**City of Rochester Planning Board**

Monday October 19, 2015

City Council Chambers

31 Wakefield Street, Rochester, NH 03867

*(These minutes were approved on November 2, 2015)*

*Members Present*

Nel Sylvain, *Chair*

Rick Healey, *Vice Chair*

Matthew Kozinski, *Secretary*

Charles Grassie

Robert Jaffin

Mark Sullivan

Tom Willis

*Members Absent*

Tim Fontneau, excused

Dave Walker, excused

*Alternate Members Present*

James Gray

Robert May

Staff: James 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 7:00p.m.

The Planning Secretary conducted the roll call.

**III. Seating of Alternates**

Mr. May to vote for Mr. Fontneau and Mr. Gray to vote for Mr. Walker.

**IV. Communications from the Chair**

There were no communications from the Chair.

**V. Opening Discussion/Comments**

 **A. Public Comment**

There was no one from the public present to speak.

 **B. Discussion of general planning issues**

None of the Board members had any issues to discuss.

**VI. Approval of minutes**

*A motion was made by Mr. Healey and seconded by Mr. Jaffin to approve the October 5, 2015 meeting minutes. The motion carried unanimously.*

**VII. Extension / Continued Applications**

 **A. O’Malley & Jepsen, 24 & 28 Common Street**

Mr. Campbell informed the Board the applicants have been granted one extension and are seeking a second due to there being an error with paperwork. He went on to say the Planning Department learned late in the afternoon that co applicant Patricia O’Malley is no longer one of the property owners however, believes that issue can be handled administratively.

*A motion was made by Mr. Gray and seconded by Mr. Healey to approve the extension to January 29, 2016 as requested. The motion carried unanimously.*

**VIII. Other Business**

The Board reviewed the 2016 meeting dates. Mr. Sylvain asked if anyone had questions. Mr. Kozinski asked to have the retreat added to the January 25th workshop meeting.

*A motion was made by Mr. Healey and seconded by Mr. Willis to approve the 2016 meeting dates. The motion carried unanimously.*

Mr. Campbell informed the Board the City has hired a new City Engineer, Owen Friend-Gray. He said Mr. Friend-Gray will be at the November meeting to give the Board a surety update.

**IX. Adjournment**

*A motion was made by Mr. Healey and seconded by Mr. Gray to adjourn at 7:06 p.m. The motion carried unanimously.*

Respectfully submitted,

Crystal Galloway,

Planning Secretary