



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

PO Box 120, Windham, New Hampshire 03087

(603) 432-3806 / Fax (603) 432-7362

www.WindhamNewHampshire.com

Planning Board Approved Minutes Wednesday, June 11, 2014, 7pm

Board Members:

Kristi St. Laurent, Chairman – Present
Alan Carpenter, Vice Chair – Present
Paul Gosselin, Member – Present
Pam Skinner, Member – Present
Margaret Crisler, Member – Excused
Vanessa Nysten, Member – Excused

Bruce Breton, Selectman – Present
Joel Desilets, Selectman Alternate – Present
Steve Bookless, Alternate – Present
Jim Fricchione, Alternate – Excused
David Oliver, Alternate – Excused
Kathleen DiFruscia, Alternate – Excused

Staff:

Laura Scott, Community Development Director
Laura Accaputo, Planning Board Minute Taker

Chair St. Laurent called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance, member attendance and a brief synopsis of the agenda.

The Chair sat Mr. Bookless for Ms. Nysten.

The Chair stated the Planning Board is seeking public input for updating the Master Plan, there is a link on the town's website for the survey and paper copies are available at several locations around town such as the library and Community Development Department. A public meeting is scheduled for July 16th at the Searles Chapel.

2015 Master Plan Workshop

Committees/Commissions Invited:

- Recreation Committee
- Historic District Commission/Heritage Committee
- Conservation Commission

Discussion Topics:

1. What from the previous Master Plan has not been accomplished that you think should be included in this Master Plan
2. What new ideas, initiative, concerns, etc. that were not in the previous Master Plan that should be included in this Master Plan

Recreation Committee:

- Cheryl Haas, Recreation Coordinator, addressed the Board. She introduced Recreation Committee Members in attendance Mark Lucas and Fred Connarn. She stated the Recreation Master Plan was adopted by the Planning Board in 2012. In looking back at the 2005 Master Plan the two things that have not been

accomplished and should be on the 2015 Master Plan are identifying information for safe accessible pedestrian routes for Griffin Park/Nashua Rd and developing new athletic fields at available sites. They feel new things to be included in the 2015 plan are: continuing to look into new athletic fields at Spruce Pond; work on a new use for the former skate park area at Griffin Park (this is a question on the survey); explore additional parking at Nashua Road Field; and explore developing the upper location of Nashua Road Field.

- Ms. Scott also noted the Master Plan should also include long term vision for recreational opportunities such as partnerships with surrounding communities, non-profits, school district, etc.
- Mr. Carpenter asked if there are any additional needs that should be added to the list in the current Master Plan and Ms. Haas replied there is nothing additional to add. Mr. Carpenter asked about adding sledding to the list and Ms. Haas noted her concerns regarding liability. Mr. Lucas stated they would consider adding it if they get feedback from the community asking for it.
- Wayne Morris, Conservation Commission, asked that the piece regarding connectivity of the rail trail with the rail corridor west of 93 to North Lowell Road be on the updated plan. He also spoke in favor of using monies from the sale of town owned parcels on the rail bed for improvements to the Nashua Road Field and upgrades to the trail.
- Mr. Carpenter asked if the six bullets in the existing recreation section of the vision statement will be rewritten by the Recreation Committee and submitted to the Board to be included in the new visioning statement and the Chair replied they aren't sure how the new statement will be laid out but they would want to have an answer to each point.
- Mr. Desilets asked if there is a trail map and Ms. Haas replied there is a link on the website called Walking in Windham. Mr. Morris also stated they are working on creating an updated trail map for smart phones and hope to have it available within the next month. They are also looking into the possibility of using money from the forestry funds for signage and trail upgrades.
- Mr. Breton stated he felt they should consider adding a long term maintenance program for the rail trail and the purchase of parcels of land that become available along the rail trail, especially on Roulston Road, for additional parking. He also asked if there was a long term lease with the state for the parking lot on Route 28 and if there should be something in the Master Plan directed at making that a usable parking lot as a cooperative effort between Windham and Salem.
- Mr. Carpenter suggested Conservation and Rail Trail Committees discuss putting in the CIP to finish paving the parking lot and Mr. Breton agreed stating it would take the strain and safety issue off Roulston Road.
- Mr. Morris also asked how long it would take to develop Impact Fees for Recreation since he has heard there are a few subdivisions coming up and Ms. Scott replied not that soon and Mr. Hohenberger is looking into it.

