

Town of Windham, New Hampshire

CTAP Community Planning Roadmap

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**Prepared for the Town of Windham
by the Rockingham Planning Commission
as part of the
I -93 Community Technical Assistance Program**

*Presented to the
Windham Board of Selectmen
August 9, 2010*

Last Edited: July 9, 2010

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I-93 Community Technical Assistance Program (CTAP)*



I. Windham CTAP Community Planning Road Map

A. Introduction to the CTAP Community Planning Road Map

The development of this Community Planning Road Map is part of the I-93 Community Technical Assistance Program (CTAP). The CTAP program is a New Hampshire Department of Transportation (NHDOT) 5 year initiative to assist 26 communities that will be affected by the rebuilding and expansion of Interstate 93. These 26 communities include (communities in the Rockingham Planning Commission region are bold and italicized): Allenstown, *Atkinson*, Auburn, Salem, Bow, Candia, Chester, Concord, *Danville*, Deerfield, Derry, Dunbarton, *Fremont*, Goffstown, *Hampstead*, Hooksett, Hudson, Litchfield, Londonderry, Manchester, Pelham, Pembroke, Raymond, *Salem*, *Sandown*, and *Windham* (see Attachment A, CTAP area map on following page).

The purpose of CTAP is to promote beneficial patterns of growth among all 26 communities to minimize the negative effects of growth on community services, open space, school systems, traffic, environmental quality, and existing residential and commercial development. More information about the CTAP program is available at the NH DOT website at www.nhctap.com and in the attached CTAP brochure.

CTAP is coordinated by NH DOT, four of the state's regional planning commissions (Central, Nashua, Rockingham and Southern New Hampshire), as well as a number of non-governmental organizations such as the Society for Protection of New Hampshire Forests as directed by a CTAP Steering Committee made up of representatives from each of these groups.

CTAP consists of three main planning stages:

1. Community Planning Assessment

A questionnaire designed to help communities determine where they are on the planning curve and where their current planning and zoning will take them in the future.

