



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Minutes 6/30/10

Roll Call:

Phil LoChiatto, Chairman – Present	Rick Okerman, Member – Present
Nancy Prendergast – Vice Chair- Present	Ruth-Ellen Post, Member – Excused
Kristi St. Laurent, Member – Present	Sy Wrenn, Alternate – Excused
Pam Skinner, Member, - Excused	Bruce Breton, Selectman Member – Present
Louis Hersch, Alternate - Excused	Lee Maloney – Alternate - Excused
Bruce Richardson – Alternate – Arrived @ 7:06	Ross McLeod, Selectmen Alternate Member – Excused

Staff:

Laura Scott, Community Development Director – Present
Elizabeth Wood, Community Planner - Present
Tracey Mulder, Planning Assistant – Present

Call to Order/Attendance/Pledge of Allegiance

Chairman LoChiatto opened the meeting at 7:00PM, followed by the Pledge of Allegiance.

Stormwater Management & Road Design Guidelines Workshop

Ms. Scott opened the discussion indicating she has provided for the Board 2 memos, one from her and one from the Town Engineer, Steve Keach from Keach Nordstrom and Associates (KNA). Ms. Scott went on to say that the Town entered into a contract with KNA with funds rolled over from the prior fiscal year to pay for KNA to provide assistance in updating our stormwater and road standards. Ms. Scott is presenting this information to the Board because they had previously discussed the Stormwater Management and Road Design Guidelines as an area they would like to review and revise. Ms. Scott said this was one of three workshops and after the completion of the workshops there will be a public hearing. In addition, it was mentioned by the Chairman LoChiatto that since the Board would be reviewing the Stormwater Management and Road Design Guidelines, it would be a good opportunity review the Subdivision Regulations as a whole and the changes can be adopted all at one time. Ms. Scott noted that KNA would be primarily focusing on revising the Stormwater and Road Design Guidelines.

Ms. Scott invited the Fire Department, Police Department, Highway Department, Conservation Commission, and Stormwater Coordinator to this workshop and there were articles in the Windham-Pelham and Windham Independent newspaper announcing the workshop.

Ms. Scott said tonight was an opportunity for the Planning Board and Mr. Keach to brainstorm ideas. Mr. Keach will incorporate the suggestions from the Board and present his version of the revised regulations at the next scheduled workshop in August. Chairman LoChiatto said that reviewing the Regulations was a good way to ensure the Town is in line with State Standards.

Bruce Richardson arrived at 7:06PM and was seated for Ruth Ellen Post.

Steve Keach addressed the Board and has discussed with Ms. Scott a number of items in the Subdivision Regulations that can be looked at to amend and was asked by Ms. Scott to focus on these two items. Mr. Keach said that over the years, the Board has probably observed what they like and what they don't like regarding Stormwater Management and Road Design Guidelines and he is interested in what the Board thinks is working and is not working.

Mr. Keach said his company recently completed a subdivision rewrite for the town of Deerfield, NH and he provided the Board with copies of the revised document. He acknowledges that although Deerfield is a more rural community than Windham; it still has many of the same characteristics. To the extent that Windham is dealing with roadway design and integrating that with stormwater issues, he believed the Board would find the document useful. Mr. Keach outlined how he rewrote the Deerfield, NH subdivision regulation using a graduated standard implementing different pavement widths and gravel shoulder depending on the traffic flow; however, he thinks Windham should keep the Cape Cod berm on their local streets, as has been Windham's standard. He went on to say the graduated standards have a large impact on stormwater and the Town's maintenance budget. Mr. Keach believes the Board should consider the graduated method because the Town should only build and maintain what they need and this methodology works.

Mr. Keach said his initial thoughts are that the Town adopts the NH DES Alteration of Terrain (AOT) standards for all projects in order to maintain a uniform standard.

Ms. Prendergast discussed with the Board the importance of road width as a safety measure and she went on to say larger 28 ft roads look nice, but she isn't sure the Town needs this much width. In addition, she would like to discuss open v. closed drainage.

