



Planning Board Approved Minutes

May 24, 2023

7:00 pm at Community Development Meeting Room
3 North Lowell Road

Attendance:

Chair Tom Earley, Present
Vice Chair Derek Monson, Present
Jennean Mason, Present
Jacob Cross, Present
Matt Rounds, Present
Alan Carpenter, Present
Pam McCarthy (alternate), Excused
Roger Hohenberger, Board of Selectmen ex Officio, Present
Bruce Breton, Board of Selectmen ex Officio (alternate), Excused

Also present were: Alexander Mello, AICP - Community Development Director
Jennifer Simmons, Master Plan Process Committee
Shannon Ulery, Master Plan Process Committee

The meeting opened at 7:00pm with the pledge of allegiance and the introduction of members.

Chair Earley stated that this evening was a continuation of the public hearing from May 10, 2023 on the 2023 Master Plan. The plan will be to review each chapter by asking for public comment then having board discussion.

Mr. Rounds reviewed the chapters considered at the previous public hearing on May 10, 2023. Chapters 1, 2, and 4 were approved. The MPPC met on 5/19 to make revisions, Mr. Rounds recapped those.

Chapter 2 – Vision and Principles

Ms. Ulery provided an overview of the edits in blue to section 2.

Mr. Rounds made a motion to approve edits to section 2. Seconded by Derek Monson. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 3 – Land Use

Mr. Cross made a motion to approve the MPPC edits to Chapter 3. Mr. Monson seconded. The motion is to include changes to the use tables made by staff and MPPC and to fix WPOD formal name throughout.



Kristi St. Laurent called to the Board's attention a decision point in the goals and objections section regarding big box or small business.

Mr. Cross modified his motion to say "encourage small businesses, rather than big box stores". Mr. Monson second still stands. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Mr. Rounds made a motion to reconsider Chapter 3. Seconded by Mr. Cross. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, opposed
Mr. Hohenberger, opposed

Ms. Mason expressed dislike of the opinion graphs on p. 16 because the EDC had surveys that were not included in Chapter 3.

Mr. Cross made motion to reaffirm the prior motion of adopting Chapter 3 with the same modification previously stated. Seconded by Mr. Monson. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, opposed
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

There was a brief recess to address a technical issue. The virtual option of the meeting was moved from Zoom to Team and the two folks that were in the meeting were informed of the new link. Contact was reestablished with those two participants.

Chapter 5 – Transportation

Mr. Carpenter made a motion to approve Chapter 5 as presented. Mr. Rounds seconded. Mr. Cross suggested a change to remove the line regarding remain open to light rail initiatives. The motion was not amended. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye



Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 6 - Water

Mr. Monson made a motion to approve Chapter 6 as presented. Mr. Rounds seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, temporarily excused
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 7 - Housing

Kristi St. Laurent, Windham Housing Authority, requested the following line be added: “WHA is actively pursuing options for affordable housing opportunities for seniors.”

Mr. Rounds noted discrepancies between the population number listed in the Housing and Demographics.

Ms. Mason noted that the workforce housing section could be reduced but still represent the goals. Mr. Carpenter would not repeat the same section in Housing and Land Use, recommended delete from Housing and keep in Land Use.

Mr. Rounds made a motion to approve as presented with 2 changes (First: the suggestion from Ms. St. Laurent and Two: calibrate the population statistics between Chapters 4 & 7). Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, opposed
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 8 – Community Facilities

Ms. Simmons noted that she expanded the section on the library in response to Renee Mallett’s feedback and will insert Peter Griffin’s paragraph on Searles School and Chapel.

Mr. Rounds noted that the picture of library solar panels needs to be updated.



Wendi Devlin, asked the Board to consider future cemetery expansion at Rogers field. Mr. Earley suggested the following language from the 2023 Master Plan be added: "The Town owns approximately 17 acres of land which is organized into two Cemeteries, the Cemetery on the Hill and the New Plains Cemetery. In the 1970s, several pieces of property were purchased and combined to form the New Plains Cemetery; it was dedicated in 1977. The Town maintains the Cemeteries through the oversight of the Trustees of the Cemeteries. The Wonderland Playground and the adjacent baseball fields are presently utilizing a portion of the New Plains Cemetery property. The Town's cemetery availability is continually taxed and the expectation for additional requirements for cemetery space should be considered moving forward."

Mr. Carpenter made a motion to approve, with the edits on Searles School and Chapel and Mr. Earley's suggestion on cemeteries. Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 9 - Conservation

Mr. Hohenberger noted public comment from Mr. Tom Case and suggested that Clyde Pond needs to be added to the map. Simpson Pond needs to be changed to Moeckle Pond.

Mr. Carpenter suggested changing legal easements to protective conservation easements, under goals and objections first bullet, and to delete legal on second bullet.

Mr. Hohenberger noted the need to cut and paste WPOD from Land Use into Conservation under overlay districts.

Mr. Carpenter made a motion to approve, with the edits mentioned above. Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 10 – Natural Resources

Mr. Monson noted that Simpson Pond was mentioned again. He proposed a global change to change it to Moeckle Pond.



Mr. Carpenter identified changes. Bacteria is monitored by Rock Pond Association through the VLAP program not the Town. Will check to see if there is an updated VLAP study. Goals and Objectives, change to sufficient water quantity and quality.

Mr. Monson and Mr. Hohenberger discussed VLAP reports for Canobie and Cobbett's should include the latest. Including the Appendix. Mr. Monson noted that Cobbett's Pond might be eutrophic now.

