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## Technical Review Committee Meeting Summary

**To:** Planning Board  
**CC:** Brian McCarthy, Town Administrator; Alex Mello, Director; Julie Suech, Planning Technician;  
Applicant: Karl Dubay, The Dubay Group; Owner: A.J. Letizo Professional Center LLC  
**From:** Chris Sullivan, Assistant Director / Planner

**Re:** TRC Meeting Summary – April 21, 2022 @ 10:00 AM

1. **2022-11 – 47 Enterprise Drive (Parcel 11-C-100)** Major Final Site Plan, Wetland and Watershed Protection District (WWPD) Special Permit, and WPOD Site Plan/Subdivision Application.

**Project:** The applicant, Karl Dubay, The Dubay Group, Inc, representing property owner A.J. Letizo Professional Center LLC, requests a Major Final Site Plan, WWPD Special Permit, and WPOD Site Plan/Subdivision Application to change the use of the subject property from professional office to a private school and perform minor site improvements.

- **Deputy Chief Jim Saulnier, Windham FD:**
  - Has the developer retained the services of a fire protection engineer? The state laws are very specific of the types of safety services in place when regarding educational occupancies
  - Is a fire protection engineer/sprinkler contractor involved? will a fire suppression system be installed?
  - I would be happy to set up a meeting at a later date to discuss this further with the owner and the developer.
- **Chief Gerry Lewis, Windham PD:** Confirming there is going to be a lobby with a second set of doors and check in area.
- **General Services:** Absent.
- **HDC/HC:** No Comment
- **Conservation Commission:** Hearing April 28, 2022.
- **Chris Sullivan, Community Development:**
  1. Where any activity requiring Planning Board approval is proposed within the WWPD, the plan shall also indicate: the location and limits of the proposed activity; the construction techniques and sequence to be used in constructing the proposed improvements; and the protective measures to be employed to minimize the disturbance and/or degradation of the WWPD.
  2. Where any activity requiring Planning Board approval is proposed within the WWPD, the applicant shall also submit evidence that: the WWPD disturbance is the minimum necessary to affect the proposed improvements; the proposed activity will not contribute to the degradation of surface or groundwater quality; the proposed activity is appropriate and safe to locate in the WWPD; and, the proposal is consistent with the intent and purpose of Section 601 of the Windham Zoning Ordinance.

3. Large copies of your plans set and fourteen (14) smaller sets showing profiles, cross-sections, and elevations at 50-foot maximum intervals, for any proposed street, drives, access ways, or other disturbance of the WWPD.
4. Fourteen (14) sets of the color photographs, as detailed in 601.4.8.3.2.
5. Plantings should be reviewed so a person cannot hide behind.
6. Please revise the lighting post detail showing the light at the top of the post.
7. Please add a legend to the site plan.
8. Does the play area have curbing around it?
9. Does the Play area have drainage?
10. The lighting plan near the entrance, the footcandles seem really high you may want to have shields put on.
11. On the planting plan there is the word "retain" in the middle of the parking lot.
12. Add to the Chairman's signature Block "**Town of Windham Planning Board Approval**".
13. Add hoods on the catch basins.
14. Provide a detail for the fence for the play area.
15. Put the number of parking space in each area.
16. What is R7-8 at the handicap signs?
17. The end parking spaces by the dumpster seem kind of tight.