

**City of Rochester Planning Board**  
Monday May 15, 2017  
City Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
(These minutes were approved on June 5, 2017)

Members Present

Nel Sylvain, *Chair*  
Dave Walker, *Vice Chair*  
Matthew Kozinski, *Secretary*  
Rick Healey  
Robert Jaffin  
Robert May  
Mark Sullivan  
Tom Willis

Members Absent

Tim Fontneau

Alternate Members Present

James Gray  
Jeremy Hutchinson  
Kyle Starkweather

Staff: James B. Campbell, *Director of Planning & Development*  
Michelle Mears, *Planner I*

(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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**1. Call meeting to order**

Mr. Sylvain called the meeting to order at 7:00 p.m.

The staff planner conducted the roll call.

**2. Seating of Alternates**

Mr. Sylvain stated the seating of alternates Jeremy Hutchinson for Tim Fontneau.

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**3. Construction cost update from City Engineer**

Owen Friend-Gray gave a surety estimate in which there were no recommended changes. Surety numbers adequate. Mr. Friend-Gray analyzed surrounding inspector pricing: Dover which is an in house engineer \$75 per hour, Somersworth outsourced \$95, and Hampton \$90-\$130 which is also outsourced with a private consultant. The City of Rochester is currently \$75 an hour so there will be no recommended changes to inspection fees.

Chesley Hill Manual Uniform Traffic Control Devices recommends centerline striping for rural collectors at a minimum 18 ft pavement width with 3,000 vehicle trips per day. Chesley Hill sees 556 vehicles trips per day with the subdivision expansion it will be 1,200 vehicles per day a car at every 35 seconds. This a federal regulations that most states follow. The question came up about how much it will cost to stripe. Mr. Willis

estimated \$600. Mr. Willis estimated that it would cost to contract this out \$1,200 the paint per foot .04 per foot per double. Mr. Friend-Gray will follow up on cost estimate for this road. Mr. Friend-Gray also gave an update on sewer for Chesley Hill sizing of sewer mains there is new new 10 inch PVC installed just before the intersection 125, from 125 to Gonic its 12", then across country it in Gonic it is an old clay 18" line. The sizing is not in question but quality of the mains, what is reserve capacity, usage, pipe volume taken up, from ground water infiltration. It is brand new 10" PVC from Donald Street.

Mr. Sullivan asked what does this mean in terms of study area in depth analysis. Mr. Friend-Gray stated for Chesley Hill a study is not necessary. There has not been a comprehensive study of the whole sewer system.

Mr. Walker stated that Chesley Hill is not the concern its Main Street down by Gonic.

Mark Sullivan-does this need to be evaluated?

Mr. Friend-Gray stated that it will need to be evaluated but it is not on the agenda.

Mr. Friend-Gray water study Chief Operator reviewing Wright Pierce \$80,000 would be lowered but still working through the numbers. This is the pump station at Hussey Hill and Chesley Hill was the developer who installed this project. It is not designed appropriately for uses. There is a small pump to meet the needs the pump has wear and tear showing its age it could be more efficient. This was designed for full build out for a PUD and Chesley and was designed for significant growth.

Mr. Willis stated it was built for density that is not there built for booming economy.

Mr. Sullivan asked the question about who decides on cost upgrades for DPW?

The Planning Board can make the developer pay for the cost of upgrades.

Mr. Sylvain asked about issue about Dunkin Doughnuts vent pipe?

Mr. Friend-Gray will check into the Dunkin Doughnuts so that the surety can be released.

#### **4. Review of April 2017 Surety and Inspections**

Mr. Campbell stated that there is a review of April 2017 Surety Inspections. There are no dates on the inspections.

Mr. Sullivan stated that the reports need to be represented of the activity of the month. The report needs to have an entire month listed but it will be presented at the workshop meeting.

Mr. Campbell stated the rubber group will be released later on. We are working on finalizing Kel-mar for surety for the original to come in the mail.

We are working with Servino Norway Plains Subdivision expires this month. Little Quarry which Clarkbrook is also expiring. There is miscellaneous surety information with no change.

Mr. Sylvain asked if there is enough money if we pull surety.

Mr. Friend-Gray stated that Aloe Pines, Heritage are underfunded. There are numerous letters for that have been sent with ones that there not enough money. The project is done Heritage the road will not be accepted. Bill Goldstein owns Heritage.

Mr. Walker stated that there needs to be a big sign stating it is not city accepted street. The Compliance officer needs to go out to Heritage about the sign.

*There was a motion by Mr. Willis made to move item 10 on the agenda seconded by Mr. Hutchins.*

## **5. Release of surety for the Rubber Group Map 141 Lot 30**

There was a discussion on the Rubber group releases \$15,000.

*A motion was made by Mr. Walker and seconded by Mr. Jaffin releasing Rubber Group Surety for Map 141 Lot 30.*

Mr. Sylvain asked about 3<sup>rd</sup> party engineering reviews. Are there problems with this?

Mr. Friend-Gray stated there were issues with routing, pre and post development, culverts and analysis.

Mr. Sylvain stated that if these issues come up at TRG to let Mr. Campbell and the Planning Board know.

## **6. Communications from the Chair**

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

- A. **Public comment-** No public comment.
- B. **Discussion of general planning issues-** none.

## **8. Approval of minutes for May 1, 2017**

*There was a motion for approval of May 1<sup>st</sup> 2017 meeting minutes Mr. Walker seconded by Mr. Healey.*

## **9. Review of CIP**

There was a review of Capital Improvements Plan projects.

