



## Master Plan Process Committee Meeting Minutes

### A subcommittee of the Windham Planning Board

Friday, May 6, 2022 @ 10:00 AM

Community Development Meeting Room

3 North Lowell Road, Windham, New Hampshire 03087

To access via Zoom: <https://us02web.zoom.us/j/84209424955?pwd=MTR6TWwhLSmEwTnVxQkRnRFd3L0tKZz09>

Meeting number/access code: 842 0942 4955 Password: 688721 To join by phone: +1-646-876-9923

**Present:** Chris Sullivan, Assistant Director / Planner – Community Development; Roger Hohenberger, Board of Selectmen; Matt Rounds, Planning Board; Shannon Ulery, School Board; and, Alex Mello, Director – Community Development

**1) Call to Order** - Mr. Rounds called the meeting to order at 10:05 am.

**2) Purpose**

Mr. Rounds stated the purpose of the committee, which is to formulate a strategic plan to develop a framework on how to get a master plan written within the next year. The committee will consider what to use from the past. The Vision section was adopted by the PB in March 2021, after 8 months of work.

**3) Organization / Membership**

a) Created via Planning Board motion on April 13, 2022

b) Membership:

i) Matthew Rounds, Chair, Regular Planning Board Member, *via PB Action on April 13, 2022*

ii) Roger Hohenberger, Board of Selectmen Representative, *via BoS Action on April 25, 2022*

iii) Shannon Ulery, School Board Representative, *via SB Action on April 19, 2022*

iv) Christopher Sullivan, Community Development Department Representative

v) Vacant, Public at Large

Mr. Rounds introduced the members of the committee that were appointed by their respective Boards. He noted that the public-at-large seat is vacant and suggested recruiting a junior/senior high school student involved in student government to offer a different perspective and provide a learning opportunity. Mr. Hohenberger suggested that a person that understand the history of the town may provide greater benefit to the committee. Ms. Ulery sees both sides, however, thinks the old methods are not working well for current master planning efforts. She stated that she does not believe that the vision section aligns with the way the Town has developed since 2005. Mr. Rounds stated that the reflections in the 2005 Master Plan may not be true today. Mr. Hohenberger stated that the 2005 Master Plan might be a reason why the Town has retained its rural oasis. Mr. Rounds, suggested reaching out to a person that is more versed on the Town's history and inviting a high school student to participate as a member of the public. Mr. Hohenberger stated that the purpose of the committee is to have a few meetings to set up the process and it will grow into a more traditional steering committee. By the time a member of the public is appointed the committee's work may be done. The committee recommended that Mr. Rounds will report to the Planning Board to have the membership of the committee modified to the committee members sitting at present.



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**4) Prior Master Planning Efforts**

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a) 2005 Master Plan

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b) 2012 Recreation Master Plan

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c) 2015 Update

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d) 2020 Master Plan Survey

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e) 2021 Adopted Vision

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Mr. Rounds, stated that the 2005 Master Plan was the last official master plan. Update efforts on certain chapters occurred from 2015-2017. A decision needs to be made about whether to start fresh or extract matter from previous efforts. Mr. Hohenberger, suggested to start with the 2005 Master Plan and see what is worth keeping/removing considering the work from 2015-2017 there. Ms. Ulery agrees, starting from scratch with a large group has proved difficult in the past. Mr. Rounds, stated that the 2005 plan was done professionally and agrees with using that as a framework. He thinks someone needs to review the 2005 plan against the 2021 vision. Mr. Hohenberger, recommends having existing committees be a big part of review the 2005 chapters to see what is or is not relevant to them today. He recommended for individual groups to have their own charrettes so that it is more manageable rather than tackling the whole thing at once. Mr. Rounds stated that the RSA says to lay out a master plan with a vision (strategic driving force) and a land use section is supposed to be the tactical interpretation. Every other chapter can be its own but has to adhere to the direction indicated by the land use Section. Ms. Ulery suggested to have the respective committees strike things out and make notes rather than re-write the chapter. Mr. Rounds agrees. Mr. Mello suggested that that approach can be used for individual chapters and then can back into land use to ensure consistent messaging. Mr. Hohenberger stated that the 2005 land use chapter is more analytical, which could be updated with today's information. Mr. Rounds asked if there could be a school chapter? Ms. Ulery stated that the Master Plan shouldn't overstep onto the School government side of things and this group should focus on typical master planning elements initially and see how schools can fit in later. Mr. Sullivan stated that it is typical for a Master Plan to include a chapter for public facilities. Mr. Rounds summarized the discussion and clarified that direction is for the Committee to start with the 2005 Master Plan framework and incorporate relevant matter from previous planning efforts over the years.

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**5) Outline Scope for Future Master Planning Efforts**

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Mr. Rounds asked if the Vision Section should be done by Staff? Mr. Mello recommended to let the steering committee decide if should be updated after a majority of the plan is written. Ms. Ulery recommended that the members of this committee individually take a pass toward the end of the process to see if the current vision is still relevant and see where there is common ground. Mr. Mello added that a Vision should function like an executive summary where each chapter is summarized. Mr. Rounds indicated that the 2020 survey included 1,200 respondents. Mr. Hohenberger felt that more public outreach is needed through charrettes. Mr. Rounds expressed his concern about special interests lobbying at charrettes. Ms. Ulery suggested that the purpose of the Steering Committee and the Planning Board is to make special interests are not dominated in the plan. Mr. Mello suggested having a few charrettes with multiple topics to have more balanced discussions. Ms. Ulery stated that we need to make sure to put out the right questions to get fruitful answers. Mr. Hohenberger suggested charrettes for the following topics: conservation, public/highway safety, recreation, historic, library, economic development, housing, schools, and local energy. Mr. Rounds summarize the scope for this committee's future work is to use the 2005 Master Plan as a starting point. The Committee will then take a high-level

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91 pass at said plan. Mr. Rounds will work with staff to work on updating consent of the Master Plan  
92 webpage. This committee will then present a proposed framework to the Planning Board. Mr. Rounds  
93 suggested that the Planning Board be the committee that tackles the housing chapter. Community  
94 Development will work on the existing conditions and data analysis part of the plan. The Committee  
95 discussed that the next meeting be in two weeks.

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97 Mr. Rounds opened the meeting to public comment.

98 David Tanis, 48 Northland Road, via Zoom, discussed that the PB Master Plan webpage is missing the  
99 survey results and vision section. Updating that can help stimulate discussion. He believed that starting  
100 with the 2005 framework makes sense. Consider looking at other towns to mimic and best practices.  
101 Look at public safety. Would make sense for land use to talk about public facilities, specifically schools.

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103 **6) Adjournment** - The meeting was adjourned at 11:15 am.

APPROVED