

**City of Rochester Planning Board**  
Monday December 10, 2012  
Retreat  
School Department, Board Room 2  
150 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on December 17, 2012)*

Members Present

Nel Sylvain, *Chair*  
Tim Fontneau, *Vice Chair*  
Derek Peters, *Secretary*  
James Gray  
Rick Healey  
Matthew Kozinski  
Mark Sullivan  
Dave Walker

Members Absent

Stephen Martineau, *excused*

Alternate Members Present

Robert Jaffin  
Gregory Jeanson

Others Present

Dan Fitzpatrick, *CM*  
Karen Pollard, *ED*  
James Grant, *Building Safety*  
Sheldon Perkins, *Building Safety*  
Gretchen Young, *PW*  
Councilor Elaine Lauterborn  
Councilor Ray Varney  
Councilor Sandra Keans

Staff: James Campbell, *Chief of Planning*  
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 6:00 p.m.

The Planning Secretary conducted the roll call.

Mr. Sylvain introduced James Grant the Director of Building Safety. Mr. Grant introduced Sheldon Perkins, the new Compliance Officer to the board.

**III. Discussion on the Inspection Process**

Mr. Peters stated he and a small group of other board met regarding pre construction meetings.

Mr. Peters went over the pre construction meeting checklist with the board. He explained there are now places on the form for the applicant or agent needs to initial so they are aware of all the fees they are paying, such as the inspection fees.

Mr. Sylvain told Ms. Young if Public Works needs to increase the fee for inspections they just need to come before the board.

Mr. Peters stated they would like four sets of blueprints for each project.

Mr. Campbell explains the number of copies of blueprints the Planning Department needs for each project.

Discussion ensues regarding changing the number of blueprints needed.

Mr. Peters explained to Ms. Young what the board has been seeing in the past regarding inspection forms.

Mr. Sylvain stated he believes ten to fifteen minutes is not acceptable for an inspection. He explained to Ms. Young that the process needs to be fixed.

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#### **IV. Discussion on the Surety Process**

Mr. Peters explained to Ms. Young what the board would like to see in the process of releasing surety.

Mr. Sylvain stated one thing he'd like to see is the amount of the project. He stated he like to try to avoid having the contractors use the surety like an ATM.

Mr. Peters agreed, stating its not beneficial to the city, it take a lot of staff time.

Mr. Gray told Ms. Young to discuss any surety releases with the Planning Board.

Mr. Jaffin asked for clarification regarding the surety draw schedule.

Mr. Peters stated the board looked at surety values and believes they need to be ten percent higher than the value of the project. And these will be looked at twice a year, in April and October.

Mr. Gray stated its important to note, it doesn't matter what the contractor can do the job for, its how much the city can do it for.

Mr. Sullivan questioned the forms for inspections and surety. He stated he thought there would only be one form for the Planning Board to look at.

Mr. Sylvain explained the inspection forms will go to the Planning Department to be put in the project file, then when the contractor wants to draw surety the board will have the information.

Discussion ensues regarding the inspection process and forms with Ms. Young

Mr. Sylvain again explained the inspection form will be in the project file, when its time for a surety release, any board member that wants to look at the packet will need to come to the meeting a little early and look over the forms.

Mr. Peters asked Ms. Young about the billing process for inspections.

Ms. Young explained how billing was handled through Public Works.

Mr. Sullivan clarified the master file will be kept with Mr. Campbell until there is going to be a surety release. He then asked about the projects that don't have surety.

Mr. Sullivan questioned Mr. Grant about the software that ties the departments together to avoid this.

Mr. Grant explained that the software we have wouldn't do what the board would like.

Discussion ensues on regarding inspection billing and surety.

Mr. Walker questioned Mr. Fitzpatrick on when the board would be able to get all the information on software instead of paper.

Mr. Fitzpatrick stated he didn't know

Mr. Fitzpatrick stated the city has made some important steps already with new staffing personell.

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Mr. Sylvain recessed at 7:12pm

Mr. Sylvain called the meeting back to order at 7:20pm

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## **V. Discussion on CIP**

Mr. Peters stated he had some observations and questions regarding some on the items listed. Like air-conditioning improvements for MIS; a generator system for the Fire Department, when perhaps all of City Hall should be on one system; moving the Recreation Department to the Arena; and the his concern that the city may be heavy with construction projects for the next two years.

Mr. Sylvain asked if anyone else had questions regarding CIP.

Mr. Jaffin stated he had a issue with why the city can't get faster internet service.

Ms. Pollard stated they have had discussions on that issue; however it appears to be a hardware issue.

Mr. Sylvain suggested that Mr. Jaffin go to the City Council and make them aware.

Mr. Peters questioned the debt.

Mr. Sullivan stated there is a debt schedule located in the front of the CIP book.

Ms. Pollard stated the city may be refinancing some things due to the interest rates being low.

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## **X. Other Business**

None

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## **IX. Adjournment**

*A motion was made by Mr. Peters and seconded by Mr. Jeanson to adjourn at 8:00 p.m. The motion carried unanimously.*

Respectfully submitted,

Crystal DeButts,  
Planning Secretary