

City of Rochester
Planning Board/Zoning Board Retreat

Monday, January 22, 2024
City Hall Council Chambers
209 Chestnut Hill Road, Rochester, NH 03867
(These minutes were approved on ***, 2023)

Planning Board Members Present

Mark Collopy, *Chair*
Robert May, *Vice Chair*
Donald Hamann
Alan Dews
Peter Bruckner

Planning Board Members Absent

James Hayden

Planning Board Alternate Members Present

Matthew Richardson
Rick Healey
Michael McQuade

Additional Chair Members Present

Mike Dionne, *Conservation Commission Chair*
Molly Meulenbroek, *Historic District Commission Chair*

Staff:

Shanna Saunders, *Director of Planning & Development*
Crystal Galloway, *Planner I of Planning & Development*
Renee McIsaac, *Planner I of Planning & Development*
Jaclyn Millard, *Administrative Assistant II 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. They may be copied for a fee.)

I. Call to Order

Shanna Saunders called the meeting to order at 6:50 p.m.

II. Roll Call

Planning Department Administrative Assistant II, Jaclyn Millard, conducted a silent roll call.

III. Presentation from New Hampshire Municipal Attorney, Stephen Buckley

Mr. Stephen Buckley introduced himself and proceeded to review his presentation on multiple procedural meeting topics. Mr. Buckley explained multiple topics including motion making, the difference between meetings and non-meetings, 91-A Right-to-Know requests, quorums, the requirements of public meetings, such as posting agendas and minutes, the rolls and responsibilities of alternate members, and how to handle recusal.

IV. Planning Update

Ms. Saunders thanked the members of the Boards for their time and service to the City of Rochester.

V. Other

There were no other topics to discuss.

XII. Adjournment

Ms. Saunders ended the meeting at 8:54pm.

Respectfully submitted,

Jaclyn Millard,
Administrative Assistant II

and

Shanna B. Saunders,
Director of Planning & Development