

MILFORD PLANNING BOARD WORK SESSION MINUTES ~ APPROVED  
FEBRUARY 7, 2023 Board of Selectmen Meeting Room, 6:30 PM

**Members Present:**

Doug Knott, Chairman  
Janet Langdell, Vice Chairman  
Tim Finan, Selectmen's Rep  
Elaine Cohen, Member  
Susan Robinson, Member  
Susan Smith, Alternate  
Pete Basiliere, Member

**Staff:**

Terrey Dolan, Town Planner  
Lincoln Daley, Comm Dev Director  
Andrew Kouropoulos, Videographer

**Excused:**

Paul Amato, Member (via Zoom)  
Darlene Bouffard, Recording Secretary

1. **Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight is a work session to discuss the Oval and surrounding area improvement. Planning Board members and staff were introduced by D. Knott. P. Amato is attending via zoom this evening therefore there will be a roll call vote.

2. **Work Session Items:**

Planning Board Consultant Briefing & Discussion for Downtown Pedestrian & Traffic Improvement Plan for the Oval & Nashua Street. Greg Bakos from VHB in Bedford, will be presenting. G. Bakos joined the Board at the table to present. J. Langdell asked one question of staff; in the memo dated February 16, 2023 it states that tonight's presentation is a precursor to the Stakeholder Presentation to be held February 15, is that the correct date? L. Daley said the date did not get changed. The location for that meeting is the auditorium at 6:00 p.m.

Greg Bakos introduced himself as a Transportation Engineer and will present the same information that was brought to the Board of Selectmen and it is a precursor to the Stakeholder presentation roughly a week from now on February 15. E. Cohen asked if there is a copy of this presentation in the packet? T. Dolan said the presentation was not provided but there is a printout provided for a couple of the primary slides. J. Langdell asked that when the presentation is provided by VHB, will it be posted on the Town website? L. Daley said that it will.

G. Bakos said right now VHB is in the engineering study phase right now. Preliminary Design is the next phase. And then final design and bidding. In the initial study traffic circulation and truck maneuverability are considerations. D. Knott asked how this began? G. Bakos said the Town identified this and found funding and then brought it forward with what is trying to be addressed. J. Langdell said when looking at South Street, it grew into this, and Federal funds were identified to use, it goes back that far. G. Bakos said the books needed to get closed on the South Street project before this project began.

The traffic numbers were identified and are significant. G. Bakos continued that in the Oval area the ADA compliance is pretty good with the sidewalks and pedestrian ramps, but pedestrian crossing is more of a problem. Crosswalks that have parking spaces which may cause an issue were identified. There are a lot of parking spaces that are not in conformance with the requirements, a parking space cannot be any closer than 20 feet to a crosswalk. In looking at the spaces that were not in conformance, it was found we lost several spaces, then began to look for additional space to put parking spaces. Lighting at the crosswalks needs to be adequate and uniform to be effective. Traffic volumes were looked at throughout the Oval and down to Clinton Street.

L. Daley indicated that there will be additional meetings and presentations as these improvements are designed to give opportunities to the public and to the various Boards to ask questions etc.

There is a process for several iterations of this plan to get comments or amendments before it gets to the final design. D. Knott asked what happens if all the bids come in over budget? J. Langdell said we would pare down the plan. G. Bakos said that can happen and the plan would go back to be re-designed and approved. P. Basiliere asked if it is required that this project be focused on both the Oval and Nashua Street? L. Daley said this is unusual since the Town considers this to be one downtown area so they will allow the Town to utilize the money for both. L. Daley indicated that with the South Street problem there were some unanticipated factors that delayed the project.

S. Smith indicated that there have been some sentiments brought to the Board regarding safety in the Oval that came out of the survey. L. Daley said that is also a liability for the Town as well. J. Langdell said there are some easy fixes that help with safety. S. Smith said the truck situation described is accurate and asked if the islands could be bigger for better safety? G. Bakos said the only thing that could be done would be to make it one way. Dean Chappell asked about the Nashua Street project and if homeowners have been talked to or if they say no, does this go away? G. Bakos said they have been talking to those owners and they have been aware of this for a long time. Sarah Chappell, Osgood Road, said the Oval has one lane that goes to Nashua Street and one goes through the Oval, will there be two lanes in the front of Pasta Loft? Are there two lanes of traffic going through the Oval? G. Bakos said that is to assist drivers to choose one path or the other. This concluded the presentation by G. Bakos.

### 3. Other Business:

D. Knott asked if there is a now quick Master Plan update? T. Dolan said there have been design charettes set up to be held in March, and February 21 the Steering Committee will be introduced to the Planning Board followed by one application. The Steering Committee for the Master Plan is being formed with ten members. L. Daley said there are a few new members that expressed interest in joining this committee. J. Langdell asked that the list of members be sent to Planning Board. Two dates in March were identified for the charette, specific dates to be shared at the next meeting.

M. Thornton has gathered information regarding Tiny homes and presented this information. A community has established a Tiny Home community for those that make less than \$45,000 per year mostly for teachers, firemen, etc. M. Thornton said there are industrial partners in town that are interested in being a part of this. D. Knott said this would be tied into the Master Plan. M. Thornton will be developing a presentation and will distribute to members.

### 4. Upcoming Meetings:

2/15/23 – Stakeholders Outreach meeting (Auditorium 6:00 p.m.)  
2/21/23- Planning Board Meeting  
3/7/23 – Work Session  
3/21/23 – Planning Board Meeting

### 5. Adjournment.

The meeting was adjourned at 8:35 p.m. on a motion made by P. Basiliere. T. Finan seconded. A roll call vote was taken: T. Finan yes; P. Amato yes; P. Basiliere yes; J. Langdell yes; S. Robinson yes; S. Smith yes; E. Cohen yes; D. Knott yes. The motion passed unanimously.

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Date: \_\_\_\_\_

Signature of the Chairperson/Vice-Chairperson: \_\_\_\_\_

The Planning Board minutes of 02-07-23 were approved 2/21/23