Mr. Richardson mentioned that the concept for the 28ft road width was initially for safety issues and the sheet drainage as opposed to the closed drainage and homeowners would not be able to properly care for the drainage in their yards and perhaps creating drainage issues for the abutting properties, and causing too many issues. Mr. Richardson said the Board needs to be cognizant that when a subdivision is built with a certain road width based on the number of homes in that development, and then additional homes are built adjacent to the subdivision, or if a the subdivision is extended, the size of the road can change depending on the circumstances.

Mr. Keach and the Board discussed pavement thickness and a three-inch thickness was appropriate for residential streets; however, Mr. Keach said that the Town should defer to the Town's Road Agent for the materials and thickness of the road in a non-residential area. Mr. Keach said the life cycle of a road, starts and ends with the pavement thickness. The road will have a longer life cycle if it has a stronger base. The standard for non-residential in Bedford is 4 inches and a road should have 20 year life cycle but 15 years is average.

Mr. LoChiato opened the discussion/workshop to the public.

Mr. Jack McCartney, Town Road Agent, addressed the Board indicating he is an advocate of closed drainage and not an advocate of open drainage due to maintenance. He is also an advocate of wider roads, no less than 24' in width.

Mr. Wayne Morris agreed with Mr. McCartney's assessment of road width and in addition said that he believed sheet drainage was the best option. He has no problem with a road width of 24 ft, and said no

matter what the width of the road, vehicles will drive too fast. He thinks for stormwater management, it would be best to use AOT standards.

Mr. Keach said he would like the Board to consider the following information in the new Subdivision update is:

1. Recognition of manual uniform traffic control devices
2. Compatibility with whatever the Board selects as their cross section and what it advocates in terms design speed and relating that to horizontal and vertical alignment. Currently the Town has a uniform standard on vertical and horizontal alignment regardless of which cross section is being built.
3. What to do with existing stonewalls on a property
4. Drainage and how to analyze rainfall intensities and analyzing a family of storms
5. Requiring street trees outside of the ROW to create a sense of place and to help slow traffic down

Mr. LoChiatto asked about language in the ordinance regarding certain length of level stopping area for vehicles at intersections.

Mr. LoChiatto would like Mr. Keach to take the suggestions from this evening and move forward meeting with the Road Agent, Police and Fire Chiefs, Stormwater Manager, and Ms. Scott to gather more feedback on proposed changes.

Ms. Scott noted that this meeting was for an opportunity for Mr. Keach and for the Board to have an in depth discussion. In addition, with the feedback from tonight, Mr. Keach will draft the changes and provide Ms. Scott a revised document and she will pass the information to the Police, Fire and Highway Departments as well as Stormwater and Conservation Committees.

CTAP Open Space Report Workshop

Mr. LoChiatto noted the Rockingham Planning Commission has met with the Board several times regarding the Open Space Report.

Ms. Wood said at the May 12th meeting the final version of the text portion of the document had corrections made and a Glossary of Terms was added to the report. Ms. Wood indicated at the May 12th meeting there was a desire by the Planning Board to review Map 4 of the document and make a determination of what parcels in Windham are priority for protection.

Ms. Wood said if the Board makes any changes to the maps at this meeting, the final report that was issued by the Open Space Task Force needs have a note outlining the rationale behind the changes.

Ms. Prendergast said she thought the Board was more concerned with the methodology used and that is not subject to change.

Ms. Wood said the report is supposed to be a guidance document for Town use.

Ms. Scott said the Planning Board did not appoint the committee and therefore the Board felt that they should not be approving the report. Julie LaBranch, from the Rockingham Planning Commission will be presenting the report to the Board of Selectman in August. Ms. Scott said there are no regulatory ties to the report and does not restrict what the Town can or cannot do but what it does identify parcels for potential conservation/open space purchase for the Town.