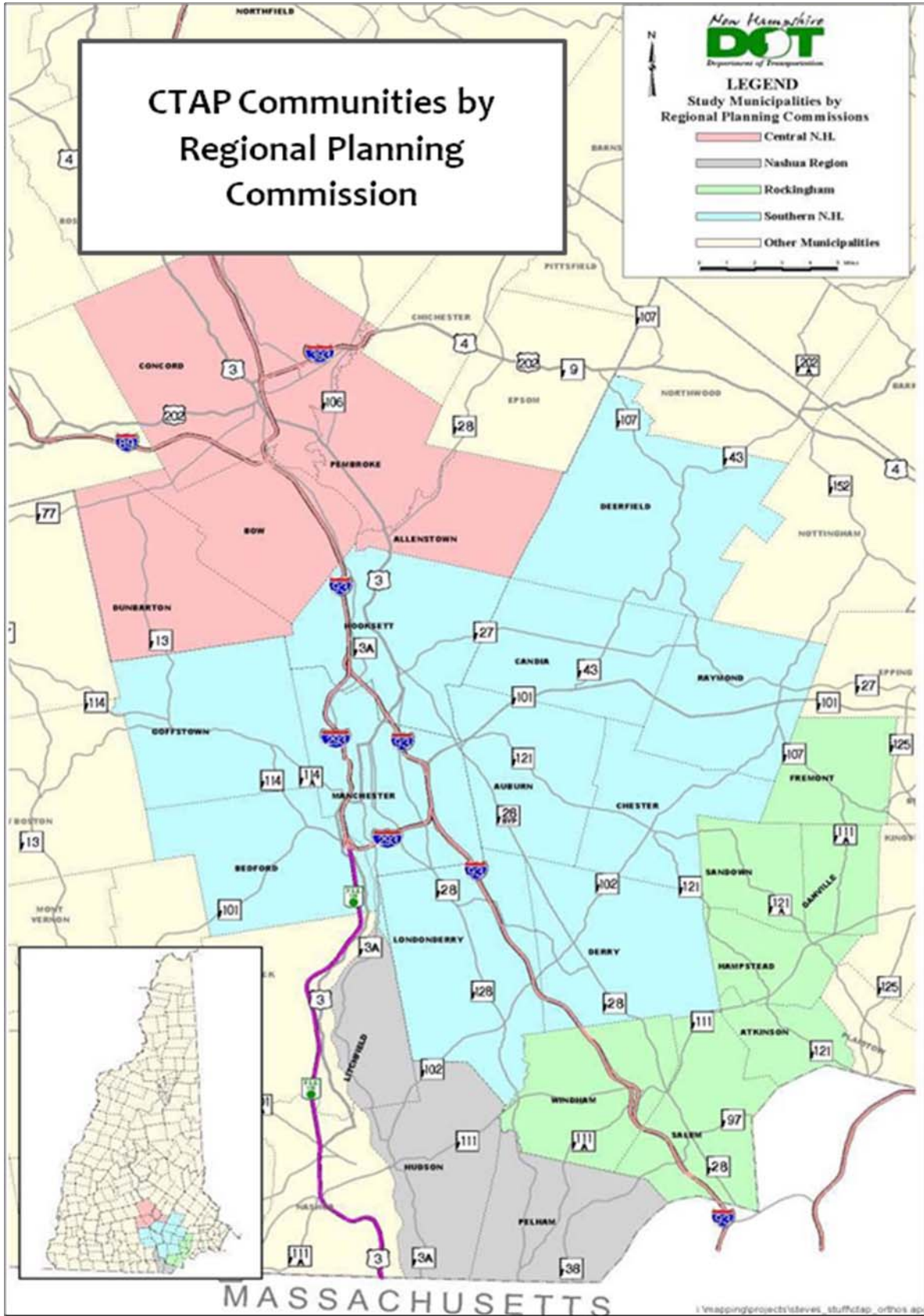
2. Visioning and Planning

The process in which a community pictures the future it wants and plans how to achieve it.

3. Implementation

Utilizing the community assessment and existing community plans actions are developed and implemented that move the community forward to its ultimate vision.

The CTAP Community Planning Road Map is designed to engage communities in evaluating how they can achieve their planning goals using the planning products, resources and services made available to them through the CTAP program.



B. CTAP Road Map Planning Process

Currently, the Windham CTAP program is moving into the Visioning and Planning and Implementation stages via the CTAP Community Planning Road Map.

This CTAP Community Planning Road Map prepared for the Town of Windham identifies and sets forth recommendations and priority actions to guide the town's current and future participation in the CTAP program. This Community Planning Road Map is designed to guide and help assist the Town of Windham to develop a prioritized action and work plan to address the anticipated future growth in the CTAP region.

Development of the CTAP Community Planning Road Map consisted of a three step process.

1. Initial Community Engagement Meeting

This meeting is held in each community to: (1) reintroduce CTAP to community officials; (2) evaluate CTAP products that have been developed for each community to date; and (3) develop a prioritized action plan for the community.

2. Road Map Planning Process

Communities select either the "Plan A" or "Plan B" planning process.

- Plan A: Consists of a pre-meeting review and screening of the Community Planning Assessment; facilitating a public workshop to evaluate recommendations; and developing an action plan.
- Plan B: Consists of an internal review process in which town officials, planning board members, the regional planning commission, CTAP representatives and planning commissioners meet to complete a Road Map Plan for the community.

Windham selected Plan B to complete their planning process.

3. Concluding Presentation

The purpose of the concluding presentation is to present the CTAP Community Road Map to the public at a meeting with the Board of Selectmen, the planning board, conservation commission and other stakeholders to describe the development and contents of the plan and how the plan can be implemented.

C. Process for Developing Windham's Community Planning Road Map

In developing Windham's CTAP Community Planning Road Map, the Board of Selectmen selected the "Plan B" road map planning process. The "Plan B" road map process consisted of an internal review and screening of the Community Planning Assessment to create the Road Map (see Part I community Assessment Executive Summary of recommendations).

The Board of Selectmen appointed a workgroup to complete the CTAP Roadmap process. The following Windham representatives and Rockingham Planning Commission staff participated in this workgroup:

| | |
|-------------------|--|
| Laura Scott | Community Development Director |
| David Sullivan | Town Administrator |
| Galen Stearns | Board of Selectmen and CTAP Representative |
| Kristi St.Laurent | Planning Board |
| Heath Partington | Citizen of Windham |
| Julie LaBranche | Senior Planner, Rockingham Planning Commission |

Roadmap planning meetings were held with the workgroup on April 15, 2010, May 13, 2010 and June 10, 2010. The Community Planning Roadmap Report was then presented to the Board of Selectmen and the public as part of a concluding presentation held on August 9, 2010.

CTAP Phase I Work Products

Also recognized in the planning process are the CTAP work products which have been completed for Town of Windham to date. Phase I products included a Community Planning Assessment and a grant funded project to complete an analysis of specific alternatives for layouts, routes and infrastructure upgrades to extend sewer services from Salem to Windham (funded with a Local Government Discretionary grant). Phase II products included enhanced GIS-based information (build-out analysis, land use and aerial photo mapping) and completion of the CTAP Open Space planning process and report.

CTAP Phase II Work Products

Windham was awarded a Phase II Targeted Local Government Account grant in May 2010 to assist the town in conducting community development outreach, education and marketing. The proposal includes a comprehensive approach that incorporates website development, production of marketing materials and a community survey. The Town was also awarded funds and technical assistance to help with organization of an Agricultural Commission.

