

**City of Rochester
Planning Board**

Monday June 20, 2011 at 7:00 p.m. *“Workshop Meeting”*

City Council Chambers

31 Wakefield Street, Rochester, NH 03867

(These minutes were approved on July 11, 2011)

Members Present

Nel Sylvain, *Chair*

Tim Fontneau, *Vice Chair*

Tom Abbott

Rick Healey

Gloria Larochelle

Stephen Martineau

John Meader

Derek Peters

Dave Walker, Councilor

Alternate Members Present

James Gray

Staff: Michael Behrendt, Chief Planner

Marcia J. Gasses, 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.

Communications from the Chair

None

Opening Discussion/Comments

A. Public Comment

None

B. Discussion of general planning issues

None

Approval of minutes for June 6, 2011 Regular Meeting

Mr. Sylvain noted a correction: Mr. Grant should read Mr. Gray.

A motion was made by Mr. Walker and seconded by Mr. Peters to approve the June 6, 2011 minutes with corrections. The motion carried unanimously.

New Applications

- A. The Homemakers of Strafford County, 215 Rochester Hill Road.** 2-lot subdivision to create separate lot for medical office building (by Norway Plains Associates).
Case # 243-39-A/PUD-11

Mr. Peters recused himself from this application.

Mr. Gray to sit for Mr. Peters

Mr. Nickless of Norway Plains Associates explained the only issue to resolve had been the sewer.

Mr. Sylvain opened the public hearing.

A motion was made by Mr. Walker and seconded by Mr. Healey to close the public hearing. The motion carried unanimously.

A motion was made by Mr. Gray and seconded by Ms. Larochelle to approve the application. The motion carried unanimously.

- B. Metrocast, Inc., 21 Jarvis Avenue** (by Norway Plains Associates). Construction of an 8,000 square foot two-story addition for engineering, customer service, technical service and eight new parking places. Case # 215-61-I2-11

Mr. Peters retook his seat.

Mr. Peters asked if the overflow parking would be gravel.

Mr. Walker asked if they needed to alter the handicap parking.

Mr. Nickless stated no.

Mr. Behrendt explained that with the overflow parking gravel the existing handicap spaces would be adequate.

A motion was made by Mr. Walker and seconded by Mr. Healey to approve the application. The motion carried unanimously.

Review of Surety Information

Kel-Mar LLC, Betts & Cross Roads (by berry Surveying & Engineering). Request to extend surety for approved 17-lot subdivision. Case # 203-25-A-08

Mr. Behrendt explained that the board had set a policy that when a request to extend surety s comes forward it would need to be brought before the board for review.

Mr. Fontneau suggested that going forward the Public Works Department look at projects to determine if more surety is needed.

Mr. Sylvain stated that if review is going to happen that there will need to be a charge for it.

Mr. Peters stated that they should charge the hourly rate needed for review.

Mr. Abbott stated that they can increase the surety by 10% per year under State Statute.

Mr. Gray stated it should be stressed to DPW that the surety needs to be calculated using the amount needed to hire the work out to a private contractor.

Mr. Sylvain stated that by the July 18th you wouldl have the checklist.

Ms. Larochele stated the list would be presented to the subcommittee on July 12th.

Mr., Sylvain would like a copy of the proposed checklist for the surety on July 11th.

A motion was made by Mr. Fontneau and seconded by Ms. Larochele to postpone to July 11th the surety extension request. The motion carried unanimously.

Other Business

Mr. Sylvain began a discussion on Public Works inspections. He had asked for a spreadsheet tracking inspections by DPW.

Mr. Gray stated that DPW had brought forward at the subcommittee meeting that they questioned whether all the inspections were being recorded.

Mr. Peters stated he just wants to make sure things are being done and in a timely manner.

Mr. Sylvain wanted to see a process going forward.

Mr. Fontneau stated we need to know the work is being done correctly before releasing surety.

Mr. Peters explained he has passed on information from other communities and felt that there was no need to reinvent the wheel if a process is working in other communities.

Ms. Larochelle explained to the board that she had picked up a book on site regulations while at the OEP Conference and felt it may be important to incorporate the process into our site regulations.

Mr. Peters asked if there was a checklist for preconstruction meetings.

Mr. Behrendt stated he has a checklist he uses but he could not speak for the DPW.

A discussion then ensued regarding ensuring everyone is using the same iteration of plans.

Mr. Abbott explained to the group that the plans must have the Planning Department Certification in order to be a valid set of plans.

Mr. Abbott stated he believes that third parties are doing a lot of the inspections.

Mr. Behrendt explained that specific technical questions are a dialogue typically handled outside the pre-construction meeting.

Mr. Fontneau stated it was important to make sure that additional work assigned through the inspection process would be covered by a fee.

Mr. Fontneau asked if the board would hold workshop meetings in July and August.

Mr. Sylvain stated that if the board does not need to hold a workshop meeting in August they would not, but he will not hold back any projects. The board already has agenda items for the July 18th workshop.

A motion was made by Mr. Walker and seconded by Mr. Peters to adjourn at 7:45 p.m. The motion carried unanimously.

Respectfully submitted,

Marcia J. Gasses
Planning Secretary