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TOWN OF WINDHAM, NH
BOARD OF SELECTMEN MEETING
August 7th, 2023
Community Development Department
3 North Lowell Rd.
Approved Minutes

8 Attendance:

9 Chairman Ross McLeod- excused
10 Vice Chair Heath Partington- present
11 Mark Samsel- present
12 Bruce Breton- present, arrived at 8:10 pm
13 Roger Hohenberger- present
14

15 Staff:

16 Brian McCarthy- Town Administrator
17 Alexander Mello- Community Development Director
18

19 Announcements

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21 Mr. Hohenberger went to the museum outing and wished to commend those that coordinated
22 the event on a job well done.
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24 Town hearing for August 21st
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26 Mr. McCarthy read the town hearing notices regarding the water allocation price change and
27 the donation of life jackets for the fire department.
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29 Mr. McCarthy also stated that the inclusive playground was nearly complete and they were
30 waiting to pour the rubber surface and anticipating an opening ceremony before the end of
31 August. Also, the structural evaluation has been completed for the town hall and the report will
32 be forth coming.
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34 Assessing

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36 Scott Marsh
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38 Religious Exemption Request
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40 Cross Life Church- Mr. Marsh stated that the church does qualify but not all of their property
41 does qualify, some land and out buildings do not qualify because the assessor found that it is
42 not used for religious services on a regular basis.

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A motion was made by Mr. Hohenberger for 122 N. Lowell Road (Map/Lot 3-A-800) and 125 N. Lowell Road (Map/Lot 2-A-700) and N. Lowell Road (Map/Lot 2-A-700A) to make an exemption on the entire parcel (full exemption) Seconded by Mr. Samsel.

Rationale: Mr. Hohenberger stated that the parcel is owned by a religious entity and he would leave it as one parcel. Mr. Samsel asked if the applicant was informed of the request. Mr. Marsh stated that there is an appeal process. Vice Chair Partington stated he would vote no.

**Vote 2-1.
Motion passes.
Vice Chair Partington opposed.**

Education Exemption

39 Roulston Road

Mr. Marsh stated that the applicant did not file until June although the exemption request was due by April. Mr. Marsh stated that the applicant has not provided any reason for the exemption request and he recommends the application be denied for an untimely request.

Mr. Hohenberger asks Mr. Marsh about the property's history who stated that there was a settlement that was discussed in the past; the users did not have the approval of the town to be using the property for what they are using it for. Mr. Marsh stated that this has not been put into public use. Mr. Marsh stated that this was not a town decision. Mr. Marsh stated that they are proposing that the Board deny the education request for it being late. Mr. Hohenberger asked if he could come back. Mr. Marsh stated that this list needed to be submitted to the state by September 1st.

Mr. Marsh stated that the previous owner did not appeal nor did the new owner. Mr. Marsh stated that there is an appeal process for the owner to the Board of Tax and Land Appeals.

Mr. Samsel stated that he does agree with the Board. Yet, the application does "fail "on two points, how the application was filled out and when the application was sent.

The Board is willing to wait in order to get more information from the applicant.

11 McIntosh Hollow Road

Mr. Marsh stated that this is a fair and reasonable request.

A motion was made by Mr. Hohenberger to approve the change use tax for Map/Lot 13-C-12), 11 McIntosh Hollow Road. Seconded by Mr. Samsel. Vote 3-0. Motion passes.

87 28 Indian Rock Road

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89 Mr. Marsh recommends the abatement request be denied as the application has given no
90 information about the value of the property.

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92 **A motion was made by Mr. Hohenberger to deny the abatement request for Map/Lot 16-L-**
93 **10, 28 Indian Rock Road. Seconded by Mr. Samsel. Vote 3-0. Motion passes.**

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95 Ms. Wendy Johnson from NHDOT addressed the Board. There were 2 other members from NH
96 DOT in attendance as well.

97

98 Ms. Johnson showed on the map where the project would be taking place on Route 111. There
99 are 2 sections, one would be 1.6 miles and that would be just a traffic study alone. "A corridor
100 study identifies the mix of traffic improvements that would be most effective in moving people
101 and/or goods while balancing those improvement needs with community concerns and
102 available funding"; this was a definition Ms. Johnson provided to the Board. Ms. Johnson then
103 discussed the purpose and need of the area so that the study can guide the future needs of the
104 area. This will not produce a construction project. There was a study that was done in 2011. The
105 study can create a concept and develop this into a 10-year plan. The recommended alternative
106 has medians and rotaries and bike lanes and there was a Wall St. connection. This was in the
107 2011 study. There was a Route 111 by pass; these were deemed to have environmental
108 impacts. In 2015, Windham requested that this corridor study be redone. The request cited that
109 they wanted to be sure there was improved safety and environmental concerns.