Mr. Gray stated there was no issues on from City Council about the CIP. he entire CIP is under Planning Board purview. It is a Planning Board document.

Mr. Willis stated that there are two big ticket items the Public Works which is estimated to cost \$18 million and also upgrade to Creteau Technology Center. Council has gone on record of support the center. If the state funding doesn't go through this project will not be funded. The City is contributing \$5 million to the project. There are portions of the project that don't come under the split.

The Public Works building is estimated to cost \$9 million general fund, \$4.5 million water fund, and \$4.5 million sewer fund. There was a question about the number of bays for the DPW building. There is no final design just conceptual design. The number of bays is to be determined.

Mr. Gray stated that this will come before the Public Works Committee with a conceptual design. There was also a question if the building was moved to another area or the present location.

Mr. Healey stated that the current location could be viable for commercial property.

Mr. Willis stated that the DPW Director has done a lot of planning needs, properties available, and must haves for the project.

Mr. Gray keeping it were it is solves a bunch of problems clean up, location, and proximity. The building is unsafe especially for the mechanics over there in favor of both projects. More centralized location for the plows. The site is not efficient to build out.

Mr. Sylvain is making a request to see the plans to review for the new DPW building.

Planning Board will create a letter in support of the DPW building project for the CIP.

Mr. Sullivan stated that sewer studies Master Plan FY 19 this will include a sewer system evaluation study partially funded in FY 18. He asked if this would benefit the PB request to pull that funding into FY 18 to help the Planning Board to make informed decisions on sewer system planning. He is requesting to pull 1/3 funding into FY 18 for development projects.

Mr. Jaffin stated there should be a set standard that the City Council can understand for sewer studies.

Mr. Sullivan would like to endorse the impact fees and Master Plan update and if funding is not adequate will ask for more funds.

Mr. Campbell thinks this will be enough funding for the Master Plan chapters. There should be a letter from the Planning Board stating not to cut the items from the CIP.

Mr. May stated that the Riverwalk study should also be considered. He attended Mr. Campbell presentation at the NH Office and Energy and Planning.

Mr. Walker gave an update on the Riverwalk and proposed \$22,500 reauthorized to update the plans.

Mr. Gray stated the financing could be public or private for the Riverwalk. The fairgrounds there is property on the water. Until the Fairgrounds situation is firm we have no idea what the plans for the property. There are a lot of issues before it is advanced.

Mr. Walker stated they are working on the Riverwalk plan Hinsdale drive and paths in Pines. The plan needs to be updated.

Mr. Sylvian asked if there is there an updated on the Fairgrounds.

Mr. Willis stated that the current financial issues wasn't even a consideration for the proposed Entertainment Overlay District. The fairgrounds Map 141 Lot 30 update is wide open. The Entertainment overlay committee is on hold because of budget. The current financial issues with the owners weren't even considered but how to better utilize the fairgrounds. The Fairgrounds in the current state is in decline and the point of the committee was to figure out how to do that. There wasn't a lot of residential input Chair of the committee is hold because of the budget

Mr. Walker and Mr. Sullivan stated that they have concerns about the Fairgrounds but needs to start looking at redoing the zoning for the Fairgrounds adjustments need to be made.

Mr. Walker this Board and the Council needs to deal with the zoning. There are some uses in that zone that we don't want in that zone. The last committee meeting fine tunes this and make the changes. The office commercial allows some uses that we do not want at the Fairgrounds. The lot could be sold and much broader allowed uses in the current zoning.

Mr. Walker stated is there something that Office Commercial. The best to change uses is in office commercial need to act quickly on this matter. This could fall apart fairly quickly and a major development could happen.

Mr. Campbell stated that if there are uses in the office commercial changes need to be made.

Mr. Campbell stated that Jeremiah Lane will be back at the Planning Board, Lot Line Revisions, and Diary Queen application the fairgrounds should be added to the agenda.

## 10. Other Business

Mr. Sullivan asked if there was a summary of planning applications. He stated that there needs to be summary of approved planning applications housing projects.

Mr. Willis stated that impact fee assessments and concerns with the school. He noted that there was \$40,000 in the CIP for an impact fee assessment. There will be an impact on schools the city adopted a capital reserve for the schools. The city should considered a \$2,000, or \$5,000 per lot impact fee earmarked to CIP. There is a time limit to use finds for infrastructure but schools can always use the funding in a timely manner to help taxpayers. The average per impact fee can range from \$1,000 to \$9,000 depending on the municipality. Assessment or impact fee \$5,000 per lot contribution to cover the cost of the growth of the schools

Mr. Campbell stated that we cannot collect impact because there is no methodology for this.

Mr. Walker stated that Planning Board should support the CIP for methodology of \$40,000 for impact fees.

Mr. Willis stated that there are too many years that the city has not had impact fees.

Mr. Sullivan asked if impact fees can be collected after the fact.

Mr. Campbell will look into collecting impact fees retroactively.

There should be a cost contributed by the developer for growth that needs to be spent within six years.

Mr. Willis stated that infrastructure takes longer and will never collect the fees but we could for collect for schools.

Ms. Mears stated that we were awarded the Plan NH Municipal Technical assistant grant hire a consultant to look at increasing density within the downtown.

## 11. Adjournment

*A motion was made by Mr. Walker and seconded by Mr. Healey to adjourn at 8:29 p.m. The motion carried unanimously.*

Respectfully submitted,

Michelle Mears  
Staff Planner