

**PLANNING BOARD MINUTES  
FEBRUARY 24, 1999**

**ROLL CALL:**

David Dubay-Chairman-Present  
Bernie Rouillard-Vice Chairman-Excused  
Jack Gattinella-Secretary-Present  
Wayne Morris-Regular Member-Present  
Russell Wilder-Regular Member-Present  
Annette Stoller-Regular Member-Present  
Keith Goldstein-Alternate-Present  
Walter Kolodziej-Alternate-Excused  
Margaret Crisler-Selectman-Excused  
Galen Stearns-Selectmen's Alternate-Present

**ZONING & PLANNING ISSUES:**

Ron Hoegan, Fire Inspector of the Windham Fire Department, met with the Board to determine what guidelines will be used by the Fire Department relative to reviewing proposed subdivisions and site plans in terms of impact on town services. The main points of the discussion raised the issue of what does the Planning Board want in terms of policy to solve potential infrastructure problems that may be caused by the applicable development? Various examples were discussed concerning such elements as the opticom system, sprinkler systems and additional emergency equipment that may be needed. Inspector Hoegan felt that the Planning Board should develop a "checklist" for the Fire Department to facilitate the review of the various plans. The Board felt that this was inappropriate. Mr. Stearns motioned the Planning Board solicit recommendations for improvements that will be of a benefit to the town and the development concerning health, safety, water supply, drainage, transportation, schools, fire, police or other public services and to encourage town departments make such recommendations. Seconded by Mr. Goldstein and passed 7-0.

**CORRESPONDENCE:**

The Board received the following documents for review:

1. Memorandum from Mr. Turner; subject: Proposed amendments of Planning Board By-Laws, dated 2/23/99.
2. Memorandum from Mr. Turner; subject: Proposed amendments for Windham Site Plan Regulations, dated 2/23/99.
3. Comments from Ms. Stoller; subject: Master Plan draft, dated 2/17/99.

**MASTER PLAN - WORKSHOP**

Each member of the Board gave a brief summary of his/her assessment covering format, contents and various techniques of accomplishing the update. After considerable debate Mr.

Stearns suggested that the Board take one section at a time and agree on such elements as concept, format, philosophy and objectives. The Board did not take exception their approach.

## **GOALS & OBJECTIVES - WORKSHOP**

The Board revisited the items that were listed in the Planning Board minutes of February 10, 1999. It was determined that the top priorities shall be:

4. Master Plan update
5. Zoning amendments

The remaining items would be addressed on an available time basis.

## **BY-LAWS - WORKSHOP**

The Board reviewed Mr. Turner's memorandum covering the Planning Board's by-laws, dated February 23, 1999:

6. Article 4, Amendment # 1, no change, post as written.
7. Article 4, Amendment # 2, change to: "The Board shall not commence discussion of any application later than 11:00 P.M. unless by a call for a vote by the Chairman and an affirmation vote by a majority of the members voting on the question. The Board may continue the public hearing of any item of business commenced prior to that hour."
8. Article 8, Amendment # 3, no change, post as written.
9. Article 9, Amendment # 4, change to: Amend section 9 by inserting a new section 9.6 and renumbering the existing section 9.6 to 9.7 The new wording is as follows, "Ex parte communications (written or verbal private communication outside the board hearing) may be cause for disqualification of board members and cast considerable doubt on the validity of board proceedings."

Motion by Mr. Morris and seconded by Ms. Stoller to submit the proposed amendments for a public hearing. Passed 7-0.

The Board will hold a workshop on the master plan update, on March 10, 1999, covering (1) outline and (2) goals and objectives.

Meeting adjourned 11:00 P.M.

These minutes are in draft form and have not been approved by the Planning Board.

Respectfully submitted,  
C. J. Gattinella