



Master Plan Process Committee Meeting Minutes

A subcommittee of the Windham Planning Board

Friday, June 24, 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: Roger Hohenberger, Board of Selectmen; Matt Rounds, Planning Board; Shannon Ulery, School Board; Chris Sullivan, Assistant Director / Planner; and, Alex Mello, Director – Community Development

1) Call to Order

Mr. Rounds called the meeting to order at 10:02 am.

2) Review and Approval of the Minutes of:

[June 10, 2022](#) – Roger Hohenberger made a motion to approve the minutes with the suggested revisions of typographical errors on lines 41, 45, and 56. Mr. Mello suggested fixing a typographical error in Section 8. Ms. Ulery seconded the motion. It was voted unanimously to approve.

3) Finalize memorandum to supporting Boards/Committees

4) Finalize timeline for supporting Boards/Committees

Items 3 and 4 were discussed as part of the same discussion.

Mr. Rounds reviewed the draft memo he prepared.

Mr. Mello noted that the memo would be great to send out to the supporting Board and Committees. Ms. Ulery noted that it should point to the guiding documents such as prior planning and the Auburn Plan.

Mr. Hohenberger noted that he has numerous edits and will send them to the group to be reflected in the final draft. Ms. Ulery stated that they should aim for a March 1, 2023 publication date.

Mr. Hohenberger inquired if the Land Use section sets the directive, how can the other sections be done simultaneously? Mr. Rounds noted that the Land Use Section would keep the same themes from previous chapters but go into more detail. Ms. Ulery noted that this Subcommittee and the Planning Board will have input.

Mr. Hohenberger suggested amending the guidelines to direct supporting Boards/Commission to reference documents (i.e previous plans or technical data) they use to aid in their discussion.

Mr. Mello suggested moving Community Design under the Land Use section. The committee agreed and will fine tune the entire Land Use section during the second draft review process.



45 Mr. Hohenberger suggested utilizing Community Development and Assessing with the Housing Section.

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47 Mr. Mello noted that he can make changes to the memo and send a cover letter to supporting Boards
48 and Commissions.

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50 Ms. Ulery made a motion to adopt the Master Plan guidelines and timeline as amended. Mr.
51 Hohenberger second the motion. The motion passed unanimously 3-0 (Mr. Sullivan was excused from
52 the meeting).

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54 **5) Other Business**

55 Mr. Rounds updated the Subcommittee that he spoke to the Planning Board on June 15th and they
56 concurred that a member of the public-at-large was not needed for the Subcommittee.

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58 **6) Adjournment**

59 Mr. Hohenberger made a motion to adjourn. Ms. Ulery seconded the motion. It was voted unanimously
60 to adjourn at 10:56 a.m.