Ms. Mason made a motion to adopt Chapter 10 with modifications to bullet #3, sufficient water supply to guarantee quantity and quality; Simpson to Moeckel; update Rock Pond with updated VLAP data. Second by Mr. Rounds. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 11 – Economic Development

Dale Valvo suggested the name of the survey should read 2022 Economic Development, Housing, and Infrastructure Survey in the Appendix.

Mr. Rounds made a motion to approve Chapter 11 as presented. Ms. Mason seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 12 - Education

Mr. Monson made a motion to approve Chapter 12 with a revision, suggested by Ms. Mason, to add the equestrian club. Mr. Cross seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 13 – Historic and Cultural Resources



Mr. Carpenter made a motion to approve Chapter 13 as presented. Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 14 - Recreation

Mr. Cross made a motion to approve Chapter 14 as presented. Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 15 - Energy

Mr. Rounds revised this chapter with heavy collaboration with the Local Energy Committee.

DM. JM. 7-0.

Mr. Monson made a motion to approve Chapter 15 as presented. Ms. Mason seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 16 – Implementation

Kristi St. Laurent, suggested a change to select the blue highlight in the first row of Commercial Development. And to replace the fourth box in the same section with “Encourage commercial development plans that exceed current environmental requirements in State and Town regulations to protect, preserve and feature Windham’s natural resources.”

Ms. Mason noted that one of the energy goals term is far, should be long not far to be consistent.



Mr. Carpenter made a motion. Derek Monson Seconded. The motion is for the first box in New Commercial Development to replace existing white background with blue highlight, taking s off services, adding below after baseline “promote dine in restaurants/entertainment, and copy/paste language from Land Use chapter re: small business and big-box. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Mr. Cross made a motion to accept the blue text re: school impact fees, but replace periodically with every five years. Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Mr. Cross made a motion to add Kristi’s suggestion as additional text to the fourth box. Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Mr. Cross regarding the water line reference, wants to remove it as it is not mentioned elsewhere in the document.

Mr. Hohenberger noted that it was not intended to address the commercial water line.

Mr. Carpenter recommends removing wastewater references. Mr. Monson noted that sewer would be great to protect the lakes/ponds.

Mr. Rounds was excused at 9:09 pm.

Mr. Cross made a motion to remove the entire section. Mr. Earley seconded the motion. The motion failed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, opposed
Ms. Mason, opposed



Mr. Rounds, excused
Mr. Carpenter, opposed
Mr. Cross, aye
Mr. Hohenberger, opposed

Mr. Cross made a motion to remove mentions of wastewater. Replace the second non-bolded paragraph with “because the voters have repeatedly addressed the issue, commercial water lines are not an option for the Town of Windham.” Mr. Earley seconded. Mr. Cross edited his motion to remove wastewater references, remove first non-bolded paragraph, keep second and third non-bolded paragraphs. Modify first part of third non-bolded paragraph to “work to prevent financial impact to the local taxpayers...” The edits to read:

**Investigate water quality and quantity management solutions including:
Residential monitoring to ensure overall well health, availability and quality
Evaluation of municipal water to supply affected residential areas.**

Acknowledge that voters, not special interests, will determine whether or not municipal water and/or sewer will be developed.

Work to prevent financial impacts to the local taxpayer and preventing the loss of municipal autonomy should be given priority when determining what paths to pursue.

Mr. Earley’s second still stands. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, excused
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Mr. Monson made a motion to adopt Chapter 16 as amended. Mr. Carpenter seconded the motion. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, excused
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Chapter 17 – Appendices

Mr. Cross made a motion to approve Chapter 17 with the following revisions:

- 1) EDC Survey retitled.
- 2) Global change re: Simpson Pond.
- 3) VLAP references to latest versions.



4) calibration of stats on 2020 census in demographics and housing.

Mr. Monson seconded. DM second. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, excused
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

FINAL APPROVAL AND ADOPTION

Mr. Carpenter made a motion to approve and adopt the 2023 Master Plan as codified by the Board's previous approvals of chapters 1-17 on May 10, 2023 and this evening. Jake Cross second. The motion is subject to any formatting, punctuation, grammar, and images as edited by MPPC and Staff. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, excused
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

Mr. Carpenter made a motion that the Chair Draft a letter to the BoS recognizing the numerous volunteer hours of the Master Plan Process Committee. Mr. Earley second. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, excused
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, abstain

Approval of Minutes

February 15, 2023

Mr. Earley made a motion to approve as presented. Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, excused



Mr. Carpenter, abstain
Mr. Cross, abstain
Mr. Hohenberger, abstain

March 1, 2023

Mr. Carpenter made a motion to approve as presented. Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, excused
Mr. Carpenter, aye
Mr. Cross, abstain
Mr. Hohenberger, abstain

Ms. Mason noted that there are CIP positions available. One official seat is expiring and there are two citizen alternate appointments available. Mr. Mello noted that an advertisement has been published in the Windham Independent and on the Town website. He also noted openings for PB alternates and expiring terms on DRC.

Mr. Earley made a motion to assign Jake Cross as the EDC liaison. Mr. Monson seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

At 9:48 pm, Mr. Monson made a motion to adjourn. Jake Cross seconded. The motion passed with the following roll-call vote:

Chair Earley, aye
Vice Chair Monson, aye
Ms. Mason, aye
Mr. Rounds, aye
Mr. Carpenter, aye
Mr. Cross, aye
Mr. Hohenberger, aye

