.

Ms. Maloney arrived at 7:21 pm.

- Ms. DiFruscia asked about the lights at Griffin Park. Ms. Haas said that she is exploring additional lighting based on public interest. Ms. DiFruscia said it may not be a priority at this time.
- Ms. Webber asked about additional parking and suggested that when the lot is full, the lot should be closed off. She noted that the Report said usage is down, and taxpayers need a break for a few years.
- Mr. McLeod asked Ms. Haas to look into the drainage at Nashua Rd. The State has now classified it as a wetland. He thinks the infrequent parking problem could be managed better by different scheduling.
- Ms. DiFruscia asked about the Tokanel Field well. Mr. Dennis Senibaldi said that it is a point well of 15-20 feet depth, not a drilled well which the Town will need at some point.
- Chairwoman Post said that Town Safety, Fire and Police, may need to look at insufficient parking before decisions are made.

III. Youth Sports Leagues

- Ms. Haas walked through the Town sports leagues and how field scheduling and maintenance is handled
- Some of the leagues are involved in field maintenance

Mr. McLeod noted that the Fields need good drainage, so they may be used earlier in the spring season.

- Ms. Haas is currently at work on the needs and wants for the leagues over the next 5-year period
- The Windham Wolverines is a new football league in town and includes football and spirit
- This will place a need for additional space for Town recreation fields

IV. Trends in Recreation

- At the national level there is an increase in demand; also at the State level the need exceeds the supply in athletic fields
- There is a need for collaboration between Towns and Schools
- There is an increase in visibility of the role recreation plays in defining communities

V. Future Needs and Planning

- Improving all fields and facilities to the condition of average or above
- Continue working with the schools on sharing fields, maintenance, and facilities
- Developing a maintenance schedule to be part of the budget process
- Continue adding programs to meet community needs
- Developing additional field space for youth sports leagues

- Explore opportunities for all Windham Youth Leagues to unite in order to share ideas and costs

Board comments/concerns included:

- Ms. DiFruscia mentioned turf vs. sod to help alleviate maintenance issues. Ms. Haas will look into it and noted the high cost of turf. Ms. DiFruscia also inquired about the availability of matching funds. Ms. Haas said there is not much available. Also, federal funds usually come with field restrictions.
- Vice-Chair Crisler asked how many more fields the Town needs; Ms. Haas said that the Master Plan calls for 2-4 more fields by 2012. Vice-Chair Crisler suggested the Board consider recreational impact fees at some time. She also asked about left over money in the revolving funds. Can that money be used in other sports/interests? Ms. Haas said that users fees usually stay within the sport/interest.
- Mr. Wrenn asked what roll Recreation plays in using Conservation Land: Ms. Haas said that it is used for passive recreation. Con Com oversees Conservation land and, generally, recreation plays no roll.
- Ms. Webber noted that the first Master Plan included Historic. They now are working on their own Master Plan.

Chairwoman Post opened the presentation to the Public. Hearing none, she closed the presentation.

Mr. McLeod motioned to schedule for Public Hearing on whether the Board will adopt the Recreation Master Plan as an addendum to the 2005 Town Master Plan. Seconded by Vice-Chair Crisler.

Ms. Scott asked the Board if they wanted to send the document to ConCom or the Rail Trail for comments. They responded no; they wrote them. She also asked that the figures and information be updated. Ms. Haas will update.

Ms. Webber asked Ms. Haas to add more mature adult interests. Ms. DiFruscia agreed.

Mr. Sycamore asked if the Recreation Master Plan includes a High School review. Ms. Haas said the High School Review is an addendum the Rec Committee voted to include.

Ms. Skinner noted that the Windham Wonderland belongs to the Cemetery.

Ms. Scott suggested scheduling a Public Hearing on April 18 with the Report to be in the department by March 30. Chairwoman Post clarified that the only changes to the Plan, at this point, is to update the figures and parking at Griffin Park.

Motion passed: 7-0.

Updated School Impact Fee Methodology Presentation/Q&A:

Mr. Roger Hohenberger walked the Board through a summary and PowerPoint presentation of the 2011 School Impact Fee methodology. He introduced Stephanie Wimmer who provided him with school data and credited Ms. Scott and Mr. McLeod with their assistance. He wanted the Board to know, that being part of this Plan, does not mean he endorses it.

