



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

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**Planning Board Workshop Draft Minutes**

June 8, 2022

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

**Attendance:**

Chair Tom Earley, Present  
Vice Chair Jennean Mason, Present  
Derek Monson, Present  
Jacob Cross, Present  
Matt Rounds, Present  
Alan Carpenter, Present  
Joe Bradley (alternate), Excused  
Dave Curto, (alternate), Present  
Pam McCarthy (alternate), Present  
Dan Spalinger (alternate), Present  
Bruce Breton, Board of Selectmen ex Officio, Excused  
Brian Smith, Operations Chief, Windham Police Department  
Thomas McPherson, Jr., Chief, Windham Fire Department  
Alexander Mello- Planner, Director, Community Development, Present  
Christopher Sullivan, Assistant Planner, Present  
Renee Mallett- Minute Taker, via video

The workshop opened at 7:01pm with the pledge of allegiance and the introduction of members. Mr. Mello said a warrant article which was approved by the voters in March allowed the Planning Board to raise impact fees in conjunction with a rise in the Consumer Price Index. Mr. Mello said the twelve month average inflation was currently 8.3% . Chair Earley read the language regarding the public hearing on Impact Fees from the agenda into the record.

**Mr. Carpenter motioned to open the public hearing. Mr. Monson seconded the motion. The motion passed, 6-0, with the following vote:**

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

44 Brian Smith, Operations Chief of the Windham Police Department, said the department depended  
45 on the impact fees. He said there was a need for more space that was directly tied to the growth and  
46 development in town. Mr. Rounds asked what percentage of the police budget used the impact fees.  
47 Operations Chief Smith said it is usually a small part of their budget as they reserve the use of the impact  
48 fees for large scale projects. Fire Chief McPherson said most recently impact fees had been used to equip  
49 fire trucks with EMS equipment. For the edification of the newer board members Mr. Carpenter explained  
50 how the money raised by impact fees needed to be used in way that was related to the demands created  
51 by growth in town. Mr. Monson confirmed with both public safety officers that their departments were in  
52 favor of raising the impact fees. Mr. Cross then confirmed that raising the impact fees now, based on the  
53 CPI, would not limit the ability to raise them based on need in time for the March ballot.  
54

55 **Chair Earley opened and closed the session to public comment.**  
56

57 **Mr. Cross made a motion to raise the public safety impact fees by 8.3%, pursuant to Section**  
58 **715.6.2, in line with the increase in the consumer price index. Mr. Rounds seconded the motion. The**  
59 **motion passed, 6-0, with the following vote:**

60 **Chair Earley, aye**  
61 **Vice Chair Mason, aye**  
62 **Mr. Monson, aye**  
63 **Mr. Cross, aye**  
64 **Mr. Rounds, aye**  
65 **Mr. Carpenter, aye**  
66

67  
68 **Mr. Monson motioned to approve the minutes of 4-20-22 as presented. Mr. Rounds seconded the**  
69 **motion. The motion passed, 4-0-2, with Chair Earley and Mr. Cross abstaining as they were not present at**  
70 **the meeting:**

71 **Chair Earley, abstain**  
72 **Vice Chair Mason, aye**  
73 **Mr. Monson, aye**  
74 **Mr. Cross, abstain**  
75 **Mr. Rounds, aye**  
76 **Mr. Carpenter, aye**  
77

78  
79 **Mr. Carpenter motioned to approve the minutes of 5-11-22 as presented. Mr. Monson seconded**  
80 **the motion. The motion passed, 6-0, with the following vote:**

81 **Chair Earley, aye**  
82 **Vice Chair Mason, aye**  
83 **Mr. Monson, aye**  
84 **Mr. Cross, aye**  
85 **Mr. Rounds, aye**  
86 **Mr. Carpenter, aye**  
87

88  
89 The minutes of 6-1-22 were tabled until the next meeting.  
90

91 Mr. Monson said he had asked Deputy Chief Saulnier for a copy of the state regulations regarding  
92 tents. After reviewing them with Mr. Mello they believed tents over 400 square feet in size could be  
93 required to have inspections done when erected. Chair Earley confirmed that existing tents would not fall  
94 under this requirement but, because they had to be taken down within 180 days, they would need  
95 inspection before being put back up.

96  
97 Grading, in regard to wetlands, was discussed by the board. Mr. Curto described some of the  
98 measures the Conservation Committee was exploring this year in order to further protect town wetlands.  
99 Mr. Curto offered to assist Mr. Monson on his work on the WWPDP.

100  
101 Mr. Carpenter said he had spoken to someone at the USGS. He said the USGS has several wells  
102 around the state where they monitor the water table, as well as surveying some streams and rivers. Mr.  
103 Carpenter said the closest one to Windham was around fifty miles away. Mr. Spalinger confirmed this was  
104 specific to the water table as there was a water flow monitor on Golden Brook. Because of resident concern  
105 about the water table Mr. Carpenter offered to research and to present information to the board on what  
106 was needed in order to have similar, town specific, data collection. Board consensus was unanimously in  
107 favor of this endeavor.

108  
109 Mr. Rounds said the steering portion of the Master Plan Committee was wrapping up and they  
110 would be presenting their process proposal to the Planning Board at an upcoming meeting.

111  
112 **Mr. Cross made a motion to adjourn the meeting. Vice Chair Mason seconded the motion. The**  
113 **motion passed, 6-0, with the following vote:**

114 **Chair Earley, aye**

115 **Vice Chair Mason, aye**

116 **Mr. Monson, aye**

117 **Mr. Cross, aye**

118 **Mr. Rounds, aye**

119 **Mr. Carpenter, aye**