

**City of Rochester Planning Board**  
Monday November 21, 2022  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on December 5, 2022)*

Members Present

Mark Collopy, *Chair*  
Robert May, *Vice Chair*  
Peter Bruckner  
Keith Fitts  
Don Hamann  
Dave Walker

Members Absent

Mark Sullivan, *excused*

Alternate Members Present

Alexander de Geofroy  
James Hayden  
Michael McQuade  
Matthew Richardson

Staff: Shanna B. Saunders, *Director of Planning & Development*

(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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**I. Call to Order**

Mark Collopy called the meeting to order at 6:30 p.m.

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**II. Roll Call**

Shanna Saunders conducted roll call.

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**III. Seating of Alternates**

Mr. Collopy asked James Hayden and Michael McQuade to vote in the open positions.

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#### **IV. Communications from the Chair**

There were no communications from the chair.

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#### **V. Approval of Minutes from November 7, 2022**

*David Walker made a motion to approve the minutes from November 7, 2022. Don Hamann seconded the motion.*

Keith Fitts pointed out Paul Giuliano was listed as present at the meeting, although he was not present.

David Walker amended his motion to include the revision. Don Hamann seconded the motion.

*The motion carried by a unanimous voice vote.*

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#### **VI. Opening Discussion/Comments (up to 30 minutes)**

##### **A. Public comment**

There was no one from the public present to speak.

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

There were no general planning issues to be discussed.

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#### **VII. Review of inspections and surety for September and October 2022**

Ms. Saunders went over the inspections for the months of September and October.

Ms. Saunders discussed the status of Lydall's surety and explained that they have a number of outstanding permits. Ms. Saunders discussed working on as-builts for the Village at Clark Brook. Ms. Saunders explained that all of Highfields' outstanding bonds have been renewed the Planning Department. Ms. Saunders discussed returning the cell tower bonds as it is not part of the state statute any longer to keep the bonds.

Mr. Walker asked about Ekimbor surety. Ms. Saunders explained that a letter was sent to the applicant to inform of surety expiring.

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## **XI. Other Business**

### **A. Review of 2023 PB/TRG Schedule**

*Peter Bruckner made a motion to accept the 2023 PB/TRG Schedule. Mr Fitts seconded the motion. The motion carried by a unanimous voice vote.*

### **B. Planning Update**

Ms. Saunders gave a brief update on Master Plans. Ms. Saunders explained that staff is currently working on Cultural and Historical Resources Master Plan and also the Natural Resources Master Plan. Ms. Saunders explained the Facilities and Services study which is in coordination with the Department of Public Works which takes a look at capacity and restraints for existing facilities and services. Ms. Saunders explained that once those chapters are complete funding will be looked at for the Land Use Chapter. Ms. Saunders discussed the Land Use Chapter and how it is influenced from the Chapters that are currently being updated. Ms. Saunders discussed the possibility of a Gonic based Master Plan and an East Rochester Master Plan.

Mr. Collopy asked for a brief explanation of the review process of the Master Plans. Ms. Saunders explained that there are three major sections including existing conditions, recommendations for the future, and an implementation plan. Each of these is drafted with a lot of public input and outreach.

Mr. McQuade asked if the Master Plan is a philosophy or mission statement or if it is binding document. Ms. Saunders explained that it is not a binding document. It is a roadmap for other departments and the City Council to follow in their decision making. Mr. Collopy explained the Master Plan could be the back bone of making a decision for the Planning Board.

Mr. May asked if the City typically uses a third party to put together the Master Plan and then the board reviews and approves it. Ms. Saunders agreed and explained that a third party is used due to a capacity issue within the City. Mr. May asked if the company arranges the outreach meetings, and Ms. Saunders agreed.

### **C. Other**

Mr. Collopy discussed electing Chair and Vice Chair at the January workshop meeting and scheduling a retreat.

Ms. Saunders discussed holding a legal seminar to discuss the legal framework that guides the Planning Board. Ms. Saunders discussed having the majority of the retreat be about the legal aspect.

Mr. Walker asked about meeting with the City Council, Zoning Board of Adjustment, and Conservation Commission. Mr. Collopy explained that the Chairs and Vice Chairs met with the Land Use Boards. Mr. Walker clarified that in the past they have met as a whole group with one of the boards at a time. Mr. Collopy asked if the NHMA training for the legalities would be helpful for

the ZBA too. Ms. Saunders explained that each board has their own legalities to follow. Ms. Saunders discussed meeting with a different Land Use board quarterly.

Mr. May discussed having a briefing with Waste Management which would include their long term goals and how it would impact Rochester.

Mr. Hamann discussed the Office of Planning and Development and the State Planning a conference in April for Planning and Zoning.

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## **XII. Adjournment**

*Mr. Walker made a motion to adjourn the meeting at 6:51 p.m. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.*

Respectfully submitted,

Ashley Greene,  
*Administrative Assistant II*

and

Shanna B. Saunders,  
*Director of Planning & Development*