

## **PLANNING BOARD MINUTES**

**July 28, 1999**

### **Attendees:**

Regular members: Russ Wilder, Wayne Morris, Annette Stoller, Bernie Rouillard, Margaret Crisler

Alternates: Alan Carpenter, Walter Kolodziej, Keith Goldstein

Staff: Erin Gumbel, Intern

Absent: David Dubay, Galen Stearns

Meeting was called to order at 7:30 PM by Vice Chairman Rouillard. Mr. Carpenter was asked to sit for Mr. Dubay and Mr. Kolodziej for Mr. Gattinella.

### **Vacancies on Board:**

There was a discussion of the two recent vacancies on the Board since both the Chairman and the Secretary have resigned. Mrs. Crisler reported that the Board of Selectmen has not yet acted on Mr. Gattinella's letter of resignation in order to see if he would reconsider his decision. Also, even though Mr. Dubay has stated that he is resigning due to work commitments, he has not yet submitted his written resignation. It was decided by consensus that the Board of Selectmen should write Mr. Dubay concerning his resignation and that Mr. Gattinella's resignation be accepted if he does not reverse his decision before the next meeting of the Board of Selectmen. It was pointed out that the Planning Board needs a full membership to meet its obligations and the BOS should act promptly.

### **Master Plan:**

Intern, Erin Gumbel gave each member a book containing all sections, of the Master Plan, completed to date, including drafts of sections under review. The Board then reviewed and updated the following sections: Recreation, Facilities, and Utilities. Remaining sections are: Land Use, Housing, and the Introduction. The circulation plan needs further review, as do the maps and charts to be included. Ms. Gumbel will continue to work on these items as well as editing and organizing the Master Plan.

### **Conceptual Review Form:**

The Board reviewed the form to be used in a conceptual review of a subdivision or site plan. This form is designed to document the Board's specific requirements to an applicant stated at the conceptual review. The following changes were made:

- Under each item, lines would be added to note specific Board concerns;
- A second column of check boxes would be added and the columns labeled "Yes" and "No";
- Under community impact studies, Noise and Water would be added.

Motion made by Mr. Wilder, seconded by Mrs. Crisler to adopt the form as amended. Passed unanimously.

**Correspondence:**

Notifications of various workshops and seminars were received by the Board. An upcoming MPO seminar on Rt. 111 and I93 was noted for Friday, 30 July, at 9:30AM. It was asked that if our Rockingham County representative, Mr. Thomas Case, attended that he report back to the Board on any updates on I93.

**Next workshop meeting:**

It was decided by consensus that the Board would work on the Circulation Plan and the By laws update at our next workshop on August 11, 1999. Staff will obtain topological maps for the circulation review.

Respectfully submitted,  
Margaret M. Crisler  
Windham Planning and Zoning Board