



OLD VALUES - NEW HORIZONS
PLANNING AND DEVELOPMENT

PO Box 120, Windham, New Hampshire 03087
(603) 432-3806 / Fax (603) 432-7362
www.WindhamNewHampshire.com

Planning Board Minutes
July 22, 2009

Roll Call:

Phil LoChiatto, Chairman - Present	Rick Okerman, Vice Chairman – Present
Nancy Prendergast, Secretary - Present	Walter Kolodziej, Member – Present
Ruth-Ellen Post, Member - Present	Pam Skinner, Member – Present
Louis Hersch, Alternate – Excused	Kristi St. Laurent, Alternate – Present
Sy Wrenn, Alternate – Present	Bruce Breton, Selectman Member–Present
Ross McLeod, Selectman Alternate – Excused	

Staff:

Laura Scott, Town Planner – Present
Tracey Mulder, Admin Asst. – Excused

Mr. LoChiatto opened the meeting at 7pm, followed by the Pledge of Allegiance.

CIP Candidate(s) Q&A Session

Resumes and letters of interest reviewed prior meeting by Planning Board and Staff. Each candidate introduced themselves and stated their interest in serving on the CIP. Interview questions were asked by the Board of candidates in order:

1. Jim MacDonald
2. Robert Young
3. Thomas McGurty
4. Dennis Senibaldi

Questions related to current CIP, needs of Windham, CIP relative to Master Plan, why they wanted to serve and what would each bring to the CIP.

Question to Mr. Senibaldi concerning question of potential conflict of interest as a town employee for a department that may submit items to be considered for inclusion in the CIP. Mr. Senibaldi stated he anticipated no conflict since items needed for purchase by Transfer Station are not \$100,000 or more, and if within the three year term a CIP request would be generated by the Transfer Station that he could consider it on it's merits as would the with the rest of the committee.

NON-PUBLIC SESSION: Motion by Mr. Okerman with second by Mr. Kolodziej to enter into a Non-Public Session per RSA 91-A:3 II(c). Roll call vote with all members voting affirmative. The topic of discussion to be CIP Committee appointment with potential to affect the reputation of applicants.

Board discussed each candidate – entire board acknowledged that all four candidates are highly qualified and appreciate the response of each gentleman.

CIP will start at the beginning of August so that CIP numbers are available for budgeting time, with hearing set for October by Planning Board. This service is approximately 2-3 months per year including 5 meetings and a public hearing for the three years of the appointment.

Motion by Mr. Breton to appoint Mr. Senibaldi to the three year term of Citizen member on the CIP. Motion seconded by Mr. Kolodziej. Comment surrounding encouraging new volunteers with opportunities to serve, contrasted with utilizing volunteers with experience serving the town. Board again discussed the qualifications of each candidate. Motion carried 5 – 2 – 0 with Ms. Post and Ms. Prendergast opposed.

Motion made to leave Non-Public with roll call vote – with all voting in the affirmative.

Candidates returned before board – all thanked for applying and encouraged to continue to follow CIP, as well as consider volunteering with other committees and projects serving the town.

Meeting Minutes – Review & Approve 7/1/09 Minutes

Ms. Skinner motioned to approve minutes of 7/1/09 as written, seconded by Ms. Post. Motion passed 7-0-0.

Financial Guarantee Release Requests

Burnham Road & Bennington Road

Jack McCartney of the Highway Department and CLD Engineering visited the site. CLD supports the letter of credit reduction request to reduce the bond to \$437,670. Ms. Scott reported that Mr. McCartney also supports the reduction request. Motion to approve partial release to reduce the bond from \$815,850 to \$437,670 by Mr. Breton, second by Ms. Post. Motion passed 7-0-0.

Bearhill Road & Westchester Road

Request was made to release full bond of \$85,632 with condition that maintenance bond of \$30,050 be established before release of bond. CLD Engineering has visited the site and supports the release with the condition of the maintenance bond to be established as described. Ms. Scott reported that Mr. McCartney also supports this request. Motion by Mr. Kolodziej to approve full release of \$85,632 with condition that maintenance bond of \$30,050 be established prior to the release of the bond. Motion seconded by Ms. Skinner. Motion passed 7-0-0.

Sign Permit Application

The Chatterbox Café (4 Cobbetts Pond Road)

Mr. Breton made a motion to approve the design of the sign for Chatterbox Café at 4 Cobbets Pond Road, seconded by Mr. Kolodziej. Approved 7-0-0.

Meadowcroft Conditions of Approval Follow-Up

As discussed at meeting of June 17th, 2009, Ms. Scott sent a letter to Meadowcroft Development, LLC dated June 18th requesting evidence of how conditions set at the Subdivision Approval have been met, with response required by July 8th. Letter was received by Meadowcroft (attested by signed receipt) and a copy received by their legal counsel. No response received from Meadowcroft or their legal counsel. Precedent conditions of approval must be met within 365 days or the approval shall be considered null and void. Precedent conditions set July 12th, 2006 by the Planning Board are outlined in the letter of July 19th, 2006 to Meadowcroft Development – copy of letter provided for Board members. Review by Board revealed at least six or more conditions not met.

Mr. Breton motioned that Conditional Approval of the Ledge Road Business Park has lapsed per section 704.4.6 of the Town of Windham Subdivision Control Regulations due to the precedent conditions of approval not being met within 365 days; therefore the Conditional Subdivision Approval is considered null and void. Motion seconded by Mr. Kolodziej. Motion passed 7-0-0.

Ms. Scott will send a letter to Meadowcroft and their legal counsel to apprise them of the outcome of this vote.

Planners Report

Board discussed Ms. Scott's Planner's Report of July 16th. In regards to Department of Safety recommendations – illuminated emergency exit signage is in the works, emergency exit stairs exiting directly from meeting room have been replaced. Discussion is ongoing for replacement of door to staff area from public counter area, re-keying locks or changing to an electronic lock system, as well as other recommendations made in conjunction with the Police and Fire Departments.

Planning Board section of the Town web site is updated within 24 hours of submission of new material. Building Department will have its own area created. Ms. Scott asked for additional input from board as site continues to be developed.

Zoning, tax, GIS maps being updated. Split-zoned lots clearly demarcated. Looking at overlaying tax map and zoning map. Anticipated date for new maps is late August or early September.

SWOT Analysis

BOS has undertaken a strategic planning process for the town. Department heads all submitted SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis of their dept. The Planning Department SWOT analysis was made available for review by

Board. Next step is to determine what is to be done to sustain the department and what to do to advance the department. Ms. Scott asked Board for suggestions for the department in general and the meeting room in particular.

Pervious Pavements Article provided for Board review.

Member Binder Updates

- a. Historic District Ordinance (Tab 6)
- b. LGC Article regarding driveways on State roads. (Tab 16)

School Impact Fee Revision

Document has not been updated since 2003. Ms. Prendergast will work with Mr. Hohenberger of the BOS and a member of the School Board to revise the numbers to present at a later date to the Planning Board.

Miscellaneous Items

Mr. Kolodziej commended Ms. Scott for her professionalism and transparency in her first few months with the Planning Department.

Adjournment

Motion to adjourn by Mr. Breton, seconded by Mr. Kolodziej. Passed 7-0-0. **Meeting adjourned at 8:23pm.**

These minutes are in draft form and respectfully submitted for approval by Kristi St. Laurent, Planning Board Alternate.