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4 **Members Present:**

5 Doug Knott, Chairman
6 Janet Langdell, Vice Chairman
7 Peter Basiliere, Member
8 Dave Freel, Selectmen’s Rep
9 Paul Amato, Member
10 Susan Smith, Alternate
11 Susan Robinson, Member
12 Elaine Cohen, Member

Staff:

Terrey Dolan, Director Comm. Development
Darlene Bouffard, Recording Secretary
Andrew Kouropoulos, Videographer

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15
16 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight’s
17 agenda includes a continued public meeting that started in March 2023. Chairman Knott explained
18 that since the March election, Dave Freel will now be the BOS representative on the Planning
19 Board, with Tim Finan serving as an Alternate to the Planning Board. Planning Board members
20 and staff were introduced by D. Knott. P. Amato stepped down for this discussion and recused
21 himself from the voting. D. Knott asked that S. Smith vote in the absence of P. Amato. D. Knott
22 stepped down for this discussion and recused himself from the voting and had Vice Chairman Janet
23 Langdell step up as Chairperson for this meeting.

24
25 **2. Public Hearings:**

26
27 **a. Continuation of the Application for Minor Site Plan Amendment SP2022-10. Souhegan Valley**
28 **Boys & Girls Club Inc. for the property located at 56 Mont Vernon St. located at Tax Map 21,**
29 **Lot 23.** Public Hearing for the proposed use of the existing 22-foot wide Trail Right of Way Easement,
30 to be co-shared for vehicular access.

31
32 J. Langdell asked if there are any changes to the application since the last meeting, after those are
33 presented, she will ask to hear from staff on what they found on review. J. Langdell reminded everyone
34 that speaks, to please use a microphone and identify themselves.

35
36 Attorney Thomas Quinn, representing the applicant of Boys & Girls Club of the Souhegan Valley
37 explained this is an application continued from March 21, 2023. Because there are new people here
38 since that meeting, he provided a synopsis. Attorney Quinn stated this is a permanent use of 6.6 acres;
39 it meets the yard requirements and frontage. This meets the yard components; it meets all zoning
40 requirements. There are no waivers requested on this. The proposed use of a 20’ strip as a driveway
41 to access Mont Vernon Street. It will be a paved 18’ driveway with a 6’ sidewalk. There is an existing
42 fence that will be moved to the property line that runs the full length of the BGC property. The driveway
43 length will be created to tie into the existing drainage and into a detention basin. The plan calls for the
44 rare change of direction of the driveway for the BGC. The revised plan does have a note to change the
45 direction for which there will be flag people to direct traffic at both ends. After a theater performance,
46 the driveway will resume in the normal manner. Note 22 on Page 1 captures that. The snow storage
47 area is now on the plan, it was previously closer to the building; it has been made clear that traffic is
48 not limited to buses. The fence runs the full length of the BGC property. There were questions on
49 defining “rare” and how often that is.

50
51 P. Amato said the sign still says “do not enter” so a note should be added to the plan. The catch basin
52 on the plan is not there; we have to add that to the plan the drainage works but the detention basin
53 functions as it should, that needs to be added to the plan. Attorney Quinn said the Conservation
54 Easement needs to be modified and Attorney Quinn is working on that with the Attorney General’s
55 office, the Milford Conservation Commission approved the draft, but asked for two things: 1) relieve
56 the MCC from the responsibility of monitoring the rules and use, and 2) the MCC was concerned that

57 the documents be clear that the BGC would also have the use of the scenic area. All agree to those
58 changes and that language has been changed in the easement language. The first draft had certain
59 language in it, but there needs to be rules and the MCC does not feel it is their responsibility. MCC
60 will not be responsible for enforcement. There has to be a means to control that space. The scenic
61 easement grants the MCC access; the easements will go to the Attorneys for review; Attorney Quinn
62 did not submit the draft easements for tonight; he felt they did not need to be part of tonight's
63 paperwork.
64

