

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ APPROVED

2 October 5, 2021 Board of Selectmen's Meeting Room, 6:30 PM

3
4 **Members Present:**

5 Doug Knott, Chairman
6 Tim Finan, Vice Chairman
7 Paul Amato, Member
8 Pete Basiliere, Member
9 Janet Langdell, Member
10 Susan Robinson, Member
11 Elaine Cohen, Alternate Member
12 Dave Freel, Selectmen's Rep (arrived at 6:40 p.m.)

Staff:

Jason Cleghorn, Town Planner
Andy Kouropoulos, Videographer

13
14 **Excused:**

15 Darlene Bouffard, Recording Secretary

16
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 both online and in person.

19
20 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight there is one
21 item on the agenda followed by a work session. This meeting is being conducted as a hybrid, both in person and
22 via zoom. Chairman Knott introduced Planning Board and staff members.

23
24 **2. Public Hearing:**

- 25 **a. Case SP2021-21 Starboard Tack/Elite Hydraulics (owners/applicants).** Minor Site Plan review for a
26 Change of Use site plan for a hydraulic repair shop. The parcel is located at 1 Westchester Dr. and is
27 located within the Industrial "I" zoning district. Tax Map 15 Lot 15-1.

28 P. Amato moved to accept the application for review. J. Langdell seconded. All were in favor.
29 Motion passed. J. Langdell moved no potential regional impact associated with this application.
30 T. Finan seconded. All were in favor. Motion passed.

31
32 J. Cleghorn read the abutters list, there were no abutters present. Steve Desmarais, friend of
33 applicants Chris Tardiff and Elliott Kilgore, was presenting. This application is for a Change of
34 Use from boat repair to hydraulic cylinder repair. The business has been in the building owned
35 by MD's Trash on Old Wilton Road for 3 years, they are moving about ¾ of a mile. The
36 business is a repair facility, the work is done inside the building except for possibly when a piece
37 of equipment is brought to the yard to remove the cylinder to be brought inside for repair. Other
38 than that, the property is not going to change from what it was as a boat yard. The applicants
39 need to know what the Planning Board would like from them to be able to do that.

40
41 D. Freel asked if the equipment will need to go inside, or if just the cylinder will be brought
42 inside. S. Desmarais responded the way it gets done now in the condominium units down Old
43 Wilton Road is the cylinder is removed from the equipment, it gets carried into the building
44 through the overhead door, gets put on a trolley and then it gets taken apart and fixed. D. Freel
45 asked if that will be done inside the existing structure? S. Desmarais responded it will. P.
46 Amato asked if at the existing facility there is a lot of equipment waiting in the yard to get fixed?
47 S. Desmarais responded right now there are cylinders outside because they don't have the room
48 on the inside, but at this new location the parts will all be inside. P. Amato asked if there are
49 excavators? S. Desmarais said no they are cylinders, typically the cylinder is taken out wherever
50 the equipment broke down and transported and then a forklift puts it inside the building.

51
52 P. Basiliere asked for that to be expanded upon and the nature of hydraulic cylinder repair. S.
53 Desmarais explained the business they are in is fixing the cylinder, usually when equipment fails
54 it is the hydraulic line, that is not this; this business is fixing the actual steel cylinder and there is

a big chrome piston that moves up and down in it; so that actually gets taken off the machine and brought to the repair shop. D. Knott said it is the type of thing NH Hydraulics in Merrimack does. P. Amato added that through use, cylinders get dirt trapped and then start to leak. S. Desmarais said it could also get bent from picking up something too heavy.

D. Freel said there were a couple comments about noise, do you foresee this making more noise than what was already there, is there banging or metal to metal? S. Desmarais indicated the forklift moving around will make noise, the milling machine or lathe turning around, but not a lot of noise. D. Knott noted it is an industrial zone.

P. Amato noted the landscaping is very mature along Westchester Drive, it looks good, the Planning Board had asked the boat place to add trees and now that has matured and it looks pretty good. S. Desmarais said the applicants are very interested in having that landscaping brought back and maintained, they take care of their own homes and they will take care of this building. On the Elm Street side, green strips will be added to the existing chain link fence to provide screening. S. Robinson asked if those will last. J. Langdell mentioned she has some behind her property and they have been there for about 40 years and they are fine.

D. Knott indicated this property is in the West End Overlay District, but there is nothing here that needs to be addressed. J. Langdell said it is an existing site and they are not proposing any structural changes or exterior changes. T. Finan asked if the applicants want to add a shed. S. Desmarais said yes, the shed will store cylinder parts, metal parts. D. Freel asked if there are any products used that could get into the water? S. Desmarais said the parking lot is in a flood plain that will flood in the 100 year flood like the Boys & Girls club, not every year, but they absolutely will not be dripping oil all around the parking lot. This proposal has basically no changes to the building. P. Amato asked if a sign will be put where the existing sign is? Steve responded yes. P. Basiliere asked about the note regarding a plant on existing equipment on the building? P. Amato said that is (bittersweet) on the HVAC condensers. S. Desmarais said they plan on getting that removed right away next week. D. Freel had no other questions.

D. Knott asked if there were any other Board questions or comments. Seeing none, D. Knott opened the hearing up to the public for questions. J. Cleghorn said there were no people in the zoom waiting room. Seeing no public comments or questions, D. Knott closed the public portion of the meeting and asked for further questions or comments from the Board or staff.

J. Cleghorn said only regarding the landscaping brought up by the Board, they should discuss with the town the way they plan to better maintain the landscaping along Elm Street; both L. Daley and J. Cleghorn feel the landscaping along Westchester Drive is very nice and with a little bit of enhanced maintenance it is felt the Elm Street landscaping will be okay. J. Langdell moved to approve the application as presented. P. Amato seconded. All were in favor. Motion passed.