He explained the procedure for updating the calculations and the factors that are a major impact. He walked the Board through the school enrollment figures, space requirements, and the housing multiplier. A bubble class is going through the system now and should level off at 3,000 students (K-12) in 2018. He followed this with a breakout of the Proposed Impact Fee for the Town.

There was discussion about impact fees for condos and multi-family housing. There was no agreement.

Ms. Scott said that if the Warrant Article passes, she would need the updated document by 3/30 so it could be posted and ready for an April 18 Public Hearing.

The Board members thanked Mr. Hohenberger for the significant time and expertise he has donated over the years to the development of this methodology.

Financial Guarantee Release:

- **Cristy Road**

The Town is currently holding a 1-year maintenance cash financial guarantee of \$23,592, plus interest, for improvements associated with the Cristy Road Extension Subdivision.

- Fire Department has no concerns.
- Keach-Nordstrom and Highway suggest retaining \$5,000 to resolve the treatment swale and vegetation at the end of the road.
- Legal counsel has already reviewed and signed off on the deed.

Mr. McLeod motioned and Vice-Chair Crisler seconded to approve the partial release of the Cristy Road bond for \$18,592, plus interest, and retain \$5,000 to ensure the treatment swale and vegetation at the end of the road be addressed.

Ms. DiFruscia confirmed that Ms. Scott has all the needed certifications. She does.

Motion passed: 6-0-1. Mr. McLeod abstained.

Vice-Chair Crisler motioned and Ms. Webber seconded to recommend to the Board of Selectman to accept Cristy Road Extension as a Town road. Motion passed: 6-0-1. Mr. McLeod abstained.

- **Windham Meadows II**

The Town is currently holding a cash financial guarantee of \$68,325 which was put in place by Eight Mammoth Road, LLC for Windham Meadows II, Misty Meadow Road, Station 29+50 to 46+95 and Brookview Road, Station 00+00 to 15+50, and associated drainage structures and landscaping.

These roads and drainage structures are private and are owned and maintained by the condo association of the development. The condo association has offered a letter of support for the partial release of this bond. The estimated cost to complete minor road work is \$27,635.

The developer has requested that the remaining cash financial guarantee of \$35,000, plus interest, be returned and that \$33,325 be held until the minor road work is completed.

Vice-Chair Crisler motioned and Ms. Skinner seconded to approve the partial release of \$35,000, plus interest, and retain \$33,325 until the minor road work is complete on Windham Meadows II, Misty Meadow Road and Brookview Road. Motion passed: 6-0-1. Mr. McLeod abstained.

The Board extended thanks to the Windham Meadows condo association for their past assistance.

Meeting Minutes Review and Approval:

- February 14, 2012

Vice-Chair Crisler motioned and Mr. McLeod seconded to accept the minutes of February 14, 2012 as amended. Motion passed: 6-0-1. Ms. Webber abstained.

Mr. McLeod stepped down and was replaced by Ms. DiFruscia.

- February 15, 2012

Vice-Chair Crisler motioned and Ms. Skinner seconded to approve the minutes of February 15, 2012 as amended. Motion passed: 5-0-2. Ms. Webber and Mr. Sycamore abstained.

Member Binder Updates – Tab #16: -Legal and Law updates distributed.

Discussion on Reconsideration of 1/11/12 Approved Minutes:

The Board decided to reconsider the 1/11/12 minutes at the next Board meeting on 3/7.

Discussion on 2012 Proactive Work List:

The Proactive work list was moved to 3/21. The Chairwoman asked the members to consider their top 3 priorities.

Mr. Sycamore asked whether the Board should consider the length of the Warrant for next year.

There will be a 6:30 start time for the March 7 meeting.

The IT Director needs to know which colors the Board would like for the various zones, so the map can be printed out for the Town Election.

Old/New Business:

The Chairwoman would like to be called if there is correspondence to the Chair that she may pick up.

There is one new home occupation on deck.

Adjournment:

Ms. DiFruscia motioned and Mr. Sycamore seconded to adjourn. Motion passed: 7-0.

The meeting adjourned at 9:27 pm.

These minutes are respectfully submitted for your approval by Mimi Kolodziej.