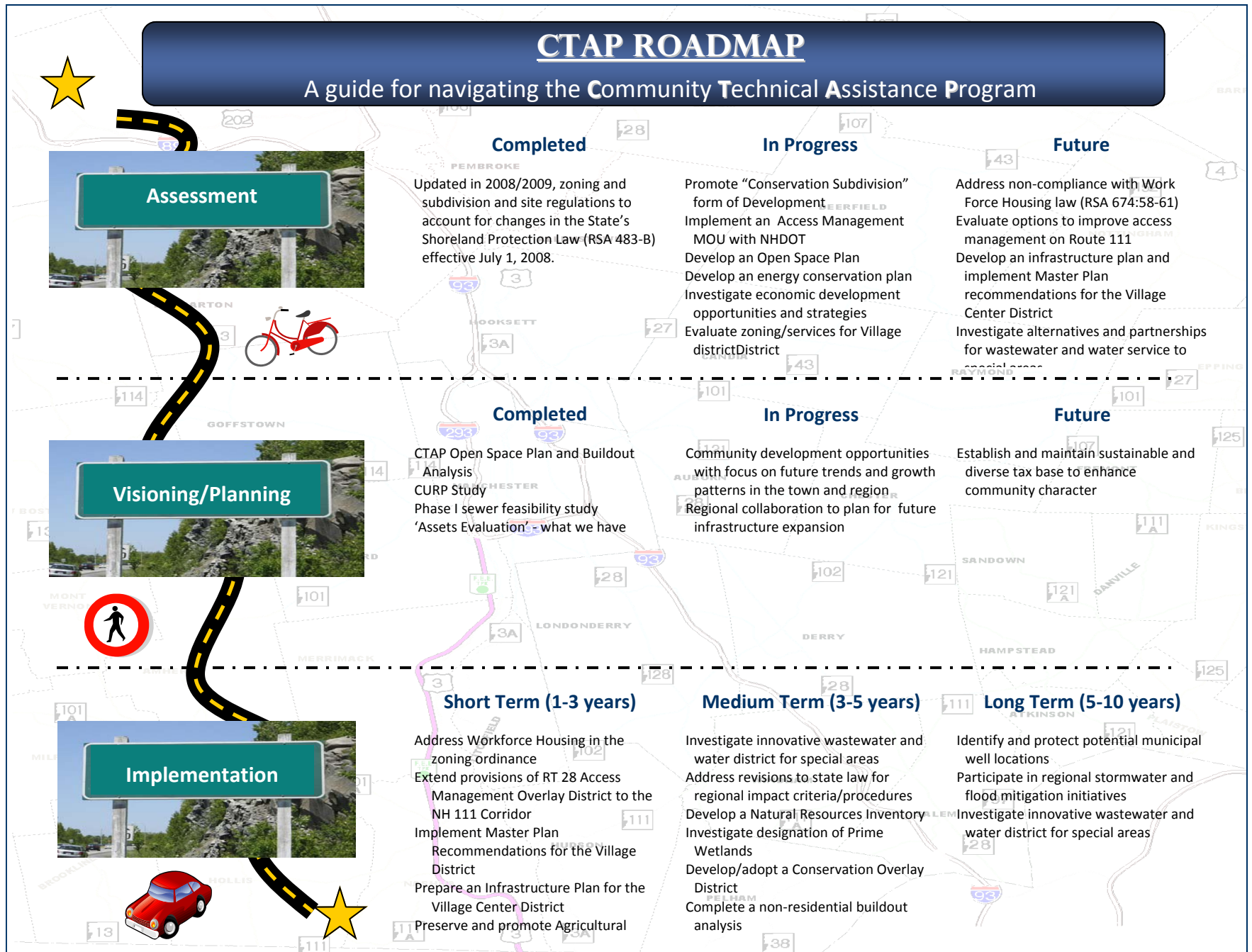
Windham was also awarded a Phase II Collaborative Grant in 2010 to expand upon the previous study funded in Phase I to determine the technical, financial and administrative basis for a joint sewerage program to upgrade and extend services associated with the I-93 expansion project.

D. Overview of the Windham's CTAP Community Planning Process

The Town of Windham's Community Planning Road Map is provided in the planning diagram on the following page. The planning diagram serves to summarize the results of the Assessment, Visioning and Planning, and Implementation stages of the CTAP program.