3. Other Business:

Zoning Ordinance amendments: T. Finan asked if there will be time to get in any zoning amendments? J. Cleghorn was waiting for his briefing period to talk about that. Jason is drafting a Solar Ordinance amendment that he and L. Daley are working on and will have ready for the November 2 Work Session, as soon as they have reviewed the draft, it will be sent out to the Planning Board to review. There have been two recent calls from nearby communities asking questions about what they should include in an ordinance. P. Amato asked if only the Solar Ordinance will have proposed amendments for this year? J. Cleghorn said there was some

discussion about Estate Lots which can be further discussed at the November 2 Work Session, he did not feel there was consensus from the Board to move forward on that. J. Langdell suggested looking at how many properties this would apply to in the Town of Milford. J. Cleghorn asked for guidance for Voluntary Lot Mergers, which had been passed off to staff, does the Planning Board want to be aware of such changes? P. Amato responded that in the past, the Planning Board saw those, they just stopped coming to the Planning Board. S. Robinson thinks notification to the Planning Board would be important. J. Langdell agreed, stating it would be nice for the Planning Board to know of things taken care of administratively. Once the Planning Board finishes with an application, it never hears about it or whether it got signed or recorded, an administrative update would be helpful. J. Claghorn said an example of that, would be the Chappell Lot Line Adjustment that was approved, for which a mylar was never submitted to the Town or recorded. J. Langdell said that is because they will be back. Another example explained by J. Cleghorn is the Racicot Subdivision, there has not been a mylar submitted for it to be recorded yet.

CIP: D. Knott asked about the CIP? J. Cleghorn indicated the CIP Committee is working on that, they meet every Wednesday but he is not involved in that at all. D. Knott asked if the Planning Board should be hearing about that. T. Finan said not yet. P. Basiliere said the CIP will be getting the first pass at rating the proposals tomorrow night. J. Langdell asked if the CIP Committee is on track for wrapping up for the beginning of November? P. Basiliere answered yes. Potentially, at the first November meeting (November 2) the Planning Board should have the first draft. P. Basiliere said yes that is correct. J. Langdell with the potential approval by Planning Board by the following meeting November 16? P. Basiliere yes, and then approval by the Board of Selectmen. P. Amato asked if there are any big surprises that we were not aware of? Not that P. Basiliere could think of, but Wastewater is now off the CIP. T. Finan confirmed it is off the CIP? Yes, because of the ARPA money that came in, said P. Basiliere. T. Finan said there was big money on the CIP for water/wastewater. The understanding of P. Basiliere is that the BOS approved spending that for those items. P. Amato asked D. Freel if the Town still gets to vote on that if you are using the town or other government money for the wastewater or does it just happen? D. Freel responded that the town doesn't vote on it, it does not go back to the taxpayer to make the decision, the Selectmen make that decision. All the Department Heads have already come to the BOS and presented their requests, but because wastewater has a lot of money to spend over the next couple years (about \$6 million), some of the stuff needs to be done so the Selectmen decided to give them half a million of that money, and he thinks that was all that was decided and the selectmen are holding off on other things.

The 2022 Planning Board meeting schedule was distributed and the also the request for renewing Planning Board memberships, for which it is requested for those due for renewal please respond to the office.

J. Cleghorn explained that the October 19, 2021 meeting has 2 public hearings and a scenic road hearing for Federal Hill Road. P. Amato said a simple spreadsheet could be developed that shows when something was approved by Planning Board and then what was left for staff to address, and a date when then was done so there is traceability. He is not asking Doug to go through the list. D. Knott said he comes in to sign when Darlene calls to let him know the plans or minutes or whatever is ready to sign. P. Amato said if the department has it in front of you to sign, you are presuming it's ready. D. Knott said that is correct. D. Freel asked if he has two lots and wants to consolidate them, does he have to come to the Planning Board? P. Amato responded no, it is done administratively and the Assessor is required to sign off so that the taxes are adjusted. J. Langdell said those Voluntary and Involuntary Lot Mergers and Unmergers previously did come to the Planning Board, per the RSA, but the Planning Board has not seen

157 them for a while so at some point they must have gone to an administrative decision. Every
158 town handles them differently. D. Freel asked if that should come to the Board? P. Amato
159 indicated all he is saying is it would be good if we knew about it. D. Knott agreed, it would be
160 good to know about it, but not fill up the agenda. J. Cleghorn will start putting those on the
161 agenda as an information item. P. Amato said it can be put on the agenda and if the Board has
162 questions, they can ask them.

163
164 As a member of the Keyes Trust, J. Langdell would like everyone to know the Town of Milford
165 Citizen of the Year will be announced Friday night at 6:30 p.m. at the Oval stage beside the
166 bandstand and she invites everyone to be there. D. Freel asked if that decision has been made?
167 J. Langdell said it has been and the announcement will be made Friday night.

168
169 **4. Meeting Minutes:**

170 J. Langdell moved to approve the Planning Board minutes of 9/7/21 as presented. J. Langdell requested
171 amendments to change it to a Non-meeting. After discussion, the Board agreed to this amendment. T. Finan
172 seconded. All were in favor of the amendment with D. Knott abstaining.

173
174 **5. Adjournment.** The meeting was adjourned at 7:18 p.m. on a motion made by T. Finan and seconded by P.
175 Amato. All were in favor. Motion passed unanimously.

176
177
178
179 _____ Date: _____
180 Signature of the Chairperson/Vice-Chairperson:

181
182
183 **MINUTES OF THE 10/5/21 WORK SESSION WERE APPROVED 11/16/21**