Mr. Richardson said it seems to him the CTAP group doesn't want the Board to make changes to the document and this should just go on to the Selectman. Ms. Scott said it was going to the Selectman for a presentation only not for approval.

Mr. LoChiatto opened the discussion to the public.

Mr. Wayne Morris addressed the Board and noted that Johnson Farm should be considered and placed in the high priority on the map. He believes because of water quality, farm preservation, and the excellent soil on the property he is concerned that a subdivision may be built on that property. Mr. LoChiatto noted that even if it is placed on the priority parcel list, it still does not change what can ultimately happen with that property.

Bob Merrill addressed the Board noting there is federal money available for agricultural farmland acquisition. He owns property that is just under an acre surrounded by conservation land and he thinks it would be a good piece for the Town to acquire. He also noted a second piece of land he owns as one on the priority parcel list and would like the Town to acquire that at the same time. Ms. Scott suggested that Mr. Merrill talk with Mr. Morris and the Conservation Commission about this.

Mr. Bob Cool, Morrison Road, said he understands this was done through a grant and asked how this grant came about. Ms. Scott said that the Rockingham Planning Commission did this project through the CTAP program, which is available to Towns affected by the I-93 construction. Mr. LoChiatto said there was a list of items the Town could choose from to use the grant money. Mr. Breton said this is just one of several studies done.

Chairman LoChiatto closed meeting to the Public and took no further action on the report.

Financial Guarantee-Bear Hill/Westchester Road

Ms. Scott said the Highway and Fire Department along with legal council have all signed off on the release of this financial guarantee. The cistern has been filled, capped and locked and the Town Road Agent has signed off and the deed for the road has been agreed to by legal council.

Mr. Breton made a motion to recommend to the Board of Selectmen for a full release of the maintenance bond for \$30,500 for Dean Smith, Bear Hill Extension and Westchester Road. Seconded by Mr. Richardson. Motion passed 6-0.

2010 Meeting Schedule & Worklist

Ms. Scott said she drafted a proposed meeting schedule for the Board and anticipated, based on their input, that they meet every Wednesday. She is asking the Board for input, based on the information provided in the memo, what meetings they would like to keep on the schedule and what meetings they would like to delete.

The Board discussed the various design reviews, development reviews and financial guarantees that are coming before the Board and how best to allocate the Boards time. Ms. Prendergast said she does not want to do workshops and development reviews at the same meetings.

Chairman LoChiatto asked Ms. Scott to keep the Board apprised of the upcoming development applications. Mr. Breton made a comment that he wants to make sure for workshops and public hearings on Town meeting items, that staff do their best to notify all the citizens. The Board revised the schedule and Ms. Scott will make the necessary changes and provide the Board with an updated schedule.

Meeting Minutes-Review and Approve

-June 2, 2010 – Motion by Mr. Okerman to accept the June 2, 2010 minutes as written. Second by Ms. St. Laurent. Motion passed 5-0-1. Ms. Prendergast abstaining.

-June 16, 2010 – Motion to accept the June 16, 2010 minutes as written by Mr. Richardson. Second by Mr. Breton. Motion passed 5-0-1. Mr. Okerman abstaining.

Community Planner's Report

Ms. Wood discussed her planners report for the Board.

Highway Safety Committee Update

Ms. Scott provided the Board with a memo outlining her meetings with the Highway Safety Committee. The Board had a brief discussion regarding parking on Horseshoe and Range Road. Ms. Scott noted that the Highway Safety Committee is a subgroup of the Board of Selectman and all issues are funneled through the BOS and she would pass along all their suggestions. Mr. Breton explained the process to the Board members.

Miscellaneous

Mr. Breton discussed the lights at the Presbyterian Church and he received specs from Ms. St. Laurent and these lights are good quality and some lights on plans that have been submitted and he wants these lights to be part of any future Design Review Guidelines the Board creates.

Adjournment

Motion by Mr. Breton. Seconded by Ms. Prendergast. Motion passed 6-0.

Tracey Mulder respectfully submits these minutes.