As a result of the planning process, the following important planning goals and projects for the Town of Windham were identified and discussed:

- Address non-compliance with Work Force Housing law (RSA 674:58-61)
- Evaluate options to improve access management on Route 111
- Develop an infrastructure plan and implement Master Plan recommendations for the Village Center District
- Investigate alternatives and partnerships for wastewater and water service to special areas



3. Future Actions (Immediate/Short-term, Medium-term and Long-term)

The following actions will be addressed by proposed or future initiatives:

| <i>Table 2. Immediate/Short-term Actions (1-2 years)</i> | <i>Lead</i> |
|---|--------------------|
| A7. Address Workforce Housing in the zoning ordinance (per SB342) | PB |
| A12. Apply access management techniques to the NH 111 Corridor (limited access) | PB |
| A18. Evaluate financial contribution and support of CART | BOS |
| C1. Implement Master Plan Recommendations for the Village District | PB, WSTF |
| D4. Prepare or expand on an Infrastructure Plan for the Village Center District | EDC |
| D5. Preserve and promote Agricultural activities and economic opportunities | CDD |

The following actions will be addressed by future initiatives:

| <i>Table 3. Mid-Term Actions (2-5 years)</i> | <i>Lead</i> |
|--|--------------------|
| A4b. Investigate innovative water districts to serve special areas | TA |
| A5. Address Regional Impact Criteria and Procedures | PB |
| B1. Develop Natural Resources Inventory | CC |
| B2. Investigate Prime Wetlands Designation | CC |
| B4. Investigate Conservation Overlay District | PB |
| D1. Complete a Non Residential Buildout Analysis | PB |

| <i>Table 4. Long-Term Actions (5-10 years)</i> | <i>Lead</i> |
|---|--------------------|
| A1. Identify and protect potential future municipal well locations | PB |
| A3. Participate in regional stormwater and flood mitigation initiatives | TA |
| A4a. Investigate innovative wastewater systems to serve special areas | TA |

Table 5. Roadmap Action Plan For Immediate/Short-Term Actions

| QUESTIONS | IMMEDIATE/SHORT-TERM ACTIONS | | |
|--|---|---|---|
| | <i>A7. Address Workforce Housing in the Zoning Ordinance (per SB342)</i> | <i>A12. Apply access management techniques to the NH 111 Corridor (limited access)</i> | <i>A18. Evaluate financial contribution and support to CART</i> |
| 1. List the following: steps/tasks and that are involved to accomplish this action; and deadline/milestone for each step/task | <ul style="list-style-type: none"> ▪ 2011 Warrant Article may be developed (work sessions and public hearings) ▪ Public outreach campaign essential to adoption; voters need a “picture” of what workforce housing can be | <ul style="list-style-type: none"> ▪ Wait for results of the Wall Street Study ▪ Planning Board begins development of access management standards for regulations | <ul style="list-style-type: none"> ▪ Board of Selectmen budget review recommended ▪ Evaluate level of use and need for service versus request for funding |
| 2. Who will be responsible for spearheading the effort? | Planning Board | Wall Street Study Committee and Planning Board | Town Administrator Board of Selectmen CART |
| 3. What resources are required or support needed to accomplish this action? | Need examples of successful campaigns in other communities and a network of citizen spokespersons | NHDOT technical and policy support Highway Safety Committee and Planning Board Assistance with drafting AM regulations | Local user and financial support |
| 4. What CTAP resources could support the implementation of this action? | N/A/ | Implementation of the results of the Wall Street Study | N/A |
| 5. Identify the barriers or resistance to this action and identify ways to overcome them. | Public perception, “Not in my back yard” attitude; not enough public outreach | Cost; public and landowner resistance; parcel-based access; development of AM regulations | Cost of ride; hours of operation; limited service route; budgetary constraints |
| 6. Who are likely collaborators or stakeholders that should be aware of and can contribute to accomplishing the action? | Workforce housing developers; Realtors; Citizen network | NHDOT, Businesses, Owners of vacant parcels | User groups, Potential new medical office uses proposed |
| 7. Anything else that should be identified for this action? | 2010 zoning amendment and citizens petition failed; little community support | N/A | N/A |

Table 5. Roadmap Action Plan For Immediate/Short-Term Actions (continued)