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111 TY Lynn, located in Maine, will be the consultant doing the corridor study. There will be a public
112 outreach plan as part of this effort. Ms. Johnson listed some of the items on the outreach plan:
113 public meetings, dedicated webpage, email stakeholder list, media coverage, social media, and
114 developing a public advisory committee. Ms. Johnson listed the people that have been
115 informed of these meetings in efforts in the past. Ms. Johnson reviewed the timeline of the
116 project and some of the strategies that have worked in the past to get projects like this off the
117 ground. Ms. Johnson stated that they do not want to rush anything and they want to make sure
118 they get all of the tasks done.

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120 Mr. Hohenberger stated that there have been many phone calls to that state by the Community
121 Development Department but the town had not heard from the state at all until recently. Ms.
122 Johnson stated that there is a Committee at the state level that chooses the consultant and the
123 town has very little to do with it until the consultant is selected. Ms. Johnson stated that this is
124 paid out of federal funds and the Town of Windham does not pay anything. Ms. Johnson and
125 Mr. Samsel discussed that the timeline could be a bit shorter because the consultants can use a
126 lot of the information from the previous study.

127

128 Mr. Hohenberger stated that there is considerable activity along this corridor including wells
129 and development. Mr. McCarthy stated that they have been working with both himself and Mr.
130 Alexander Mello. Chief McPherson discussed some of the issues that came up during the 2011

131 traffic study. Chief McPherson cited: traffic routes, endangered species, round-a-boats. Chief
132 McPherson stated that there are things today that can expedite the process but he does believe
133 that the plan and vision is still what they would like to see. Chief McPherson stated that a lot of
134 time and effort went into that study.

135

136 Vice Chair Partington invited public comment.

137

138 Mr. Wayne Morris addressed the Board and asked how much money was available for the
139 project.

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141 Ms. Johnson stated there was \$553,00 available.

142

143 Mr. Morris stated it was important to get the project started as soon as possible.

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145 Ms. Carol Morris (?) will be coming later this week to meet with town officials. Mr. McCarthy
146 stated that they will be updating the list of participants. The Board discussed that some of these
147 dates will need to be amended.

148

149 Mr. Gary Garfield, Vice Chair of the Windham Economic Committee addressed the Board. This
150 committee does have an infrastructure subcommittee. Mr. Garfield stated that it was the
151 WEDC that did approach the state to see what might be happening at the Southern New
152 Hampshire Planning Commission.

153

154 Ms. Betty Dunn addressed the Board. Asked where the money was going. The Board and Ms.
155 Dunn discussed that the funding is not to exceed the amount of money allotted and would be
156 used on the traffic study only.

157

158 Mr. Breton arrived at 8:10 pm.

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160 IT Update

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162 Mr. Tom Moore from Rockport IT addressed the Board. Mr. Moore discussed some of the
163 challenges that they have gone through over the last few months. There was a lot of discovery
164 that needed to be done in the last year but now he has a fuller understanding of what each of
165 the departments have which needs. Mr. Moore stated that the phones going down are
166 connected to the WIFI network and the phones have gone down as a result of the WIFI not
167 working accurately.

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169 Mr. McCarthy stated that they discovered a few things, when the WIFI goes down, the phones
170 go down. The town was listed as a residential account, not as a municipal account and that is
171 actually still an issue at this time. Mr. Samsel asked about documentation. Mr. Moore stated
172 that his group has been documenting their work over time. Mr. McCarthy stated that there may
173 not be that many budgetary items that will need to be included and when he talks to his
174 department heads, they do feel as if significant progress has been made and they are in a

175 better position than where they once were. Mr. Moore stated that they are in a good place
176 with cyber security and they also have to figure out where they would like to be in terms of
177 redundancy.

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179 **A motion was made by Mr. Samsel to approve the July 24 draft minutes as amended.**

180 **Seconded by Mr. Hohenberger. Vote 4-0. Motion passes.**

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182 **A motion was made by Mr. Hohenberger to go into non-public session under RSA 91 A 3 II: (b)**
183 **and RSA 91 A 5 (j). Seconded by Mr. Samsel. Vote 4-0. Motion passes.**

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185 Respectfully submitted by Anitra Lincicum

Approved