

**PLANNING BOARD WORKSHOP MINUTES
SEPTEMBER 10, 2003**

ROLL CALL:

Ross McLeod, Chairman – Present	Wayne Morris, Vice Chairman – Present
Lee Maloney, Secretary – Present	Roger Hohenberger, Selectmen Alternate – Present
Walter Kolodziej, Regular Member – Present	Nancy Prendergast, Regular Member – Present
Pam Skinner, Regular Member – Present	Roy Dennehy, Alternate – Present
Christopher Doyle, Selectman Member – Present	Bruce Breton, Selectman Alternate - Present

Mr. McLeod opened the meeting at 7:30 pm.

Correspondence:

- Letter of Resignation from Alternate Planning Board Member John Barry. Motion by Mr. Doyle to accept resignation letter with regret. Seconded by Ms. Skinner. Approved 7-0.
- Letter from Library Trustees requesting population projections.
- Notice on Forest Laws Workshop.
- Letter regarding vernal pool ordinance and change of buffer zone length.
- Trails committee request for a spot on Planning Board distance.
- Letter dated 9/8/03 from James Troisi requesting once weekly deliveries to New Horizons Corner store. Mr. Doyle motioned to accept Mr. Troisi's letter. Ms. Skinner seconded. Approved 7-0.

Old Business

Discussion of revised fees schedule, effects of increase and comparative fees from other towns. Mr. Doyle motioned to keep the proposed fee schedule as stated in 8/29/03 letter to Planning Board subject to yearly review. Ms. Prendergast seconded. Approved 5-2. Mr. Morris, Mr. Kolodziej opposed.

New Business

The Board interviewed Mr. Phil LoChiatto for the position of Alternate Planning Board member. Mr. Doyle motioned to go into non-public session under 91-A:3c. Ms. Skinner seconded. Passed 4-3. Mr. Morris, Ms. Prendergast, Mr. Kolodziej opposed. *Mr. Breton replaced Mr. Doyle.* Ms. Skinner motioned to come out of non-public session. Mr. Morris seconded. Passed 6-0. *Mr. Doyle replaced Mr. Breton.* Mr. Kolodziej motioned to approve Mr. LoChiatto as an Alternate Member on the Planning Board to a 3-year term expiring 9/10/06. Ms. Maloney seconded. Passed 7-0. Board directed staff to contact Mr. LoChiatto to become a Planning Board Alternate.

School Impact Fees

Mr. Hohenberger presented research on school impact fees. Fees were last modified November 2001. The new elementary school being planning is the reason impact fees need to be reviewed and adjusted. Funding for the new elementary school is to float a \$15million bond for 20 years at 6%. Mr. Hohenberger discussed the existing procedure for computation of impact fees and explained the need to recheck the number of students per household. There is no change in impact fees because of the new high school at this time. Fees will be revisited in another 2 years based on the high school issues.

Mr. Hohenberger will have revised fees to present to Board by October 8. Past payments on taxes paid on lots before they were developed need to be reviewed as well as future payment credits and projection of population of single family homes. Mr. Hohenberger is seeking guidance from Planning Board to go forward and contact other towns.

Mr. Morris motioned to direct Mr. Hohenberger toward weighing impact fees toward new developments and to evaluate future credits and those fees meet all the legal requirements. Ms. Skinner seconded. Passed 5-2. Mr. Doyle, Mr. Kolodziej opposed.

Board briefly discussed municipal impact fees and capital facility fees pertaining to Highway, Library and Fire.

Mr. Doyle motioned to move planning board fee hearings to October 1 meeting. Ms. Skinner seconded. Passed 7-0.

Recreation Committee

Ms. Prendergast provided the Board with an update of the Recreation Committee projects, discussing needs assessment and planning an inventory of facilities. Other factors to be reviewed include use by students, population growth projections, and research of methodologies used to evaluate needs.

Ordinance revisions are due to the Board 10/08/03.

Hearing dates will be set by 10/1/03.

Mr. Doyle motioned to adjourn meeting. Ms. Prendergast seconded. Passed 7-0. Meeting adjourned at 9:50 pm.

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

Respectfully submitted.

Lee Maloney, Secretary

Windham Planning Board