| QUESTIONS | IMMEDIATE/SHORT-TERM ACTIONS | | |
|--|--|---|--|
| | <i>C1. Implement Master Plan Recommendations for the Village District</i> | <i>D4. Prepare or expand on an Infrastructure Plan for the Village Center District</i> | <i>D5. Preserve and promote Agricultural activities and economic opportunities</i> |
| 1. List the following: steps/tasks and that are involved to accomplish this action; and deadline/milestone for each step/task | Work sessions; public outreach, input, support and assistance; coordinate with other town committees; review of MP recommendations to evaluate problems and barriers | <ul style="list-style-type: none"> ▪ Evaluate results of Wall Street study ▪ Consider Pennachuck Water Works Inc. service extension | <ul style="list-style-type: none"> ▪ Warrant article to establish an Agricultural Commission ▪ Promote/establish community gardens, farmers markets and CSAs |
| 2. Who will be responsible for spearheading the effort? | Planning Board | Community Development Office Town Administrator | Community Development Director |
| 3. What resources are required or support needed to accomplish this action? | Public input and consulting services | Additional funding, town support, Pennachuck Water Co., Public Utilities Commission, potential designation of a TIF district and/or impact fees | Citizen support, local/regional farms |
| 4. What CTAP resources could support the implementation of this action? | Results of the EDC products from Phase II grant | N/A | Phase 2 Targeted Local Government Account Grant Phase 3 Local Technical Assistance Grant |
| 5. Identify the barriers or resistance to this action and identify ways to overcome them. | Evaluate why current zoning not being implemented (fear of change, loss of historic character, realignment of road, lack of water/sewer) | Pennachuck Water Co. yield feasibility study | Fear of regulation from agricultural community |
| 6. Who are likely collaborators or stakeholders that should be aware of and can contribute to accomplishing the action? | Landowners, Conservation Commission, Historic District Commission, Heritage Commission and Economic Development Commission | Fire Department, Pennachuck Water Works Inc., Landowners, Economic Development Committee, Town of Hudson | Go Green Windham, citizen support, local/regional farms, Conservation Commission, Planning Board |
| 7. Anything else that should be identified for this action? | N/A | N/A | Review of existing regulations and zoning to determine “farm friendly” status and barriers |

FEASIBILITY GRID OF IMMEDIATE/SHORT-TERM AND MEDIUM-TERM ACTIONS

The Feasibility Grid contains recommendations from the 2008 community Assessment ranked by two factors: the degree of impact implementation of the action will have on the community, and the degree of feasibility of accomplishing the action. Immediate/Short-term and Medium-term actions are included in this diagram.

| | | | | |
|--|---------------|--|---|-------------|
| <p>IMPACT: <i>How much impact will this action have on our community?</i></p> | HIGH | <p>A7. Address Workforce Housing in the Zoning Ordinance (per SB342). C1. Implement Master Plan Recommendations for the Village District. A4a. Investigate innovative water districts to serve special areas</p> | <p>A12. Apply access management techniques to the NH 111 Corridor (a limited access roadway). A4b. Investigate innovative wastewater systems to serve special areas</p> | |
| | MEDIUM | <p>B2. Investigate study, evaluation and designation of Prime Wetlands Designation. D1. Complete a non-residential buildout analysis. D4. Prepare or expand on an Infrastructure Plan for the Village Center District.</p> | <p>D5. Preserve and promote Agricultural activities and economic opportunities.</p> | |
| | LOW | <p>A5. Address revisions to state law for regional impact criteria and procedures. A18. Evaluate financial contribution and support to CART. B1. Develop Natural Resources Inventory. B4. Investigate development/adoption of a Conservation Overlay District.</p> | | |
| | | LOW | MODERATE | HIGH |

FEASIBILITY: *How feasible is it to accomplish this in our community?*

COMMUNITY TECHNICAL ASSISTANCE PROGRAM



CTAP: helping communities in the I-93 corridor to proactively plan for growth

The **Community Technical Assistance Program (CTAP)** provides resources and tools to help NH communities take a proactive role in achieving the future they desire. CTAP is designed to assist communities with the changes that will arise from the I-93 expansion as well as ongoing growth in the region. By taking a proactive approach to planning, CTAP helps communities to minimize the negative effects of growth on community services, remaining open space, schools, traffic patterns, environmental quality, and existing residential & commercial development.



The CTAP process follows three main stages, each with its own set of programs and resources. The first stage is **Assessment**, which helps communities to determine where they are and where their current planning and zoning will take them in the future. Once assessments have been made, communities can use this information to begin the second stage, **Visioning and Planning**. Visioning is the process in which a community pictures the future it wants and plans how to achieve it. The final stage of the CTAP process is **Implementation**. Implementation takes the assessments and plans that have been developed and turns them into actions that move the community towards its ultimate vision.

ASSESSMENT PROGRAMS

Assessment is the first stage in the CTAP process. It helps communities to determine where they are and where their current planning and zoning will take them in the future.

Community Planning Assessment ~ an expert analysis of your community's current planning status and a roadmap to help you make the best use of CTAP programs. Assessments review a wide range of information including existing zoning and regulations, capital improvement plans, open space plans, and master plans.

Economic Assets Profile ~ an inventory of local assets is key to a solid economic development plan. This program will inventory all assets in your community and incorporate additional data to provide a regional snapshot that will help formulate a long range strategic economic plan.