65 P. Amato said on the staff memo of April 15, the fence ends right at the river; Note 22 has language for
66 use as an ingress instead of egress. Attorney Quinn does not know if the applicant wants to come back
67 before the Planning Board again, but to define "rare" might be an issue. Attorney Quinn would rather
68 talk about that now instead of during deliberations. P. Basiliere asked about ingress and on "rare"
69 occasions, what happens if someone uses that as an ingress when there is no flag person there; if people
70 are not using the "Do Not Enter" sign? Attorney Quinn said the BGC would need to make parents
71 aware of the restrictions. Outside of that, he is not sure there is any other way to deal with that. Attorney
72 Quinn said it will be posted and shared with Club members. J. Langdell said it is a driveway that also
73 has a walking path. This is only a shared sidewalk. P. Amato thinks this will look more appealing and
74 people would rather walk on it rather than through a parking lot. P. Basiliere said if someone goes the
75 wrong way, they will get spoken to but what if it happens again, then what? Attorney Quinn said people
76 that use the Club are expected to go by the rules and the Club Board will need to address it. S. Smith,
77 said at Mont Vernon Street, there is a gate, will that be closed? P. Amato said that will be moved back
78 along the easements. Attorney Quinn said that is to provide security to the lumber yard. T. Dolan
79 explained the staff memo took into account the items brought up at the last Planning Board meeting as
80 well as Attorney Ratigan's comments on the application as follows:
81

82 "It appears that at most of the issues she's raised relate to items that are indeed issues within the
83 jurisdiction of the Planning Board in the context of site reviews, which they've reviewed and
84 approved. As to the issues she raised about the existing easement, the parties can change the
85 easement, as long as they both agree to do so, and provided that it still functions for pedestrian
86 access. As to the claim that such a revision to enable utilization of a portion of the easement for
87 bus vehicle purposes violates the granting of federal funds, on the one hand, I observed there were
88 federal funds issued for the sidewalk installation along the road, and thus those funds were not for
89 this easement. If there were also other federal funds granted to the town for other aspects of the
90 project based upon a plan, I couldn't find any federal documents that specified that such project
91 work could never be revised or altered, especially since this proposed utilization of the easement
92 for bus travel does not terminate the purpose that the easement would provide pedestrian access to
93 the river and elsewhere.
94

95 It makes sense to have the NH AG's Charitable Trust division confirm that his proposed revision
96 of the easement is acceptable, which I imagine will occur."
97

98 Attorney Ratigan responded to the Town's request that this can be done by using the process set by the
99 Attorney General. T. Dolan said the conditions set by the Town Engineer that the applicant has to abide
100 by for the plan. J. Langdell said the items provided by KV Partners have not been implemented but
101 will be once the plan moves forward. T. Dolan provided the original plans from February; and any
102 conditions will be put in the final plan. J. Langdell asked about the location of the catch basin and if
103 driving over it is okay, also the tight turn radius for buses should be checked. The applicant's engineer
104 feels it will work. Attorney Quinn said we have to get permission from the State to widen the driveway
105 since it is a State road, so the turn radius will be looked at by the State. We will go to the DOT for that
106 driveway permit. P. Basiliere said the DOT will look at the turn radius for buses since it is a State road.
107 T. Dolan indicated the existing fencing goes down to the Gregg Bridge; the fence is six feet tall with
108 vinyl strips in the fencing to provide privacy. If the applicant feels a traffic count is needed, they could
109 do that depending on what the total volume of traffic is. The applicant was originally just asking for
110 bus passage, but if it is also vehicle passage, a traffic count analysis should be considered. Any
111 vegetation will have to be done on the BGCSV side of fencing; additional vegetation could be added

112 down there, but there is no space. J. Langdell said the applicant could plant vegetation on the abutting
113 property if it would help the buffering.
114

115 P. Amato said that would need to be done before the fence went up and the Club is still open to that.
116 T. Dolan stated the applicant will need to modify the original plan, or the changes have to be reviewed
117 by the Attorney General and be provided to the town. P. Amato said the town still has to sign off on
118 the easement language. The Board of Selectmen signed the easement for the sidewalk because there is
119 no owner of the Conservation Commission Easement. J. Langdell said the scenic view area is for
120 Milford Conservation Commission. Attorney Quinn said the trail easement that runs along the river
121 bank and the scenic view easement are under Milford Conservation, the sidewalk will be under the
122 Town of Milford; with the Town not having the responsibility to maintain the Club having that
123 responsibility.
124

