



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Minutes

March 20, 2013

Board Members:

Margaret Crisler, Chairman – Present
Kristi St. Laurent, Member – Present
Pam Skinner, Member – Present
Jonathan Sycamore, Member – Excused
Lee Maloney, Alternate Member – Excused

Carolyn Webber, Member – Excused
Ross McLeod, Selectman Alternate – Excused
Kathleen DiFruscia, Selectman, Present
Sy Wrenn, Alternate Member – Present
Vanessa Nysten, Alternate Member – Present

Staff:

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

Call to Order/Attendance/Pledge of Allegiance

Chair Crisler called the meeting to order at 7:06 pm, followed by the Pledge of Allegiance, attendance and gave a brief synopsis of the agenda.

Election of Officers – Chair & Vice Chair

Ms. DiFruscia motioned to nominate to the position of Chair, Ms. Kristi St. Laurent, seconded by Mr. Wrenn. Motion passed 5 – 0 – 1 with Ms. St. Laurent abstaining.

Mr. Wrenn motioned to nominate to the position of Vice Chair, Ms. Margaret Crisler, seconded by Ms. DiFruscia. Motion passed 6 – 0.

- Going forward in these minutes, any reference to the “Chair ” will refer to Ms. St. Laurent. Any reference to Vice Chair will refer to Ms. Crisler. Mr. Wrenn is now a regular member of the Board due to the election. Ms. DiFruscia stated she is now the Selectman Alternative and Mr. McLeod is the Selectman’s Rep. In the next set of minutes for the Board, all members titles will be reflected properly.
- The Board thanked Ms. Crisler for her time as Chair for the past year and Ms. DiFruscia stated it was a wonderful educational opportunity to work with Ms. Crisler.

SNHPC Appointments – Review and Recommendation

- The Chair spoke about the SNHPC and how there are three voting members and three alternate positions. She stated the Board had two letters of interest this evening, one being from Mark Samsel and one from Eileen Mashimo. Ms. Scott stated the Board is making a recommendation to the Board of Selectmen.
- Mr. Samsel was not able to attend this evening's meeting and the Chair read his letter of interest into the record.
- Ms. Mashimo addressed the Board. She stated she is interested in regional planning and has been to multiple meetings and feel she would be an asset to the position. Ms. DiFruscia asked Ms. Mashimo what her thoughts were on the Regional Sustainable issue. Ms. Mashimo stated she does not personally support it, but as a member would support it for the Town. The Chair asked Ms. Mashimo if she was the Supervisor of the Checklist for the Town. Ms. Mashimo stated yes, for one year.

Ms. Crisler motioned to go into nonpublic session at 7:15 PM under NH RSA 91-A:3 II (c), seconded by Mr. Wrenn. Roll call: Kristi St. Laurent - yes; Margaret Crisler - yes; Pam Skinner - yes; Kathleen DiFruscia - yes; Sy Wrenn - yes; Vanessa Nysten- yes Motion passed 6 – 0.

Ms. Crisler motioned to come out of nonpublic session at 7:30 PM, seconded by Ms. Skinner. Motion passed 6 – 0.

Ms. Crisler motioned to recommend to the Board of Selectmen to appoint Mr. Mark Samsel as a regular full-time member to the SNHPC and to advertise the alternate positions as there was only one applicant, seconded by Mr. Wrenn. Motion passed 5 – 0 – 1 with Ms. DiFruscia abstaining.

Ms. Crisler read the public hearing notice into the record.

Ms. DiFruscia motioned to move to public hearing Site Plan Regulations, seconded by Ms. Crisler. Motion passed 6 – 0.

Site Plan Regulations – Public Hearing

A public hearing is to be held in accordance with NH RSA 675:6 (Method of Adoption), to adopt new Site Plan Regulations, as allowed under NH RSA 674:43 (Power to Review Site Plans) and NH RSA 674:44 (Site Plan Review Regulations).

- Ms. Scott stated she had a memo from Attorney Campbell regarding the Site Plan Regulation amendments dated March 14, 2013 and he had only one concern. There was also an e-mail from Mr. Tom Case regarding two items that Ms. Scott would address but they did not pertain to site plans. Mr. Case stated that single family dwellings were not exempt in open space. Ms. Scott explained this. Mr. Case was concerned with the Design Regulation Committee meetings and times held, why the meetings were not advertised, and where the minutes were posted. Ms.

Scott stated there have only been three meetings and they have been posted on the Town's website. She stated minutes are posted and recommendations are given to the Planning Board. All information from these meetings is located in the Planning Board's application package by case number and also in the Community Development Office. The meetings are held at different times and when members are available if a review is needed. Ms. Scott will see if something can be done for posting of the minutes on the website to make them easier to find.