Historic District Commission/Heritage Committee

- Peter Griffin and Carol Pynn of the Historic District/Heritage Committee addressed the Board. Mr. Griffin stated some things to consider would be to

reevaluate which historic structures within the town purview need special effort to restore or preserve such as the Town Common; to consider an exception process that would allow a change in use to a historic structure; working with other towns or organizations in the state to create legislation that would allow an incentive program to restore or agree to an adaptive reuse that maintains the historic character of historic structures; to include walls and cellar holes as historic structures and make zoning updates that are more sensitive to the removal of existing stone walls that separated properties; and to look at how the Searles Estate walls along Route 111 can be maintained if they are privately held. Ms. Pynn added that she would like to see a protective stone wall ordinance.

- Ms. Scott asked for an updated inventory list and stated there are ways you can put incentives in the zoning, site plan, or subdivision offering something in return such as a reduction in frontage or setback for saving or preserving these structures.
- Mr. Carpenter asked Mr. Griffin and Ms. Pynn to look at how other communities have accomplished this and report back to the Board.
- Mr. Gosselin stated a concern he has that they are getting into private property rights. He feels incentives are a great way to go, however they still have a right to do what they want with their property without undue burden.
- Mr. Desilets suggested publicly recognizing developers that preserve historic resources.
- Mr. Breton suggested offering a density bonus to developers that keep a historic structure on the site since it wouldn't cost taxpayers any money.
- The Chair asked if the historic element in the 2005 Master Plan which states potential threats to historic properties and methods of protection is enough to work with and Mr. Griffin stated he would like to see more specific options listed such as adaptive reuse, tax incentives, or zoning variances.
- Mr. Morris asked the Board to use its power and encourage developers to think about preserving the community.
- Mr. Desilets recommended promoting the optional Planning Board workshop to developers especially when historic properties are involved.
- Mr. Breton suggested implementing a private/public partnership to restore historic structures.

Conservation Commission

- Wayne Morris, Conservation Commission, stated preservation of open space is ongoing. He stated work continues on rail trails, walking trails connecting to other communities, allowing developers to give open space to Conservation, soil based lot sizing, and ground water monitoring wells for larger developments.
- Mr. Carpenter stated the USGS has launched initiatives partnering with communities for well monitoring with well caps that transmit information and he believes monitoring the water table should be a long range goal. Ms. Scott stated she would look into it. Mr. Desilets feels this is an interesting option and would like more information.
- Ms. Scott asked if Conservation thought about identifying and mapping all Open Space Subdivisions and contacting any homeowner associations that exist to see

if they would turnover the land to Conservation. Mr. Gosselin suggested working to expand trails in open space land that abuts conservation land through pedestrian easements and Mr. Morris agreed and stated he was hoping to use some forestry money to hire professionals to start looking into these types of things.

- Mr. Breton suggested incorporating a chapter on trails as passive recreation into the Master Plan for Recreation to accomplish what they want through CIP. He also stated he feels the Windham Depot Project should be addressed in the Master Plan.
- Lisa Ferrisi, Conservation Commission, suggested the 2015 Master Plan place more emphasis on storm water management and landscape design and agreed to look into it further for the Planning Board.
- The Board discussed whether or not to have members from DOT present at the July 16th meeting and decided to have newsletters from DOT available.

CIP Discussion

- Planning Board CIP Member

Mr. Breton motioned to appoint Paul Gosselin as a Planning Board CIP member, seconded by Ms. Skinner. Motion passed 5-0-1 with Mr. Gosselin abstaining.

- Alternate Citizen Members

Ms. Scott explained at the request of the Planning Board she looked into the possibility of creating positions for Citizen Alternates to serve on the CIP. The Board can amend the rules of procedure to do this which would require a public hearing. She suggested changing this at the beginning of next year since they are currently in the CIP process. The Board agreed to implement the change for next year but discuss it at the July 2nd meeting.

- Capital Amount Threshold

A Capital Improvement is defined as a major expenditure for public facilities (usually non-recurring) and are considered beyond the normal scope of operating and maintenance expenses. The amount is currently set at \$40,000. Mr. Senibaldi asked the Board to consider setting the threshold between 75 and 100 thousand dollars. He feels this should be used for big ticket items and smaller expenses should go through the regular budget.

Mr. Carpenter motioned to set the CIP level at \$75,000 for 2014, seconded by Mr. Breton. Motion passed: 6-0.

Old/New Business (Not to include discussion of pending applications or decisions on matters requiring public notice)

Mr. Carpenter motioned to adjourn at 9:25pm, seconded by Mr. Gosselin. Motion passed 6-0.

These minutes are respectfully submitted by Laura Accaputo, Planning Board Minute Taker.