



Master Plan Process Committee Meeting Minutes

A subcommittee of the Windham Planning Board

Friday, September 30, 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 10:07 am.

2) Review and Approval of the Minutes of:

[June 24, 2022](#) – Roger Hohenberger made a motion to approve the minutes with the suggested revisions of typographical errors on lines 25 and 28. Ms. Ulery seconded the motion. It was voted unanimously 4-0 to approve.

3) Review drafts submitted to date by supporting Boards/Committees

Mr. Rounds noted that the Committee received five chapters to date (Community Facilities, Natural Hazards, Recreation, Housing, and Community Design). Mr. Mello suggested that the Committee consider removing the Natural Hazards chapter from the plan because a new Hazard Mitigation Plan will be done in 2024. Ms. Ulery did not think a new Hazard Mitigation Plan would change much in the Master Plan, except for only the seven New Mitigation Programs and Policies. Future new programs and policies can be incorporated by referencing future updates of the Hazard Mitigation Plan.

4) Identify next steps

Ms. Ulery reviewed the Committee's schedule for reviewing first drafts by the end of October and sending comments/feedback to supporting boards/committees for 2nd drafts to be completed by the end of November, if necessary.

The committee discussed their review process going forward. The members of the Committee will individually make comments on each chapter and meet on October 14, 2022 to review. Staff will reach out to supporting boards/committees for the outstanding chapters to be in by October 7th. By the end of October, the Committee will report to each supporting board/committee if a 2nd draft is necessary.

Mr. Hohenberger made a motion to extend the deadline for supporting Boards/Commissions to submit their draft to October 7, 2022. If not submitted by then, the Committee will assume they are not submitting one and will handle it themselves. Ms. Ulery seconded the motion. It was voted unanimously 4-0.

5) Adjournment

Mr. Hohenberger made a motion to adjourn. Ms. Ulery seconded the motion. It was voted unanimously 4-0 to adjourn at 10:35 a.m.