

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~APPROVED

2 NOVEMBER 7, 2023 Board of Selectmen Meeting Room, 6:30 PM

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4 **Members Present:**

5 Doug Knott, Chairman  
6 Janet Langdell, Vice Chairman  
7 Paul Amato, Member  
8 Susan Robinson, Member  
9 Susan Smith, Alternate  
10 Pete Basiliere, Member  
11 Andrew Ciardelli, Member

**Staff:**

Terrey Dolan, Community Development Director

12  
13 **Excused:**

14 Dave Freel, Selectman's Representative  
15 Darlene Bouffard, Recording Secretary

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18 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight is  
19 a work session. Planning Board members and staff were introduced by D. Knott who noted that  
20 Dave Freel is excused from the meeting tonight, therefore S. Smith, Alternate, will participate in  
21 discussions and voting.  
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23 **2. Meeting Minutes:** There were no minutes to review this evening.  
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25 **3. Planning Board (Initial Review) Discussion of Capital Improvement Program (CIP)**  
26 **Advisory Committee's Capital Project Rankings (2024-2029)**

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28 Peter Basiliere, as the Committee Chairman, introduced Susan Smith, also a Planning Board  
29 member and a member of the CIP Committee, also in the audience are CIP Committee Members  
30 Patricia Kenyon, John Andruskiewicz and Dana Dahl. P. Basiliere invited CIP Committee  
31 members to join the Board for the discussion, to which they declined. There were ten projects that  
32 were studied in different categories and prioritizations; those items were assessed and given  
33 rankings to get to an overall score. What was most interesting, was that the High School came in  
34 as number 2, Library electrical renovation was also at the critical ranking, followed by the Bales  
35 School renovation and then town roads. Paul Amato asked who did the ranking? P. Basiliere  
36 responded it was done by the Committee collectively, P. Basiliere stated the Committee felt that  
37 the Town and School projects should be separated to finalize the list. P. Amato asked if the roads  
38 at \$400,000 was pushed on at all, since it is not a Capital Improvement, it is actually part of the  
39 budget year after year. P. Basiliere said it is proposed as a Capital Project on the warrant.

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41 P. Amato said that money could also be in the budget. P. Basiliere said there is more money in  
42 the budget which would also be used for roads. The CIP Committee took it upon themselves to  
43 also have the \$400,000 in the CIP listing. P. Amato said that money should just be put in the  
44 budget, the CIP is really to be used for large dollar items that are bonded and paid for over time.  
45 There was a discussion about what a Capital Item should be. J. Langdell indicated it is more a  
46 philosophy about where it is being put and the budget for roads just needs to be increased. P.  
47 Amato understands we want to keep the budget down, but we really need to do it and he does not  
48 believe the roads maintenance should be in the Capital Improvement Plan, it should be in the  
49 budget.

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51 Janet Langdell asked what is the ground level of the Library? P. Basiliere explained it is the ground  
52 floor door to the Library, where the archives are and is driven by the increased use of that area as  
53 well as the elimination of a rest room on the third floor. P. Basiliere indicated the Schools have  
54 two years in which to pass the articles in order to receive the State funds. If the schools are not

55 approved in 2024 or 2025, we would not be able to use those funds. The CTE is changing the  
56 programs to produce revenue, for example, the automotive program in Nashua will only allow two  
57 students from Milford to enroll, due to capacity, so one proposal in Milford is to have an  
58 automotive program in the CTE. This would also enable Mason students, already in the Milford  
59 school district, but also other districts to send their students for that program which is another  
60 source of revenue.

61  
62 P. Basiliere continued that the Bandstand was originally on the CIP list, but will be paid for through  
63 grants and gifts and will more than likely not be on the Warrant. The Mont Vernon parking lot  
64 was a project that came up late in the CIP process and is only a placeholder at this point, there is  
65 nothing firm on a plan or a cost. The Clinton Street parking lot (the old gas station) has by now  
66 been demolished and the cost needs to be further defined. D. Knott asked if the EV stations will  
67 be free or for a fee? T. Dolan said there will only be about 3-4 EV Stations on that lot, a fee  
68 structure is not finalized. P. Basiliere asked if any additional information is needed? There was  
69 no further input from members. P. Basiliere will have a complete Draft report for BOS review  
70 next Monday. The CIP Committee does this work for presentation to the Selectmen and to the  
71 Planning Board. J. Langdell said this is a tool for the Selectmen to use for the Budget and 127  
72 Elm Street has already been taken off the CIP list brought forward by DPW. P. Amato said  
73 sidewalks were not on the list? S. Smith indicated replacing pipes and road repairs were also on  
74 there, so DPW is coordinating with Water Utilities on those types of projects. P. Amato indicated  
75 it is good that DPW and Water Utilities are working together on replacing pipes/water mains and  
76 the roadways.

