

PLANNING BOARD MINUTES

April 1, 2009

ROLL CALL:

Phil LoChiatto, Chairman – Present	Rick Okerman, Vice Chairman – Excused
Nancy Prendergast, Secretary – Present	Walter Kolodziej, Regular Member – Seated 7:30 pm
Ruth-Ellen Post, Regular Member – Present	Pam Skinner, Regular Member – Present
Louis Hersch, Alternate Member – Excused	Kristi St. Laurent, Alt Member – Present
Sy Wrenn, Alternate Member – Excused	Bruce Breton, Selectmen Member – Present
Galen Stearns, Selectmen Alternate – Excused	

STAFF:

Laura Scott, Town Planner – Present

Mr. LoChiatto opened the meeting at 7:00 pm. The Board stood and recited the Pledge of Allegiance. *Ms. St. Laurent replaced Mr. Okerman.*

MINUTES:

- Ms. Skinner motioned to approve the February 11 minutes. Ms. Post seconded. Passed 6-0;
- Ms. Prendergast motioned to approve the March 18 minutes. Mr. Breton seconded. Passed 6-0.

ROAD BOND:

- Castle Reach III, release of \$11,538 and retain \$17,670 (\$6,580 for Ludlow Maintenance bond and \$11,090 for Edinburg maintenance bond). Ms. Post motioned to grant the partial release. Mr. Breton seconded. Passed 6-0.

OLD/NEW BUSINESS:

- The Board asked Ms. Scott to look into the status of Pawtucket Estates;
- The OEP conference is the beginning of May;
- Discussion regarding preapplications for subdivision do not require abutter notifications;
- Need to schedule the third option for the CTAP build out;

PRE-APPLICATION DISCUSSION:

Cobbetts Heights

Horseshoe Road, lot 17-L-17 & 150

Peter Zohdi, Herbert Associates, discussed the subdivision including merging two lots and then subdividing into six lots, there is an existing house, garage, and shed, the shed is in the setback which will be moved, Mr. Thorndike reviewed the lot sizing, the lots are on the existing Horseshoe Road, has been before the Conservation Commission and the Commission has walked the site, the Conservation Commission were concerned with the wetland, the highway agents wants trees in the right of way cut down, the driveways will have a swale for the flow of water, and he reviewed what is on each page of the plan set.

Ms. Scott stated that there is a memo from her regarding this project, much of this information has been given to the Board which in the future they will be received in advance of the meeting.

Board discussion with Mr. Zohdi regarding the existing wells, some of the trees will be taken out of the right-of-way, not all of the trees will be cut, the stonewalls are to remain, the road has a gentle shoulder, the lots are on an existing road with overhead utilities, the utilities will remain overhead and additional

poles could be needed on the lots, and the public hearing for this will be May 6. *Mr. Kolodziej joined the Board.*

PUBLIC HEARING:

Great Mt View Estates Amendment – Public Hearing

7 Field Road, lot 24-F-601

Peter Zohdi, Herbert Associates, stated he did not do the original subdivision. Ms. Scott explained the application, a variance was granted, and she explained information given to the Board in their packet, abutters have been notified, and looking to keep the existing structure on the lot. Mr. Breton motioned to accept for public hearing. Ms. Post seconded. Passed 7-0.

Ms. Zohdi stated that the existing house was to be removed according to the subdivision approval, the ZBA granted a variance to allow the house to be 27.1' from the new road, the ZBA wants the driveway to be moved, he submitted new plans which showed the new location of the driveway, and the driveway will be put in when Ryan Farm Road is completed.

Board discussion with Mr. Zohdi regarding the ZBA condition was for the moving of the driveway. No public comment. Board discussion continued regarding the width and design of the driveway, the shed is in the WWPD and was not required to be removed for the subdivision approval, and there would be more disturbance to the WWPD to move the shed.