- Ms. DiFruscia acknowledged and recognized the students in the audience who were doing a project. The Scott stated they were from BG and were doing a civics paper.
- All draft sections of the Site Plan Regulations were good and the following will be changed:
- Section 302.5 will be moved up under Section 302.3 and renumbered.
- Add to Section 601.1 "a letter of intent detailing the proposal".
- Section 602.1.2.4 take out "with detailed information as required under 603.2 .4" and add in" showing existing conditions and propose changes drawn to scale"

Ms. Crisler motioned to adopt language in Section 602.1.2.4 to say 'showing existing conditions and propose changes drawn to scale', seconded by Ms. DiFruscia. Motion passed 6 – 0.

- Add to Section 60 3.1.2.1 "a letter of intent detailing the proposal".
- Section 1003.3.2. After the wording "outcome of the work" the following will be added "or adversely affecting an abutting property"

The Chair opened the hearing to the public at 8:30 PM, hearing no comments the public portion was closed.

Ms. Crisler a motioned to adopt as amended the Site Plan Regulations, seconded by Ms. Skinner. Motion passed 6 – 0.

2014 Town Meeting Items

- Ms. Scott went over the proposed items that have been discussed regarding what should be looked at for the 2014 Town Meeting. Ms. Scott provided the Board with a memo dated March 14, 2013 with 16 items. The Board discussed each item on the list and decided which ones would stay and which ones would not. The Board asked about a conservation map. Ms. Scott stated they are being printed and will be available soon and will be on the website. The Board suggested a joint meeting with the Zoning Board and Conservation.

Master Plan

- 2012 Accomplishments
- 2013-2014 Priorities
- Ms. Wood spoke about goals to tackle in 2013. These goals can be found in Ms. Wood's Action Plan of February 6, 2013. These items include: land use and zoning ordinances, Village Center District, pedestrian, bike and trail, open space and recreation, natural resources, infrastructure, historic preservation, housing, business, viewshed protection, and impact fees. The Chair stated some of these items have been done over the last year. The Board consensus was some of the items on the list have already been done, some will be moved to another year, some will be worked on in the current year, some of these items were not applicable to the Board, some were referred to another committee, some will be revisited in the spring, money is an issue for some items, inviting other Boards to work on some of these items.

Old/New Business

- Ms. Crisler stated the Board is trying to recruit alternates and will be advertising. Mr. Alan Carpenter would like to be an alternate. Ms. Crisler spoke about Mr. Carpenter and his knowledge and qualifications to be on the Board.

Ms. Crisler motioned to appoint Mr. Carpenter to be an alternate on the Planning Board for a three-year term effective immediately, seconded by Ms. DiFruscia. Motion passed 6 – 0.

- The Chair stated the Board also has a one-year alternate position available.
- Ms. Nysten stated she is concerned because sometimes the Board does not get memos from Attorney Campbell in a timely fashion or at all until we asked for them. Sometimes they are received at the meeting or in the packet. The Board has discussed this with staff previously. She also wants to make sure the only people that get the memos are people were supposed to get the memos, for instance, if a Planning Board member recuses himself from a case, staff shouldn't allow them to get the memo (confidential non public). The Chair stated that if a memo comes in between Friday and Tuesday evening the memo it will be scanned and e-mailed to the Board.

Meeting Minutes – Review and Approve

January 16, 2013

Ms. Crisler motioned to approve the January 16, 2013 minutes as amended by Ms. Nysten, seconded by Ms. Skinner. Motion passed 5 – 0 – 1 with Mr. DiFruscia abstaining.

January 23, 2013

Ms. Crisler motioned to approve the January 23, 2013 minutes as amended by Ms. Nysten, seconded by Ms. DiFruscia. Motion passed 6 – 0.

March 20, 2013 Approved Planning Board Minutes

February 6, 2013

Ms. Crisler motioned to approve the February 6, 2013 minutes as amended by Ms. Nysten, seconded by Ms. Skinner. Motion passed 4 – 0 – 2 with Mr. DiFruscia and Ms. Skinner abstaining.

February 20, 2013 – postponed

February 27, 2013

Ms. Crisler motioned to approve the February 27, 2013 minutes as amended, seconded by Ms. DiFruscia. Motion passed 6 – 0.

March 6, 2013 – postponed

Adjournment

Ms. DiFruscia motioned to adjourn, seconded by Ms. Skinner. Motion passed 6 - 0.

Meeting adjourned at 10:32 PM.

These minutes were approved and amended 4/3/13 and respectfully submitted by Cathy Pinette, Planning Board Minute Taker.