125 J. Langdell said in the Town Development Regulations, the definition of sidewalks “shall be 6 inches
126 above grade and with granite curb.” P. Amato said in the past the Planning Board has allowed the
127 striped sidewalk. P. Basiliere asked what the solution should be? J. Langdell said it is not a road, it is
128 a driveway. P. Amato said the Club is asking in good faith, we want to continue to allow the Towns
129 people to walk through, if you make it curbed, we will not be able to maintain it in winter and people
130 will walk in the road. D. Freel asked why can the Club not maintain a curbed sidewalk? J. Langdell
131 said trails are not maintained in winter. P. Amato said by keeping the sidewalk at the same level, it can
132 be plowed. Attorney Quinn said the snow would be a significant expense for snow removal if it were
133 curbed. D. Freel said there is a reason for the curb, it is for safety. P. Amato responded there are a lot
134 of people that use the cut through. P. Basiliere said when there is both vehicle and pedestrian traffic,
135 that is when the curb is important.
136

137 J. Langdell said this is a parking lot created over 20 years ago that is now being modified with vehicles
138 proposed for both sides of the driveway; if it was a new road, we would ask for a waiver, but this is just
139 a modification of a driveway. T. Dolan said with the limited amount of use this would get, this does
140 not rise to the level of the Development Regulations. It has a pedestrian walkway, the logistics of
141 keeping it maintained would be the responsibility of the Club for plowing and it is just not enough use
142 for a curbed sidewalk. T. Dolan does not feel a waiver is needed due to the uniqueness of this situation.
143 E. Cohen suggested calling it a pedestrian walkway. D. Freel said this is the connection on Mont
144 Vernon Street between MCAA and Keyes Field, he does not know the amount of pedestrian traffic that
145 uses this. J. Langdell said there is a variation throughout the seasons, that is one example of the use.
146 T. Dolan said the trail used by kids is mostly to come from the Club and use the trail to Keyes Field.
147 P. Amato indicated the Club uses the Gregg Bridge to get over to Keyes Field for swim lessons during
148 summer. J. Langdell said using buffering and maybe a taller fence might help. P. Amato said if it is
149 over a 6’ fence, the Club would need to go to the ZBA for a variance since anything over 6’ is considered
150 a structure. P. Amato would rather work with the abutters, not put up a higher fence.
151

152 P. Basiliere said if the fence were taller, would it show on the plan? J. Langdell said it would. P.
153 Basiliere noted the Planning Board could make it a condition of approval that vegetation be added as a
154 buffer. Attorney Quinn said buffering could be part of a conditional approval, with the condition that
155 the applicant work with the abutters to detail a mitigation plan that is agreeable to abutters for screening
156 on their side of the fence and it could be presented to the Planning Board what is agreeable to the
157 abutters. J. Langdell would agree to 30 days to work out a plan that benefits both parties. T. Dolan
158 noted it should be on the plan. P. Basiliere said the easement must be approved by the Attorney General
159 and the Town will focus on the Easement plan, but they will have all the plans. D. Freel asked why the
160 applicant came to the town first, not the Attorney General? Attorney Quinn responded that the applicant
161 has to start somewhere, we started with the Town. D. Freel said the Easement should be dealt with first
162 then it is just dealing with the State for the driveway. Attorney Quinn has been to the Attorney
163 General’s office and explained the whole plan and it was understood that the Town had to be done first.
164 This would be conditioned on the AG decision.
165

166 P. Basiliere said if this is the plan, it does not accurately depict the whole site. P. Basiliere indicated
167 the plan submitted to the AG should be an as-built plan that depicts the space in the rear of the building

