

1 MILFORD PLANNING BOARD MINUTES ~ APPROVED  
2 February 1, 2022 Board of Selectmen Meeting Room, 6:30 PM  
3

4 **PRESENT:**

5 Doug Knott, Chairman	Jason Cleghorn, Town Planner
6 Tim Finan, Vice Chairman	Darlene Bouffard, Recording Secretary
7 Pete Basiliere, Member	Lincoln Daley, Comm. Development Director
8 Susan Robinson, Member	
9 Janet Langdell, Member	
10 Elaine Cohen, Alternate Member	
11 Paul Amato, Member (via zoom)	
12 Dave Freel, BOS Representative (via zoom)	

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14 **1. Call to Order:** D. Knott opened the meeting at 6:30 p.m. Planning Board members and staff were  
15 introduced by D. Knott who noted that Paul Amato and Dave Freel are in attendance via Zoom.  
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17 This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to  
18 Executive Order 2020-04. As such, the meeting was conducted in person and on zoom.  
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20 **2. Work Session:**

21 A. Petition Warrant Article for Election of Planning Board Members. J. Cleghorn explained the  
22 Petition Warrant Article submitted for the 2022 Ballot in March is to vote if the Planning Board  
23 members should be elected instead of appointed. The BOS voted 5/0 against this Petition War-  
24 rant Article and the BAC did not take a position. The terms identified as the intro to the Petition  
25 Warrant Article need to be put back on the town website. J. Langdell feels the Planning Board  
26 should have an opportunity to respond to the claims in the petition Warrant Article language at  
27 Deliberative Session, as some of the claims are untrue. P. Amato said his opinion is that for the  
28 Warrant Article to state that 6 people must run for a Planning Board position in one year, is a  
29 problem as it would be possible that all 6 members could be new with no experience or  
30 knowledge of what the Planning Board does. When the Planning Board met with Town Counsel  
31 it was found that the Milford Planning Board does things for the benefit of the town and does not  
32 get sued.  
33

34 D. Freel said the BOS had a discussion about this, that if it passes, the terms would need to be  
35 staggered. The BOS is not in favor of this Petition Warrant Article. The BOS discussion was to  
36 fill 7 positions but stagger them. E. Cohen asked what is meant by "run"? Do people campaign,  
37 E. Cohen attended several meetings and then was approached and was asked about her interest.  
38 J. Langdell said it depends on the town and what position a person is running for. D. Freel asked  
39 if the Petition Warrant Article language can be changed to clarify that six members would not  
40 run for election at the same time? J. Langdell answered that Petition Warrant Articles cannot be  
41 changed once submitted and posted. J. Langdell said the people on the Planning Board are vol-  
42 unteers working for the good of the town. P. Amato added that every three years the members  
43 need to go before the Board of Selectmen to be appointed for another term and they also take an  
44 oath when sworn in. J. Langdell said the volunteers take the oath to serve the community and the  
45 residents of the town and the Planning Board answers to the State RSAs. P. Amato stated the  
46 way this Petition Warrant Article is written, the whole Board would get replaced with six new  
47 people who have possibly never been on a Land Use Board.  
48

49 J. Langdell added that there is a learning curve and educational opportunities for Planning Board  
50 members, it is not just something that a person can be involved in without any training. P. Ama-  
51 to indicated if everyone on the Planning Board thinks a development is a bad idea, but it meets  
52 the requirements, the Planning Board has no choice but to approve it, and that might upset people

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that it gets approved, but the Planning Board does not have a choice if it meets the ordinance and the RSAs. J. Langdell said the town ordinances are written in accordance with the RSAs to manage town growth. P. Amato said the Planning Board does not make the rules, we bring suggestions to the voters to change those rules in the ordinance to make them better.

- B. Project Update. J. Cleghorn updated the Board on projects that came through in 2021 including: St. Mary's Bank CO was issued; Starbucks is currently in its final stages of building; Hitchiner Solar Array is complete; Poodle Crossing garage is complete; Gardent driveway and excavation is under way (AoT was approved but it has been appealed and J. Cleghorn will attend a meeting in Concord in February – the gist of the appeal is that Fish & Game was not aware of the project but work had begun); School Street Senior Housing (Cabinet building) was approved and they might be coming back in with Building Permits soon after a long wait; Heritage Hill self-storage facility (next to the Hitchiner Solar Array), one building is complete; Son's Chimney warehouse building permit has been issued and construction is planned for Spring 2022; Osgood Road property next to Burns Hill was brought in for a conceptual and now the property has sold and a possible subdivision could come in; Crosby Townhomes development has been approved and recorded – Building Permit coming soon.

