



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Workshop Minutes
July 13, 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, via Zoom
- Joe Bradley (alternate), Excused
- Dave Curto, (alternate), Present
- Pam McCarthy (alternate), Present, seated for Mr. Carpenter
- Dan Spalinger (alternate), Excused
- Bruce Breton, Board of Selectmen ex Officio, Excused
- Alexander Mello- Planning Director, Community Development, Present
- Renee Mallett- Minute Taker, via video

The workshop opened with the pledge of allegiance and the introduction of members.

Mr. Mello reviewed the status of communication with the various committees who have been tasked with writing rough drafts of Master Plan chapters. Ms. McCarthy said she had been researching Master Plans, since she had only recently been appointed an alternate to the Planning Board and had not been part of the previous discussions. She reached out to the consultant that had assisted in the Auburn Master Plan, which had been marked as a style template by the Master Plan Steering Committee. Ms. McCarthy said the amount of community outreach, research, and work that had gone into the creation of that Master Plan was not likely to be appropriately completed in the timeline imposed by Mr. Rounds.

Chair Earley said there was a lot of information and work that had already been completed. He referenced a previous survey that had been put out by the Planning Board. Ms. McCarthy asked about the response rate to the survey. She was told was 11%. Mr. Rounds said having been in a position to write “professional stuff” previously he did not think having 90 days to write 6 to 9 pages of material was very arduous. Ms. McCarthy said the writing of the chapters was not the issue, but that she struggled with the community outreach that could happen on a volunteer basis in the amount of time given. She referenced other towns which had spent many months doing a wide variety of different community outreach events. Mr. Rounds interrupted Ms. McCarthy several times, saying the timeline was not up for debate, as a point of order, and that this process had already been decided. Ms. McCarthy said she had asked Mr. Rounds for

43 the information he had referenced when setting the timeline but the information had not been supplied by
44 the time of the meeting.

45
46 **Mr. Cross made a motion to allow Mr. Carpenter to take part in the meeting via Zoom, per RSA**
47 **91-A:2, III, as a result of health protocols. Mr. Monson seconded the motion. The motion passed with the**
48 **following roll-call vote:**

- 49 **Chair Earley, aye**
- 50 **Vice Chair Mason, aye**
- 51 **Mr. Monson, aye**
- 52 **Mr. Cross, aye**
- 53 **Mr. Rounds, aye**
- 54 **Ms. McCarthy, aye**

55
56 Ms. McCarthy said she did not think enough community outreach had been done to this point to
57 craft an appropriate Master Plan representative of diverse perspectives in the community. She said the
58 previous ballot measure to fund the Master Plan had failed by only one vote, on a recount. She suggested,
59 since the imposed deadline was so close to the election anyway, that the board bring the matter before the
60 voters again.

61 Chair Earley said, unless someone was making a motion to delay the work, that this discussion
62 should end as the board had already decided on a course of action. Vice Chair Mason said she shared
63 concerns about the process and had concerns about the board writing the Master Plan without professional
64 guidance or further community outreach. Mr. Rounds interrupted Vice Chair Mason and was cut off by the
65 Chair. The Chair said a motion needed to be made or he would move the discussion along. Vice Chair
66 Mason said she wanted everyone to feel free to voice their concerns and thanked Ms. McCarthy for her
67 thoughts.

68
69 **Ms. McCarthy made a motion to put the current process on hold and to ask for additional funding**
70 **in 2023 to hire a professional to assist the board in crafting the Master Plan. Vice Chair Mason seconded**
71 **the motion. Mr. Cross said the work had been going on for two and half years, so he did not agree that**
72 **the Master Plan was being rushed. He said the board needed this firm deadline in order to finish the**
73 **Master Plan. He called the concerns of Ms. McCarthy a distraction and said it was critical that the Master**
74 **Plan be completed before the election, in case new board members were elected who would want to see**
75 **their viewpoint reflected in the plan. He said it was better to have an incomplete and imperfect plan**
76 **before the election rather than to wait until after. Mr. Rounds said the appropriate time to voice**
77 **concerns was at the Steering Committee level and at this point it was too late. The motion failed with the**
78 **following roll-call vote, and Mr. Curto saying he would have abstained if he had been seated:**

- 79 **Chair Earley, no**
- 80 **Vice Chair Mason, aye**
- 81 **Mr. Monson, no**
- 82 **Mr. Cross, no**
- 83 **Mr. Rounds, no**
- 84 **Ms. McCarthy, aye**

85
86 Mr. Rounds reviewed the chapters the Steering Committee had slated for inclusion in the Master
87 Plan, highlighting which were under the purview of the Planning Board. Chair Earley asked for suggestions
88 on further consolidating the chapters. Mr. Cross thought there were too many chapters with too much
89 overlap. Mr. Rounds said the Steering Committee had put a lot of thought into this and that he thought it
90 was too late for the board to suggest these types of changes. Vice Chair Mason agreed that some

91 consolidation could happen. Chair Earley said the board had appointed Mr. Rounds as Chair of the Steering
92 Committee and the Planning Board had a responsibility to address the work in the manner it had been
93 given to them.