Community Build-out Analysis and Alternatives ~ using enhanced GIS, this program provides build-out views of your community based on current zoning regulations as well as alternative scenarios under different zoning options. These community analyses will be combined to show how the entire region will be affected by the I-93 expansion and local growth decisions.

Open Space Assessment ~ the Regional Planning Commissions and the Society for the Protection of NH Forests (SPNHF) will work with your community to identify and map land that should remain undeveloped and create ecologically, financially, and legally viable strategies for the protection of these lands.

Enhanced GIS-based Information ~ using the latest land use and conservation GIS data, this program will prepare an updated Natural Services Network for the CTAP region that identifies critical natural services such as water supply, flood control, forestry and agricultural soils, and wildlife habitat. Your community can then use this information to guide both development and conservation practices.



<flip over>

VISIONING & PLANNING PROGRAMS

Once assessments have been made, communities can use this information to begin Visioning and Planning. Visioning is the process in which a community pictures the future it wants and plans how to achieve it.

Transportation & Land Use Integration Planning ~ this program assists communities in developing a better way to integrate and deliver transportation and land-use planning in and across local and regional master plans.

Open Space & Conservation Planning ~ by identifying open space locations and recommending methods to preserve them, this program will assist your community in improving, enhancing, or creating an open space plan that fits seamlessly into your Master Plan.

High Priority Natural Resource Protection Plan ~ using zoning, regulatory, and voluntary techniques that have worked elsewhere, this program provides the most up-to-date methods to protect high-priority natural resources identified in your Open Space Plan. A public outreach and education component is available to help others see the value of future land use planning.

Agricultural Resources Assistance ~ training and startup technical assistance is available through CTAP for newly formed Local Agricultural Commissions, whose purpose is to promote, protect, and enhance local agriculture and agricultural resources. In addition, a mini-grant program can help your community to create an Agricultural Commission or develop and implement work plans for an established Commission.

Local Government Workshops ~ designed for 3-4 towns to identify and discuss common planning problems and solutions, including those that cross regional boundaries. Workshop topics can be geared to your specific needs.

Conservation Commission Institute ~ a year long series of regional training sessions for those serving on Conservation Commissions. Topics vary based on community needs, but may include land conservation, support for working landscapes, and preservation of local agriculture. A regional environmental protection roundtable will be established to encourage communication, education, and a regional approach to environmental issues.



IMPLEMENTATION PROGRAMS

The final stage of the CTAP process is Implementation. Implementation takes the assessments and plans that have been developed and turns them into actions that move the community towards its ultimate vision.

Innovative Training for Local Government Officials ~ this program provides your local government officials with customized training on topics that address the interests and needs of your community. Innovative delivery methods will be utilized, including discussion boards, post-training support, customized 1-on-1 training, and peer-to-peer training.

Discretionary/Targeted Local Funding ~ your community has access to upwards of \$10,000 for activities that are consistent with CTAP goals but not already covered by CTAP funding. Your local Regional Planning Commission will counsel you on how the funds may be spent.

Local CTAP Collaborative Grants ~ funding is available for two or more local governments to pursue a collaborative project that addresses an immediate concern to their communities and helps to achieve the broad goals of CTAP.

Grant Writing Assistance ~ a Grant Resources Guide, grant workshops, and grant consultation are available to help you prepare proposals for non-CTAP grants that support goals & objectives identified in the CTAP strategic planning process.

Affordable Housing Initiatives ~ the Inclusionary Zoning Implementation Program (IZIP) was created by the NH Housing Finance Authority to provide communities with direct technical assistance grants to address shortages in workforce housing by developing and adopting inclusionary zoning ordinances. CTAP funds will be used to leverage IZIP technical assistance for CTAP communities on a competitive basis.



II. Windham Community Assessment Report - Executive Summary (completed September 2008)

A. Introduction

The Community Technical Assistance Project (CTAP) was implemented in an attempt to help communities respond to potential growth issues due to the expansion of Interstate 93. The first phase of the five-year process was to develop and administer Community Assessments to towns most likely to experience growth due to the expansion. *The ultimate goal of the Community Assessment process was to determine whether communities have policies and regulations in place to manage potential growth effectively.*

Potential growth impacts for these CTAP communities could include, among others, an increase in population, traffic, and a greater demand for housing. Consequently, if growth does occur in some or all of these areas, increased demand in municipal services across the board will be expected. CTAP communities will have to plan accordingly.

B. Process

Assessment questions were answered through a review of existing town and city policies and were completed with the help of municipal personnel in each of the communities. The questions were grouped around the following four themes, which were approved by the CTAP Steering Committee according to the overall goals of the program.

