

**City of Rochester Planning Board**  
Monday November 19, 2012  
City Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on December 3, 2012)*

Members Present

James Gray  
Matthew Kozinski  
Stephen Martineau  
Mark Sullivan  
Dave Walker  
Derek Peters , Secretary  
Nel Sylvain, Chair

Members Absent

Rick Healey, excused  
Tim Fontneau, Vice Chair, excused

Alternate Members Present

Robert Jaffin  
Gregory Jeanson

Staff: James Campbell, Chief Planner  
Crystal DeButts, Planning Secretary

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City clerk's office for reference purposes. It may be copied for a fee.)

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Mr. Sylvain called the meeting to order at 7:00 p.m. The Planning Secretary conducted the roll call.

**Seating of Alternates**

Mr. Jaffin to vote for Mr. Fontneau and Mr. Jeanson to vote for Mr. Healey.

**IV. Communications from the Chair**

A. None

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**V. Opening Discussion/Comment**

**A. Public Comment**

Mr. DeNobile inquired about the status of the chapter 42 rezoning, he also wanted to know when a full size map will be available for the public.

## **B. Discussion of general planning issues**

Mr. Peters reminded the board of the upcoming retreat on December 10<sup>th</sup>.

## **VI. Approval of minutes**

### **A. November 5, 2012 – Regular Meeting**

*A motion was made by Mr. Peters and seconded by Mr. Walker to approve the November 5, 2012 minutes. Motion carries unanimously.*

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## **VII. Continued Applications / Extensions**

Mr. Campbell explained to the board the applicant is requesting a six month extension as they are waiting for a lot merger.

*A motion was made by Mr. Peters and seconded by Mr. Kozinski to approve the extension. Motion carries.*

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## **VIII. Discussion of CIP**

Mr. Sylvain explained to the board this has to be back to the City Manager in letter form by December 30<sup>th</sup>.

Mr. Sylvain asks if the board would like the department heads in to go over the CIP.

The board agrees to look over the book and decide at its next meeting which departments they will want to speak with.

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## **IX. Other Business**

### **A. Review of October surety**

Mr. Campbell let the board know he met with Ms. Young today, he stated she is getting into the files so she can get up to speed.

Mr. Peters questioned the older projects on the surety list.

Mr. Sylvain asked Mr. Campbell if it would be possible to have the old projects taken off the list for the December retreat.

Mr. Peters pointed out that Rochester Toyota is still on the surety list.

Mr. Campbell stated the Planning office is still waiting for the As-Builts.

The board reviewed the inspection list and noted there are projects being done and inspections are still not being completed.

Mr. Sylvain pointed out that Waste Management has been completed and there hasn't been an inspection done yet.

Mr. Sylvain questions whether or not the Department of Public Works has a form in place for a developer to submit.

Mr. Martineau asked for a chart of the procedures Public Works follows.

Mr. Peters remind the board that Ms. Young and Mr. Nourse are not the scapegoats, but everyone needs to be on the same page.

Mr. Gray suggested that the board draft a letter to the City Manager stating they have been trying for months to get results on this issue. He suggested they try again at the retreat, but if things don't get corrected the City Manager and City Council take action.

Mr. Sylvain suggested the City Manager and some of the Council members attend the retreat.

Mr. Sullivan questions the recording process through the Planning Department.

Mr. Campbell stated the office gets the figures from Ms. Clark at Public Works.

Mr. Walker and Mr. Sullivan stated the understanding was the Planning Board was to see all the inspections because they believe inspections are not being completed.

Discussion ensues

The board clarifies to Mr. Campbell exactly what they want to see on the inspection reports from the Department of Public Works.

Mr. Sylvain asked Mr. Campbell to make it clear to Mr. Nourse and Ms. Young the board is not out to headhunt. The system is broke and the board needs their help to fix it.

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## **X. Adjournment**

*A motion was made by Mr. Gray and seconded by Mr. Jaffin to adjourn at 7:45pm. The motion carried unanimously.*

Respectfully submitted,

Crystal DeButts,  
Planning Secretary