J. Langdell asked about the Milford Family Dental renovation/addition and asked if it's consistent with what was approved. The HVAC is right out front and not shielded. L. Daley said he would check the Site Plan tomorrow. J. Cleghorn said in October he met with the Fire Chief, Fire Marshall and Building Inspector with the new owner of the Milford Motel; they have made some progress inside the units and on the exterior with some structural changes and a new roof. The Department is looking forward to getting an in process update. It was determined that this can be classified as a motel if they meet the requests that the town has made include furnishing the rooms and not allowing furniture to be brought in. L. Daley said the use is non-conforming, and it might become a longer term situation. Over time it has turned into a long term facility for people. People that previously were living there were bringing in their own furniture. The new owner is now is trying to raise the level of the facility. The town might want to look at the definition of a motel and long term stays. In this specific case, these rooms do not have a kitchen or kitchenette facilities. This is a small roadside facility and people were bringing in their own equipment. The town had not been in that building until fairly recently and found it in disarray but it is becoming a better situation. There was a requirement that there be an on-site manager. The town is working with the property owner for a Site Plan amendment for this use. For now, we are getting it up to date with the code. A subdivision separated the house from the motel years ago. The house was bought by a couple recently, who are in the process of renovating it. The main house originally had an order to be razed but it was recently found that only the garage needs to be razed and that will be brought before the Board of Selectmen to remove.

L. Daley said the intent is to have both buildings in a habitable condition. J. Langdell asked if the long term stay facilities in Nashua and Merrimack have their own furniture or are they furnished? L. Daley was not sure but for this motel there were observations that people were bringing in their own furniture. J. Langdell was asking about furniture because L. Daley mentioned the long term stay definition. These units are not set up for a long term stay, we need to think about that. J. Langdell asked what had been happening prior to the current owner is that people were just bringing in their own hot plates to cook. L. Daley said it is a gray area and how can we address long term stays? This might require upgrades to the units. This should be a discussion with housing.

- C. 2021 Recap. J. Cleghorn reviewed the summary of projects that went through the Planning Board since he was hired in February 2021, noting that there were ten applications, 3 Lot Line Adjustments and 3 Site Plans. L. Daley said small renovations in town have stayed consistent

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and the last of the subdivisions in Milford has been finished (Clifford Street). J. Langdell asked how many zoning items have gone to the ZBA over the past year. J. Langdell asked how that compares with years past. J. Cleghorn will get that information for the next meeting.

- D. Goals and Objectives Discussion. There are four zoning amendments being brought to voters in March that have gone through the Planning Board. L. Daley would like to see discussions in 2022 regarding multi-family housing and density which is currently based on two units in a Mixed Use. We can look at additional density in the downtown area. In March 2021, the Planning Board had that discussion, it should be raised again. Impact Fees should be reviewed every year by the Planning Board. L. Daley said we are going to bring that back and look at the way they are collected and distributed. The School facilities currently being planned are quite substantial. J. Langdell said the Impact Fee ordinance is still in effect.

S. Robinson asked if sidewalks in front of personal residences are the responsibility of the town or the owner to keep clear? L. Daley said the town maintains the sidewalks. S. Robinson said there are some communities that require the residents to maintain them. J. Cleghorn said the Milford Conservation Commission would like to talk about a Land Use Committee and some of the zoning ordinances need to be evaluated. J. Cleghorn asked if the 3 Boards (Planning and Zoning Boards and Conservation Commission) would like to get together to talk about what is happening with each. J. Langdell said this was done in the past and we should get back to it. L. Daley said the Chairs of each Land Use Board need to talk about a time when everyone is available to share ideas and allow for communication and discussion between the Boards. This would lead to constructive dialogue being brought back to the Boards. J. Langdell thinks at least meeting once a year in one room with the three Boards should allow a good exchange of ideas. D. Knott suggested having the three boards together with a speaker for 20 minutes, followed by open dialogue for 40 minutes. P. Amato indicated the Planning Board does not keep up with what is on the agendas of Zoning and Conservation. J. Cleghorn said he could send the agendas to members for all three boards to know what each Board is working on. L. Daley encouraged all members to make the effort to look at the information sent to know what is happening with each board.

Another group is the Capital Improvements Plan committee that meets weekly during fall months and puts in a lot of work to generate the CIP report. Some CIP Committee members are feeling that a lot of work is put into the report that perhaps it not read and put into a file cabinet causing members to feel disheartened with the process. The CIP is very important to help make decisions for the town. D. Knott understands why those committee members could feel that they are putting in a lot of time and effort and it gets set aside. J. Langdell said it depends on the Board. It might be worthwhile to talk to other communities about how can Milford do things better to strengthen that process. L. Daley asked how do other Selectmen manage that process? One idea is to start and end the process sooner. With the CIP process, not all departments are on the same schedule and were not ready until late in the year so the voting could not be done on those projects. J. Langdell asked if that's a bigger conversation to have with department heads, BAC, BOS and Town Administrator. L. Daley said the budget was drafted by September, the CIP was in August.