A Community Assessment Survey was completed for the town of Windham in September 2008. The survey, which consisted of more than 100 questions, centered around four major planning themes, which included:

Theme A. Community Infrastructure and Regional Cooperation

Theme B. Environmental Protection, Land Use, and Open Space

Theme C. Downtowns, Village Centers, and Community Vitality

Theme D. The Local Economy

The Community Assessment was completed through a collaboration of elected officials, municipal employees, and staff at the Rockingham Planning Commission. The results should provide community leaders with a basis to make decisions concerning future growth, and may also serve as starting point for discussion of possible projects for inclusion in the CTAP Discretionary Grant Program Application.

C. Key Recommendations

The *Windham Community Assessment* report that follows contains findings and recommendations concerning how to best address growth in your community. The report recommends twelve strategies (listed below by Theme) that may be helpful in dealing with potential future growth.

Theme A: Municipal Services, Regional Cooperation, Housing & Transportation

Regional Cooperation

- Identify and protect potential future municipal well locations
- Ensure sewage disposal agreement is in Place
- Participate in regional stormwater and flood mitigation initiatives
- Investigate innovative wastewater alternatives and/or water districts to serve special areas
- Address Regional Impact criteria and procedures

Housing

- Address Workforce Housing in the zoning ordinance
- Research and incorporate LEED-H and LEED -ND or similar building construction and design standards for energy conservation.
- Promote “Conservation Subdivision” form of Development
- Expand Residential use ratio in the Village Center District
- Incorporate new Regional Needs Assessment

Transportation

- Extend provisions of RT 28 Access Management Overlay District to the NH 111 Corridor
- Develop a Memorandum of Understanding (MOU) with the NH Department of Transportation (DOT)
- Enhance subdivision street and trail connectivity
- Develop a Village Center sidewalk plan
- Evaluate road pavement width and materials
- Consider adopting Local Option Fee for Transportation
- Support CART
- Support Boston Commuter Bus Service at Exit 3 as component of I-93 Expanded Intercity Transit Service

Theme B: Environmental Protection, Land Use, and Open Space

- Develop Natural Resources Inventory
- Investigate Prime Wetlands Designation
- Develop and adopt a Conservation/Open Space Plan
- Investigate Density Transfer Provisions in the zoning ordinance
- Investigate Conservation Overlay District
- Update zoning and subdivision and site regulations to account for changes in the State’s Shoreland Protection Law (RSA 483-B) effective July 1, 2008.
- Update and/or strengthen stormwater management regulations
- Develop an Energy Conservation Action Plan

Theme C: Downtowns, Village Centers, and Community Vitality

- Implement Master Plan recommendations for the Village District
- Re-examine the Village District ordinance to identify unintended barriers to development
- Complete and adopt a Village Center sub-area plan component to the Master Plan

- Use the Wall Street Extension/NH-111 Corridor Study to Identify long term roadway design for NH 111 through the Village Center District Area
- Evaluate the application of density transfer credits to the Village Center District
- Evaluate the pros and cons of established a water service district to serve the Village Center District to allow higher density of development

Theme D: The Local Economy

- Complete a non-residential buildout analysis
- Conduct assessment of economic development opportunities and strategies
- Engage Economic Development Committee
- Prepare an Infrastructure Plan for the Village Center District
- Extend Access Management Overlay Districts
- Consider a Community Revitalization Tax Relief Incentive
- Protect and preserve land for agricultural uses

APPENDIX A

Summary of updated and prioritized Community Assessment recommendations: completed actions, Immediate Actions, Immediate/Ongoing and In Process Actions, and Mid-Term and Long-Term Actions.

Note: BOS - Board of Selectmen, EDC - Economic Development Committee, LEC - Local Energy Committee, PB – Planning Board, WSTF – Wall Street Task Force, CDD – Community Development Department, TA – Town Administrator

Table 6. Completed Actions

| <i>Completed Actions</i> | <i>Lead</i> | <i>Rank</i> | <i>Details</i> |
|---|-------------|-------------|---|
| B5. Update zoning and subdivision and site regulations to account for changes in the State’s Shoreland Protection Law (RSA 483-B) effective July 1, 2008. | PB | Completed | Compliant with zoning amendments in 2008/2009 |

Table 7. Immediate Actions

| <i>Immediate Actions</i> | <i>Lead</i> | <i>Rank</i> | <i>Details</i> |
|---|-------------|-------------|--|
| A7. Address Workforce Housing in the zoning ordinance (per SB342) | PB | I | 2010 zoning amendment and citizens petition failed; little community support |
| A12. Apply access management techniques to the NH 111 Corridor (limited access) | PB | I | Existing overlay not working well; objections to shared drives |
| A18. Evaluate financial contribution and support of CART | BOS | I | Evaluate; may be cut in the future depending on budget |
| C1. Implement Master Plan recommendations for the Village District | PB, WSTF | I | Will depend on results of Planning Board zoning review; may need to revise |
| D4. Prepare or expand on an Infrastructure Plan for the Village Center District | EDC | I | Will depend on results of Planning Board zoning review; may need to revise |
| D5. Preserve and promote agricultural activities and economic opportunities | CDD | I | Town working to form an Agricultural Committee |

