



*OLD VALUES - NEW HORIZONS*  
**PLANNING AND DEVELOPMENT**

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

**Planning Board Meeting Minutes**

**December 15, 2009**

**Roll Call:**

Phil LoChiatto, Chairman – Arrived @ 7:15pm  
Nancy Prendergast – Present  
Ruth-Ellen Post, Member – Present  
Louis Hersch, Alternate – Excused  
Sy Wrenn, Alternate – Present  
Ross McLeod, Selectman Alternate - Excused

Rick Okerman, Vice Chairman – Present  
Walter Kolodziej, Member – Present  
Pam Skinner, Member – Present  
Kristi St. Laurent, Alternate – Present  
Bruce Breton, Selectman Member - Present

Mr. Okerman is seated for Chairman LoChiatto and Mr. Wrenn is seated for Mr. Okerman.

**Staff:**

Laura Scott, Community Development Director – Present  
Elizabeth Wood – Community Planner - Present  
Paula Wrenn – Minute Taker – Present

**Call to Order/Attendance/Pledge of Allegiance**

Mr. Okerman opened the meeting at 7:00 pm, followed by the Pledge of Allegiance

**Impact Fees**

- Joint annual review of Impact Fee methodology with Board of Selectmen, per 715.6 of the Zoning Ordinance
- Presentation on "Procedure for the Computation of Impact Fees for the Windham Public School District Revision Year 2009 (October 2009)"
- Impact Fee Data Request Information

Mr. Okerman said tonight's meeting is a joint meeting with the Board of Selectman and Planning Board.

Ms. Laura Scott said that while reviewing the provisions of the Impact Fee, she noted that the Board of Selectman is to meet annually with Planning Board to discuss Impact Fees. This has not been done.

Selectmen in attendance are Mr. Roger Hohenberger, Mr. Charles McMahon, Mr. Ross McLeod and Mr. Bruce Breton.

Mr. Roger Hohenberger gave a Power Point Presentation on 2009 Windham School Impact Fees (revision) and provided an explanation on how they arrived at some of the numbers. He said the major change in the Impact Fees will be the addition of the WHS. Following are the topics that were presented:

- Principles of Impact Fees
- Impact Fee Process
- Use of Funds
- Present & Future Housing Impacts
- Housing Growth
- Windham School District Enrollments
- Enrollments vs. Capacity
- Impact Fee Calculation – is a conservative number
- High School Bond New Development Impact on School System Infrastructure
- Credits
- Cost Per Student and Space Needs Per Student
- Comparable School Impact Fees

Ms. Ruth-Ellen Post arrived at 7:30 PM.

Mr. Hohenberger said the enrollment at the Windham schools is almost at capacity with the exception of WHS. The WHS was built for future needs because of growth created by new housing.

Mr. Hohenberger said when doing the assessment, the Town did not include townhouses/condos (attached or detached). The assessment is only on 'single-family detached homes'.

Mr. McLeod said he feels the Impact Fees are extremely conservative. He does not feel the Town has accounted for enough of the actual cost. Mr. McLeod does not believe that condos/townhouse should be given a 'free pass' as they do demonstrate an impact.

Mr. Hohenberger said the Impact Fee for condos/townhouses should be opened up to the Planning Board and Public for discussion.

Ms. Scott advised that both handouts provided by the Selectmen tonight will be up on the Town's website on Wednesday, December 16, 2009, for the public.

Ms. Post asked Mr. Hohenberger what impact Workforce Housing will have on the Impact Fees. She said Workforce Housing is coming to Windham and presently there is a waiver for Workforce Housing to be excluded from the Impact Fee.

Mr. Hohenberger said he is aware of Workforce Housing but not aware of the 'waiver' to exclude from Impact Fees. He said it would be unfair not to assess an Impact Fee on Workforce Housing as it will affect the schools and infrastructure of the Town as experienced in other communities.

Mr. LoChiatto said that Workforce Housing prices will be \$260,000+/- and will probably be 2-bedroom homes.

Mr. Hohenberger said that Workforce Housing needs to be watched and the Impact Fees can be adjusted. This can be updated yearly or more frequently if needed.

Mr. Kolodziej said that Workforce Housing is most likely for people who cannot afford detached single-family homes and he does not feel they should be penalized with an Impact Fee.