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78 P. Basiliere said that the other part of ranking is to avoid spikes in tax impacts. Last year the CIP  
79 items and the Warrant were compared to identify those costs and to keep them level. For the High  
80 School renovations there is State Funding available but not for Bales. S. Smith noted that the Bales  
81 project would also incorporate moving the Project Drive students into the Jacques School and  
82 Milford High and out of the Bales Building, so that the SAU could be moved out of the high  
83 school; there are a lot of moving pieces. P. Amato said it must also meet ADA requirements if  
84 Bales will be used for students. P. Basiliere also noted that the Preschool and Kindergarten  
85 students should move over to Jacques. Last year the cost to renovate Bales was \$3.5 million now  
86 it is \$4 million. P. Amato confirmed that the final draft CIP report will include the tax impact for  
87 a resident with an average home, which P. Basiliere said it will. P. Amato stated he appreciates  
88 all the work done by the Committee, it takes a lot of work and meetings. Other members also  
89 thanked the Committee for all the work.

- 90  
91 **4. Other Business:** P. Basiliere said he would like to discuss, the correspondence related to The Q.  
92 There was an e-mail provided to Planning Board members, on Sunday November 5, that originally  
93 was sent to Terrey on October 30, how did the correspondence not get to the Planning Board for  
94 four days? He asked why that took so long? D. Knott said this should not be talked about during  
95 the 30-day appeal time frame as advised by Town Counsel. P. Basiliere said if a citizen sends a  
96 memo on any topic, is there a delay period, or if something is not intended, D. Knott indicated  
97 maybe staff just could not get to it. J. Langdell said T. Dolan has not quite been here one year and  
98 is still getting used to the nuances of the town. P. Basiliere said he was led to believe by T. Dolan  
99 that any correspondence intended for the Board would only be provided to the Planning Board  
100 Chair and Vice Chair. T. Dolan said that is correct. T. Dolan added that the Board should not be  
101 discussing The Q during the 30-day appeal period. D. Knott agreed and said after that 30-day  
102 period, this can be discussed. S. Smith asked if the Planning Board is notified if an appeal is filed?  
103 D. Knott said he has never had to deal with that but would think the Board would be notified. T.  
104 Dolan stated that Lincoln Daley has not had to deal with an appeal yet. A petition could be filed  
105 with Superior Court or the Housing Appeals Board, one or the other. P. Amato asked if there is

106 now a Land Use Court or something. T. Dolan clarified that if a case is appealed, a petition is filed  
107 with the Superior Court. Janet Langdell said this is all spelled out in the NH RSAs; the handbook  
108 that we all got has that in it; Appeal of a Planning Board decision. Related to that, but different,  
109 P. Basiliere said any member of a Board who voted in favor of an application may ask the Board  
110 to reconsider that, so there are two aspects to that. Correct, said Janet Langdell, which is covered  
111 in the RSAs and in our procedures.

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113 T. Dolan said the next meeting is November 21 and has a long agenda, several of the cases should  
114 be very brief, but it is a long one and he will get that posted on the website tomorrow. P. Amato  
115 asked what types of cases? T. Dolan said two lot line adjustments, two time extensions, the first  
116 formal CIP presentation for the Planning Board and a major Site Plan for Ciardelli where they are  
117 taking down an old home next to Woodman's Florist for an Office Building. The second formal  
118 CIP meeting will be December 5. P. Amato asked if the full CIP report will be available for the  
119 prior to the first formal meeting? P. Basiliere said it will be available before November 21. S.  
120 Robinson said she will not be at the meeting November 21.

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122 **5. Upcoming Meetings:**

- 123 11/21/23 – Planning Board Meeting
- 124 12/05/23 – Planning Board Work Session

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126 **6. Adjournment.** The meeting was adjourned at 7:32 p.m. on a motion made by S. Robinson and seconded  
127 by P. Amato. All were in favor. The motion passed unanimously.

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

133 Signature of the Chairperson/Vice-Chairperson:

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135 **The Planning Board minutes of 11-07-23 were approved 12/5/23**