



**Planning Board Meeting**  
Monday April 9, 2007, 7:00 p.m.  
City Council Chambers, City Hall, Claremont, NH

**Meeting Minutes**

**Meeting Called to order by Lori Richardson at 7:05 pm**

**I. Roll Call**

**Present:** Peter Guillette, Ralph Swift, Richard Wahrlich, Lori Richardson, Erwin Caplan

**City Staff:** Gerald Coogan, City Planner, Michelle Aiken, Boards and Commissions Coordinator

**Absent:** Alan Grigsby, Mayor Scott Pope, Russell Fowler

**II. Minutes of March 26, 2007**

**Motion to:** Approve the minutes of March 26, 2007 as amended

**Made by:** Mr. Swift      **Second:** Mr. Guillette      **Vote:** Unanimous

**III. New Business:**

- **Memo from Jerry Coogan regarding current practices for 3<sup>rd</sup> party engineering reviews.**

Panel discussion on 3<sup>rd</sup> party engineering. SEA Consultants have been hired as the City's review engineer. Dave Mann is a licensed land surveyor and past president of the NH Lands surveyors Association. Mr. Coogan contacted 9 communities in NH and it is common practice to do 3<sup>rd</sup> party engineering for larger projects. In the 9 communities he surveyed there are no communities that had specific guidelines of what triggers 3<sup>rd</sup> party engineering. Mainly it involves projects where there is a new road, water or sewer connection. NH RSA 676:4 I (g) states that "reasonable fees in addition to fees for notice under subparagraph (d) may be imposed by the board to cover its administrative expenses and costs of special investigative studies, reviews of documents and other matters which may be required by particular applications". Also in the City's Subdivision Regulations 4.12 it references a filing fee: Any and all design, engineering and review costs incurred by the municipality in excess of the above mentioned fees shall be paid by the subdivider prior to any action to approve or disapprove the final plat". The Planning Board should work on improved language for what triggers 3<sup>rd</sup> party engineering reviews.

- **David Danielson** – Mr. Danielson stated the consultant is not a sales position, they are an advocate for the City and it is up to the Planning Board to decide the extent of consultants review. The consultant's position is to represent the city and review the plan on the city's behalf. They also provide inspection services, on the city's behalf to ensure the city that what the board approved is being constructed according to plan.

- **David Mann** – Mr. Coogan provided Mr. Mann with a list of questions that he brought to an executive committee of NH Associations of Surveyors and engineers. Some provide 3<sup>rd</sup> party engineering reviews themselves. Some of the responses he received from the committee were concerns about being billed double for the engineering review. Design review is sometimes inconsistent, one had fee for a traffic study was \$2000 and the review was \$16,000. A 3<sup>rd</sup> party review may create issues for errors or omissions when it comes to final design. There is concern that they want to have a stable process and that the rules do not change mid project. There should be a defined policy and it should be clear when a 3<sup>rd</sup> party review will be required and when it is not. It should be defined also by the scope of review. Also one concern was that whoever is in charge in the office that there is an agreement for who is responsible for the work and the individual be in charge of that work. There should also be some idea of cost prior to going out for 3<sup>rd</sup> party review. It would be appropriate for policy decisions so that there are less grey areas.

#### **IV. Reports of Boards and Commissions**

Mr. Swift advised that the Master Plan Visioning Session went well and they want to encourage people to attend the follow up meeting in 6-8 weeks.

#### **V. Adjournment**

**Motion to:** Adjourn

**Made by:** Mr. Guillette

**Second:** Mr. Swift

**Vote:** Unanimous

**Meeting Adjourned at:** 8:09 pm

**Respectfully Submitted,**

**Michelle Aiken**

**Boards and Commissions Coordinator**