94 Chair Earley asked who would like to work on the Land Use chapter. Mr. Cross and Vice Chair
95 Mason volunteered. Mr. Cross asked a question about the process. He suggested that a few iterations of
96 the draft might be crafted so the Steering Committee could pick and choose what information to put into
97 the final draft of the Master Plan. The board debated what items were best covered by which chapters. Mr.
98 Mello read the chapter descriptions as listed in the NH Planning Board Handbook. The board decided the
99 Land Use chapter would be written after the other chapters were completed.

100
101 **Mr. Cross made a motion for the Planning Board to break up the work as follows: Infrastructure,**
102 **Transportation, and Water, to be spearheaded by Chair Earley, Ms. McCarthy, and Mr. Carpenter.**
103 **Community Design and Housing, to be completed by Vice Chair Mason and Mr. Cross, with the Land Use**
104 **chapter to be completed after. Mr. Monson seconded the motion. The motion passed with the following**
105 **roll-call vote:**

106 **Chair Earley, aye**
107 **Vice Chair Mason, aye**
108 **Mr. Monson, aye**
109 **Mr. Cross, aye**
110 **Mr. Rounds, abstain**
111 **Mr. Carpenter, aye**

112
113 Mr. Cross suggested these two groups share drafts with the entirety of the board at the next
114 workshop. Mr. Curto asked about the timing of getting resident input. Chair Earley said it was up to the
115 committees if they wanted community input or not. Ms. McCarthy said she thought community input
116 should be required. Mr. Rounds said he was not in agreement that community input had not already been
117 received. Ms. McCarthy asked if the Steering Committee could share the input they had received. Mr.
118 Rounds said there had been previously posted meetings where the public could have come to share
119 information. Mr. Mello said community input should be sought out and that he would do everything
120 possible to support the committees in reaching out to residents.

121 Vice Chair Mason outlined how she thought community input could be sought out before writing
122 the draft chapter. Mr. Cross said a rough draft chapter should be finished in two weeks. He said he wished
123 more people came to Planning Board meetings, but since they had not, he thought the need for community
124 input was satisfied by looking at the survey results from the year before last and looking at previous
125 election results. Mr. Cross was concerned that if groups were gathered for information that two thirds of
126 the participants would be developers. Chair Earley also cautioned against surveying residents at locations
127 like Griffin Park, as he felt it would skew results because families with young children were more likely to be
128 using the park. Mr. Cross reminded the board that the Vision Statement had already been written and
129 voted on, so no chapter could include information that did not fall in line with that section. Ms. McCarthy
130 said in speaking to Master Plan consultants she had been told that the Vision Statement was considered
131 fluid and was typically revisited again after the creation of the rest of the chapters. Mr. Rounds disputed
132 this. Chair Earley said Mr. Rounds had written the Vision Statement based on many years of ballot results
133 and that any amount of community research with a density of the population would directly reflect the
134 results of those previous elections.

135 Mr. Mello said the Vision Statement had been approved at a public hearing and that it could be
136 amended at a public hearing. He agreed it was a fluid document and that they owed it to the town to
137 amend the Vision Statement if further information came forth that called for its evolution. Mr. Monson said

138 that there was a lot of good information in the existing chapters and that he supported groups using them
139 as the base for the updated chapters.

140
141 Mr. Mello presented a proposed update to the current planning department applications. He said it
142 was not yet at the point that the department was asking the board to vote on and approve the new form
143 but that he was looking for feedback. Mr. Curto thought Intent to Cut applications should include WWPD
144 delineation. Mr. Mello said it was more a regulation issue than an application one. The board asked Mr.
145 Mello to see if it was a Planning Board issue to be workshopped in the fall.

146
147 The board reviewed work done on 2022 goals. Ordinance changes were moved to the August
148 workshop agenda.

149
150 **Mr. Rounds made a motion to adjourn the meeting. Mr. Monson seconded the motion. The**
151 **motion passed with the following roll-call vote:**

152 **Chair Earley, aye**
153 **Vice Chair Mason, aye**
154 **Mr. Monson, aye**
155 **Mr. Cross, aye**
156 **Mr. Rounds, aye**
157 **Mr. Carpenter, aye**