J. Langdell asked what it would take to get the CIP done by September? L. Daley said he can try to head down that path earlier in 2022 and suggested the Planning Board talk to the BOS about this to get their view on the CIP use and how to include it in the BOS process. D. Freel does not feel anyone would be against that, everyone should be on the same page. L. Daley asked if there could be something put on the next BOS agenda to talk to the BOS about that. T. Finan said the CIP is a long term planning document, but a lot of times, the committee is waiting on something to move forward to finish the CIP.

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In 2022, L. Daley would like to focus on the Master Plan, housing and economic development. The Planning Board needs to support the Master Plan process. J. Langdell asked if it is time to update the Master Plan from beginning to end and look at the document as a whole? L. Daley said it is, we are at that point; how we do that is another topic. Having it done outside of town employees could cost between \$80,000 and \$100,000. J. Langdell feels it is important to look at the whole document and to make sure we get input. P. Amato said we have done it by each individual chapter, not as a whole, so it lacks cohesion. Each section was done by a subcommittee and then comes back together but the Master Plan Committee had a stake in it. J. Langdell suggested in the past we have had committee members do different sections, and a survey could get more community input and overall themes that get included into the chapters. There is not a lot of Energy Conservation in the Master Plan, nor MS-4 and water protection/quality. Environmental items should also be considered.

L. Daley said the committee can try to look at it as a whole, we have done it piece meal enough, we might want to consider hiring a consultant to get it all pulled together. P. Amato said he is against having a consultant write the Master Plan for us. If we hire someone to write it, it just becomes a bunch of paper. J. Langdell said a consultant would also be getting community outreach and basing the Master Plan on community input. Another item that needs to be looked at, said L. Daley, is downtown parking; there is more and more pressure on this. The town is being approached by businesses that they might want to bring their businesses to the oval but downtown parking during a snow ban is an example of the pressure on the parking. A downtown improvements meeting will be held at the end of February and will be noticed. D. Knott noted that the downtown parking seems to be brought up mostly by businesses, but nothing ever happens.

J. Langdell indicated that a study of the downtown parking was done years ago and the conclusion was that there is not a problem but is there a problem at a certain time of day? L. Daley said during a certain time of day, it was found there was a parking problem but there was also parking available elsewhere. If the town looks at additional residential density in the downtown area, there will continue to be the issue of who will pay to get parking relief? The Planning Board can look at policy or regulations for parking. Should the Planning Board revisit the parking requirements for businesses downtown (for which there are none)? J. Langdell said during the winter parking ban, could we work out a private/public agreement for parking during those times? P. Amato said the downtown businesses do not have to provide for parking, but the town plows for those businesses and in front of those businesses. J. Langdell asked if there are any Planning Board members that do not own property downtown that might want to serve on the Parking Committee? S. Robinson offered to do this.

L. Daley asked if Board members would like any other items discussed at the February 15, 2022 meeting? Milford Conservation Commission will be talking with L. Daley on the Wetland Buffer issue sometime in April and he will come back to the Planning Board with that information. J. Langdell asked about information on what communities can do in order to better preserve our water sources? D. Knott indicated sodium Chloride was used during winter but the public does not like when it is out there. There is a perception that having some of that data might also help with the setbacks. NRPC has 3 representatives (C. Costantino, J. Shannon, J. Langdell) for Milford. SORLAC is another committee that serves as a steward of the Souhegan River.

**3. Minutes:**

J. Langdell moved to approve the minutes of January 4, 2022 as presented. T. Finan seconded. All were in favor with P. Basiliere, S. Robinson and D. Freel abstaining. Motion passed.

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J. Langdell requested amendments to the minutes of January 18, 2022. P. Basiliere moved to approve the minutes of January 18, 2022 as amended. T. Finan seconded. All were in favor with S. Robinson and D. Knott abstaining. Motion passed.

**4. Other Business:**

**5. Upcoming Meetings:** February 15 and March 1, 2022

**6. Adjournment:**

T. Finan moved to adjourn at 8:15 p.m. P. Basiliere seconded. All were in favor. Motion passed.

Respectfully Submitted,

Darlene J. Bouffard  
Recording Secretary

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D. Knott, Chairman or T. Finan, Vice Chair

**THE MINUTES OF THE 2/1/22 PLANNING BOARD WERE APPROVED 3/1/22**