

City of Rochester Planning Board
Monday October 21, 2019
City Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on November 4, 2019)

Members Present

Nel Sylvain, *Chair*
Robert May, *Vice Chair*
Mark Collopy
Terry Dwyer
Donald Hamann
Mark Sullivan
David Walker

Members Absent

Tim Fontneau, excused

Alternate Members Present

Joyce Bruckner
James Gray
Daniel Rines

Staff: James B. Campbell, *Director of Planning & Development*
Crystal Galloway, *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.)

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

The Planning Secretary conducted the roll call.

III. Seating of Alternates

Ms. Bruckner voted in place of Mr. Fontneau and Mr. Rines voted in place of Mr. Kozinski.

IV. Communications from the Chair

Mr. Sylvain informed the Board of Mr. Kozinski's resignation due to family obligations.

V. Plaque Dedication to Karl Morse

Due to a mix up the dedication of the plaque has been postponed to the November 4th meeting.

VI. Surety and Cost Estimate Update from the Assistant City Engineer

Director of Public Works Peter Nourse explained the recommended unit cost for construction activity. He said in most cases the unit costs went up 1.3% on average over the last year.

Mr. Gray explained sometimes surety doesn't have to be increased on projects due to work that has been completed.

The Board went on to review the list of inspections and surety for the month of September. Mr. Campbell explained that the Planning Department has been conducting site inspections and will now be charging the developers also.

Mr. Sylvain asked if the current hourly charge of \$75 is adequate. Mr. Nourse said he will check with other surrounding communities to compare rates.

The Board reviewed the list of surety. There was brief discussion of an expired surety for 66 Rochester Hill Road.

Mr. Sylvain asked if any work had been done for the Kelmar subdivision, adding Berry Surveying and Engineering said the drainage issue had been fixed when it does not appear they have been.

Mr. Campbell said Highfield Commons have started to get their State permits again and things are moving forward again.

Mr. Campbell informed the Board he has been working with the Board of Directors for Aloe Pines to pull the remaining surety of \$7,000 for driveway and drainage work plus there is money for a gazebo and a bench. He said the home owners association would like to have the gazebo.

VII. Opening Discussion/Comments

A. Public Comment

There was no one present from the public to speak.

B. Discussion of general planning issues

There were no issues to be discussed.

VIII. Approval of minutes

A motion was made by Mr. Walker and seconded by Mr. Collopy to approve the October 7, 2019 meeting minutes. The motion carried unanimously.

IX. Other Business

A. Mr. Sylvain nominated Ms. Dwyer for Secretary, Mr. Walker seconded.

A motion was made by Mr. Walker and seconded by Mr. Collopy to cease nominations. The motion carried unanimously.

All voted in favor of Ms. Dwyer for Planning Board Secretary.

B. Mr. Campbell informed the Board that the Mayor is putting together an ad-hoc committee to look at the zoning amendments to Chapter 275 and she is looking for two Planning Board member representatives to join. Mr. May and Mr. Collopy volunteered.

C. Mr. Campbell informed the Board he has drafted ground rules for Planning Board meeting conduct. Mr. May said he would like to see addressed is how questions from abutters are answered. Mr. Campbell explained the applicant or agent should answer as much of the questions as possible.

Mr. Collopy said it should be clear who an attorney is representing when they get up to address the Board at a public hearing.

D. Mr. Sylvain told the Board to review the list of 2020 meeting dates to be voted on them at the November 4th meeting.

X. Adjournment

A motion was made by Mr. Walker and seconded by Mr. Hamann to adjourn at 7:42 p.m. The motion carried unanimously.

Respectfully submitted,

Crystal Galloway,
Planning Secretary