

PLANNING BOARD MINUTES

January 31, 2007

ROLL CALL:

Phil LoChiatto, Chairman – Excused	Ruth-Ellen Post, Vice Chairman – Present
Nancy Prendergast, Secretary – Excused	Walter Kolodziej, Regular Member – Present
Ross McLeod, Regular Member – Present	Pam Skinner, Regular Member – Present
Neelima Gogumalla, Alternate – Present	Rick Okerman, Alternate – Present
Margaret Crisler, Selectmen Member – Present	Alan Carpenter, Selectmen Alternate – Excused

STAFF:

Al Turner, Director of Planning and Development – Present
Shaun Logue, Town Planner – Present

Ms. Post opened the meeting at 7:30 pm. Ms. Gogumalla and Mr. Okerman replaced Ms. Prendergast and Mr. LoChiatto.

MINUTES:

- Mr. McLeod motioned to approve the January 17 minutes. Mr. Kolodziej seconded. Passed 5-0-2. Ms. Skinner and Ms. Post abstained;
- Mr. McLeod motioned to approve the January 10 minutes. Ms. Skinner seconded. Passed 5-0-2. Mrs. Crisler and Mr. Okerman abstained.

CORRESPONDENCE:

- Confidential legal communication from Attorney Campbell regarding Whispering Winds and the Elderly Housing Ordinance;
- Memo from David Sullivan requesting support of the CTAP Grant Application. Mr. Turner discussed hiring a consultant to measure the financial impacts for fire, police, and recreation departments. Discussion: The Selectmen have agreed to apply for the grant, and the Board will review and discuss at the next meeting.

PUBLIC HEARINGS:

Windham Cooperative Kindergarten and Nursery School Site Plan -- Public Hearing Industrial Drive, lot 3-A-196

Mr. Logue, Town Planner: Stated the applicant is requesting to relocate their school, it will be in the limited industrial district with a portion in the residence A zoning district, the school is relocating because of the Rt 93 expansion, the parcel is 2.2 acres, and the structure will be approximately 7200 sq ft structure. He described the floor plan including room sizes and outdoor play area, a 50' vegetated buffer is required between the proposed use and the residential district, there are no wetlands or vernal pools on the property, the school will provide approximately 70% open space, and studies completed include: 1) staff report; 2) storm water management, drainage calculation and best management practices; 3) construction storm water pollution prevention plan; 4) NH DOT Rt 111 relocation plans; 5) high density soils mapping. The ZBA granted variances from sections 603.1, 606.1, 702.5 and 702 Appendix A on Oct 24, 2006. The existing topography is level at the top and slopes in a north to northeasterly direction, he discussed the soils on the site, and Swamp Darter has been identified but no special actions are required. Developmental issues include road layout and access with a one way design, 8 parking spaces is required, 32 spaces have been provided, there are no wetland impacts, the landscape plan is a generalized master landscape plan to be implemented over the course of time as the nonprofit school acquires the necessary resources, and he discussed the staff recommendations.

Ms. Skinner motioned to accept for public hearing. Mr. McLeod seconded. Passed 7-0. Mrs. Crisler disclosed that she is a master gardener and has been working with the applicant but doesn't see a need to be recused.

Karl Dubay, MHF Design: Noted that the members of the audience are parents, friends, school administrators and the development team, he has worked with staff and town departments to resolve issues, the state fire marshal has reviewed the plan, 20,000 gallon cistern needs to be installed and approved, a requirement is to have the emergency water supply in place before the building permit is issued and he would like to change that to the certificate of occupancy, septic review has been signed off on, DES water approval has been received, has met with the ZBA and Conservation Commission, it will be a nice addition to the Town, and has met all site plan criteria, the site is 2.2 acres, there is a traffic control management plan included in the plans, he described the traffic flow for the site, he described the signage, the fire alarm is upgraded, the site is bounded by curbing, he discussed the drainage and the fencing, the site is ADA accessible, there's an on-site septic that has been over designed, and has been working with the State to be open in August.