Table 8. Immediate/Ongoing and In Process Actions

| <i>Immediate/Ongoing and In Process Actions</i> | <i>Lead</i> | <i>Rank</i> | <i>Details</i> |
|--|-------------|-------------|---|
| A2. Ensure sewage disposal agreement is in place | BOS | I/Ongoing | In process of renewing/modifying sewage disposal agreement; Addressing as part of the Phase II collaborative grant project |
| A6. Investigate economic development opportunities | EDC | Ongoing | Addressing as part of the Phase II grant project for community development |
| A8. Research and consider adoption of building construction/design standards and alternative energy production for energy conservation and efficiency | LEC | I/Ongoing | Town approved formation of an Energy Committee and recently solicited appointments for membership; local volunteer group Go Green Windham promotes sustainability |
| A9. Promote "Conservation Subdivision" form of Development | PB | Ongoing | Adopted an ordinance which has been implemented often |
| A10. Expand residential use ratio in the Village Center District | PB | I/Ongoing | Will be addressed in 2010 with Planning Board review/revisions of Village Center zoning district |
| A11. Incorporate new Regional Housing Needs Assessment | PB | Ongoing | See comment above for workforce housing |
| A13. Develop a Memorandum of Understanding (MOU) for Access Management with the NH Department of Transportation (DOT) | WSTF | I/Ongoing | Will address as part of the Wall Street project and review of Village Center zoning |
| A15. Village Center Sidewalk Plan | PB | I/Ongoing | Planning Board will evaluate as part of Village Center zoning review |
| A16. Evaluate required road pavement width and materials | PB | I/Ongoing | Town hired a consultant to review width and materials standards |
| B3. Develop and adopt a Conservation/Open Space Plan | CC | I/Ongoing | Developed by the Open Space Task Force funded by CTAP; Final report under review by Planning Board |
| B6. Update/strengthen stormwater management regulations | PB | I/Ongoing | Town hired a consultant to develop/revise regulations; Planning Board will review with road standards; all town departments will review proposed new/revise regulations |
| B7. Develop an Energy Conservation Action Plan | LEC | In process | Energy Committee will address this recommendation |
| C2. Evaluate the Village District ordinance to identify unintended barriers to development. Develop a Village Center sub-area plan component to the Master Plan. | PB | Ongoing | Planning Board will be evaluating zoning in 2010 |
| C3. Use the Wall Street Extension/NH-111 Corridor Study to Identify long term roadway design for NH 111 through the Village Center District Area | WSTF | Ongoing | Wall Street task force will complete in 2010 |
| D2. Conduct assessment of economic development opportunities and strategies | CDD | Ongoing | Activity funded through Phase 2 CTAP grant through January 2011 |
| D3. Engage Economic Development Committee | EDC | Ongoing | Activity funded by Phase 2 CTAP grant through January 2011 |

Table 9. Mid-Term Actions

| <i>Mid-Term and Long-Term Actions</i> | <i>Lead</i> | <i>Rank</i> | <i>Details</i> |
|--|-------------|-------------|---|
| A4b. Investigate innovative water districts to serve special areas | TA | M (water) | Pennachuck Water Works Inc. is sole provider of municipal water service |
| A5. Address Regional Impact criteria and procedures | PB | M | Planning Board considers a low priority |
| B1. Develop Natural Resources Inventory | CC | M | |
| B2. Investigate Prime Wetlands Designation | CC | M | Draft report completed, no action proposed to nominate prime wetlands |
| B4. Investigate Conservation Overlay District | PB | M | Limited applicability due to existing overlay districts |
| D1. Complete a non-residential buildout analysis | PB | M | Highly desirable after I-93 expansion completed; results depend on expansion of water sewer service and status of DOT-owned lands in commercially zoned areas |

Table 10. Long-Term Actions

| | | | |
|---|----|-----------|---|
| A1. Identify and protect potential future municipal well locations | PB | L | Two identified well sites are on town land |
| A3. Participate in regional stormwater and flood mitigation initiatives | TA | L | Ongoing through implementation of MS4 permit and coordination with other MS4 towns and GLSD; flood control through Pelham dam |
| A4a. Investigate innovative wastewater systems to serve special areas | TA | L (sewer) | Possible sewer extension from Salem which will be addressed as part of the Phase II collaborative grant project; |