Public comment from the resident at 3 Field Road, stated that he thought that nothing was going to be changed, asked if anyone has gone to the site to see how confined it is, there is a lot erosion, thought the house was going to be taken down, and it's becoming a 4-way intersection. Mr. LoChiatto stated that the ZBA granted the variance, and this Board's authority is to approve the amended plan or not.

Board discussion regarding a new house would have been built on the lot, the hearing is specifically for the keeping of the home, and the existing house is in keeping with the current Field Road.

Board discussion regarding this Board is bound by the ZBA decision, the new driveway is preferable from a safety standpoint, and residents can take their concerns regarding construction and erosion issues to the Planning Department office.

Ms. Prendergast motioned to grant the proposed amendment to allow the existing house and shed to remain on lot 24-F-601 rather than be removed per the previously approved plans as per ZBA notice of decision and in accordance with the plans submitted on April 1, 2009. Mr. Breton seconded. Board discussion regarding reducing the paved area of the driveway by 10'. Ms. Prendergast amended her motion to include the reduction of the hammerhead by 10' (from 50' to 40'). Mr. Breton seconded. Passed 7-0.

CART PRESENTATION:

Lee Maloney, Director of CART, made a presentation to the Board regarding CART including the passenger vans, the drivers do not need a CDL, they are getting newer low-floor vans with stadium seating made in America, CART is available to anyone regardless of age or mobility, they serve seven communities and some hospitals outside the areas, costs \$2 per trip or \$4 round trip regardless of distance, reduced fares are available, she discussed the budget and ridership, she discussed new initiatives, has received useful information from a customer service survey, 77 Windham residents used the service in February, 2% of riders use wheelchairs, she discussed the costs of the service, and the Board could include CART exactments in age 55+ developments.

Board discussion with Ms. Maloney regarding the direct cost is \$23 per trip, considering having fixed routes, want to link to the Manchester system, and it's a wonderful service for the area.

WHISPERING WINDS CONDO DOCUMENT:

Ms. Scott discussed the amendment to the Whispering Winds condo document as proposed by Attorney Campbell.

Ms. Post motioned to approve the request to amend the elderly housing condo documents to confirm that all residents of units shall be 55 years of age or older in keeping with the Planning Board's amendment to our ordinance on housing for older persons made in March, 2008. Mr. Breton seconded. Passed 7-0.

PLANNING BOARD ORGANIZATION:

Ms. Scott discussed the development of the agenda, Mr. Norman and Mr. DeLong are working with RPC regarding the Town's GIS data, she discussed some potential changes, she wants to create a member binder for all Board members if the Board agrees to it, and she has 18 items for the binder and asked if Board members wanted any other information for the binder.

Board discussion regarding the budget is not needed, add blank pages for notes, zoning and road maps should be hung in the meeting room, change the order of the binder items, applications and fees are included so that Board members understand what an applicant completes, the minor site plan decision could be done administratively, other information that could be added includes boiler plate motions, a trails map could be included, other information will be added as needed.

Discussion regarding the meeting packets will be available at noon on Friday for pick up, postage is an expense which is not budgeted for, could leave the packets at the police department for pick up as they are open 24 hours a day, all information is ready well in advance, have a mailbox with a key for Board members, try the pick up option, and next Friday at noon the packets will be ready.

Discussion regarding the meetings will be on 1st and 3rd Wednesdays of the month, Ms. Scott reviewed and discussed the meeting schedules and submission deadlines chart, holidays were taken into account for the schedule, and zoning schedule should be added to the packets.

Discussion regarding the Technical Review Committee and formalizing the process, Ms. Scott reviewed the TRC process, the departments and committees have liked the new process, all comments will be in writing, this replaces the checklist process, Highway Safety Committee should be added to those who review, the Board or the Chair can decide which plans get sent for outside review, review whether to keep CLD for roads, does Keach have a contract, and the checklist should be revised or should it go away.

Ms. Skinner motioned to adjourn. Mr. Breton seconded. Passed 7-0. Meeting adjourned at 9:10 pm.

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