Board discussion with Mr. Dubay: He showed the snow storage area, snow storage will be away from the parking and well areas, the site is not up against the road, the lights are downward facing, Mr. Dubay described the lighting, the plans were submitted to the state fire marshal in early December, he received a review letter with only five small issues, and he described the ADA and security measures for the students.

Nancy D'Agostino, Director: Stated that they have met all the standards for licensing, there will be a double buzz system for safety, and they are very strict with drop off and pick up of students.

Board discussion with Mr. Dubay: There will be a one-way traffic flow on the site, there will be a double width drop off, there is a sidewalk, there is a handicapped area, he showed the guardrails on the site, and there is a note on the plan for pickup and drop off procedures.

Diane Carpenter, Glenwood Road: Thanked the Board, she identified members of the audience that are working on the plan, there is a maximum occupancy of 38 children, the queue allows for 32 cars plus there is parking spaces, the drop off has staggered times, pick up time is the same for all, the children do not leave the building until all the cars are in queued, there should not be a concern for moving cars and children, and children will only be dropped off in the drop off area.

Board discussion with Mr. Dubay and Mrs. Carpenter: The wall sign appears to be too high, and the sign will be adjusted or they will get a variance.

Public comment from Christie Davis, 5 Old Mill Road, current Chair of the Kindergarten: Has had two children attend the school, it is a valuable community resource, offer summer programs in addition to the school, services Windham, Pelham, Salem and as far away as Chester, the school is 40 years old and looking forward to the new location.

The Board discussed the staff recommendations for the conditions of approval, it is the NFPA requirement that a building permit cannot be issued until the requirements for emergency water supply have been met, and the NFPA requirement is noted on the plan. Mr. Dubay stated that Ken Whicker, fire inspector, has received the fire marshal review letter. Mr. Turner: The fire department makes the determination as to whether the emergency water requirement has been met. Mr. Dubay further discussed the state and federal required approvals. Mrs. Carpenter thanked Chief McPherson and Deputy

Chief Lucci for their assistance in this matter.

Mr. McLeod motioned to approve the plan with the following conditions: 1) All property bounds that are adjacent to town property or rights-of-ways shall be marked with Granite (4" Sq. x 36" Long) and shall be installed level with the final grade. All other corners shall be marked with permanent boundary markers (stone or iron); 2) The Applicant must submit plans to the Fire Marshall for his review and determination on any mitigation measures that may be needed; 3) Plantings shall be required in order to revegetate disturbed areas, but it is not clear until construction starts the number trees and shrubs that will be replaced. The applicant should work with Planning staff during construction to assure proper re-plantings; 4) Lighting, signage, landscaping and screening shall meet the requirements of the Windham Zoning Ordinance and Site Plan Regulations; 5) Utilities shall be installed underground according to the Town of Windham and utility company standards; 6) All state, federal and local approvals shall be received prior to the start of construction and recording of the plans; 7) The Applicant shall obtain and submit a fence permit; 8) The Applicant shall obtain and submit a sign permit application. Ms. Skinner seconded. Discussion: Recommendation #2 should be removed from the approval as it is covered in #7. Mr. McLeod amended his motion to remove recommendation #2. Ms. Skinner seconded. Discussion: The State fire marshal sent the review letter which was received today, including #2 doesn't hurt anything. Mr. McLeod amended his motion to reinstate recommendation #2. Ms. Skinner seconded. Passed 7-0.

CORRESPONDENCE (cont):

- Information regarding an Affordability Covenants course;
- Letter from the Windham Rail
- Trail Alliance regarding receipt of an \$18,000 check;
- Letter from Samuel Nassar regarding the Board's January 10 meeting;
- Letter from Richard and Nancy Drummond regarding their property at 48 Gaumont Road.

Mr. Kolodziej motioned to adjourn. Mr. McLeod seconded. Passed 7-0. Meeting adjourned at 9:30 pm.

These minutes are in draft form and have not yet been reviewed and approved.
Respectfully submitted, Nancy Charland