Ms. Betty Dunn asked when the analysis was done for Impact Fees, were the CO's used for seasonal homes that were converted to year-around? Ms. Scott said that a CO is issued for the conversion from seasonal to year-around so they were included in the assessment of the Impact Fees.

Ms. St. Laurent said that the Town should monitor and have a factor measurement for the impact that townhouses/condos will have in the future.

Mr. Wrenn asked Mr. Hohenberger on the bond of \$49M, if it includes debt service. Mr. Hohenberger said the cost of money is not included in that figure.

Mr. Okerman asked the Boards' opinion about single-family home Impact Fees.

- Mr. Breton – not in favor of Impact Fees
- Mr. Kolodziej – not in favor of Impact Fees
- Ms. Skinner – not in favor of Impact Fees
- Mr. Wrenn – if we are going to have Impact Fees; it should be done fairly and across the board (townhouses/condos included)
- Ms. Prendergast - if we are going to have Impact Fees; it should be done fairly and across the board (townhouses/condos included)
- Ms. Post - if we are going to have Impact Fees; it should be done fairly and across the board (townhouses/condos included)
- Mr. LoChiatto – not in favor of assessing Impact Fees on townhouses/condos this year. Review at a later time.
- Ms. St. Laurent - if we are going to have Impact Fees; it should be done fairly and across the board (townhouses/condos included)
- Mr. Okerman – status quo

Mr. McLeod recommended to the Board to present townhouses/condos Impact Fees at Public Hearing as you can retract it out. It will be easier to retract and than to add in.

Ms. Scott is going to post the Impact Fees for Public Hearing on January 20, 2010. Ms. Scott asked that Mr. Hohenberger be present for that meeting.

The Board took a 5-minute break from 8:25PM – 8:30PM.

Chairman LoChiatto replaced Mr. Okerman and Mr. Okerman replaced Mr. Wrenn.

Ms. Scott provided to the Board the Impact Fee information that they requested at the November 18, 2009 meeting, which included:

- how much has been collected
- from where
- who it has been sent out to and for what

Mr. Breton talked about Impact Fees collected and disbursement to the schools. He said disbursement should possibly go to the schools.

Mr. Hohenberger said that the computation formula was based on the bond for Middle and Center School. However, within the Impact Fee Ordinance you are allowed to collect monies that were already expended to recoup investments that were made.

Ms. Scott said the School District has requested \$250,000.

### **2010 Town Meeting Proposed Amendment – Aquifer Protection District Map**

Ms. Scott has proposed changes to use the most current data source for the mapping of the Aquifer Protection District Map. The current map is based on a 1968 document and the proposed document is from 1992. She presented both maps to the Board. Ms. Scott is proposing that the updated 1992 Aquifer Map and language (609.3.1 Location) be presented at a future meeting.

Mr. Wrenn suggested putting a date on the map. Ms. Scott will add today's date (12/15/09) to the map.

Ms. Scott will invite Mr. Finn of the Conservation Commission to the next meeting.

Motion made by Ms. Post to move the Aquifer Protection District Map and revised language (609.3.1 Location) to Public Hearing on January 6, 2010. Seconded by Mr. Breton. Motion passed 7-0.

## **Meeting Minutes Review and Approve – December 2<sup>nd</sup>**

Motion to approve the December 2, 2009 minutes as written by Mr. Okerman. Ms. Skinner seconded.

Ms. St. Laurent is questioning a section in the minutes using the wording in the WWPD “unintended use and intended use”. Ms. St. Laurent will review the film of the December 2<sup>nd</sup> meeting in order to incorporate the language she used.

Mr. Okerman withdrew his motion to approve the December 2, 2009 minutes.

### **Member Binder Updates**

- ✓ Table of Contents
- ✓ 2010 Submission Schedule (Tab 2)
- ✓ CIP 2010-2017 (Tab 11)
- ✓ “Land Use Decisions” article (Tab 16)

### **Adjournment**

Motion to adjourn by Ms. Post. Seconded by Mr. Kolodziej. Meeting adjourned at 9:01 PM. Motion passed 7-0.

These minutes are respectfully submitted in draft by Paula Wrenn.