168 (buffer) where the busses could also drive round the Club. P. Amato said this is an Easement plan, not
169 a Site Plan. P. Basiliere said it does not depict the property today. P. Amato said everything for the
170 Easement is on the Easement Plan, that is what this is. Attorney Quinn said the materials submitted to
171 the AG office includes the entire Site Plan. Attorney Quinn has sent the earlier Site Plan, Subdivision
172 Plans, and this Easement Plan. J. Langdell asked if on previous plans with the parking calculations, if
173 it is noted that the Theater and BGCSV will not be open at the same time; if that was put on the original
174 of the parking Waiver. If there was an impact on the facility traffic, those notes are not on this Plan, if
175 they are still valid. P. Amato said that's been in effect for 20 years since the Club has been there. We
176 have been very wary in the scheduling of events not to be at the same time. We have used the Colonel
177 Shepard Parking for one event. P. Amato said a Site Plan was done for the gravel parking at the Club.
178 Parking calculations were required on an earlier plan.
179

180 There were no further comments from the Planning Board or staff. J. Langdell opened the hearing to
181 the public, asking that they use a microphone and state their name.
182

183 Celeste Barr, 12 Sunset Circle, sent a letter from the abutters to the Planning Board, which is part of
184 the packet provided to Board members tonight. Ms. Barr reviewed some of the contents of the letter,
185 indicating there is a lot at stake here when upholding easements. Easements are for all citizens and this
186 seems like it is being pushed for approval. Permanent easements can be changed, but these sorts of
187 easements were created for all and should not get changed based on the different conditions, that is why
188 they are called permanent. This was a Federally funded project with a permanent trail easement and
189 water main easement which were in the notes with a warranty deed so that should be in the notes too.
190 Ms. Barr said the reason for this was for a water main easement that the theater granted to the town and
191 goes down to the river. Ms. Barr asked if Water Utilities or DPW commented on that, the easement
192 allows the town to access it, but if it is paved they cannot access it. P. Amato said it would be difficult
193 to get into the water main now because of the fence. J. Langdell asked if Water Utilities and DPW
194 were asked to comment? T. Dolan said yes, they were asked but did not provide any response.
195

196 P. Basiliere said the staff memo was just done. D. Freel said there was no word back from Water
197 Utilities or DPW; T. Dolan was late in getting the IDR out, but still no comments. C. Barr said the
198 Planning Board and Town Staff reviewed the plans and had a chance to read the land files on this
199 property, a permanent easement and what can or cannot be done on a property was in those files. C.
200 Barr said the grantee is responsible to maintain the trail. There was a question of whether motorized
201 vehicles have access; P. Amato responded that the Club allowed motorized vehicles only for the
202 Fletcher Site (clean up) access. C. Barr asked if the land files had been read by everyone, she got them
203 in 2006 when this was first attempted. There is no demonstration made for an additional driveway, and
204 she urged that this not be a two-way driveway.
205

206 J. Langdell said the driveway is limited because it is a one-way driveway. Gates are sometimes used
207 for this type of driveway. C. Barr said this is a Commercial property abutting residential properties. J.
208 Langdell indicated that Ms. Barr needs to allow other speakers a turn to speak. Additional details can
209 be added after other speakers have a turn. C. Barr added that without elevations and grading on the
210 plans, it is hard to determine anything. T. Dolan said the Town now has an Engineer on staff, there are
211 plans to transition this to the town engineer and make sure the comments are addressed. J. Langdell
212 asked that the letter being read by C. Barr be provided to T. Dolan regarding elevations and drainage,
213 since it is being presented in a public meeting as testimony and the town has not received that letter. P.
214 Basiliere agreed that the document be provided to the town including spot elevations and a complete
215 grading and drainage plan. C. Barr stated it is just her opinion and she will provide it to T. Dolan.
216

217 P. Amato said the Club has dealt with drainage. D. Freel asked if that should be part of this plan? P.
218 Amato said this is just a modification to an easement plan; it is not a full Site Plan. C. Barr asked is
219 there a drainage plan on this? The Town Development Regulations includes buffers, it is required to
220 have a 10-foot buffer from a Commercial site; in paragraph 6.05.7 it states a 10-foot buffer between a
221 Commercial lot and Residential lot and paragraph 6.08.5 requires landscaping. C. Barr read from the
222 development regulations that a Commercial lot next to a Residential district requires a 10-foot buffer.
223

224 J. Langdell asked that other abutters have a chance to speak. Cheryl Monnell, Sunset Circle, stated her
225 biggest concern is there are a lot of people that walk down there; a lot of kids run down to the fence, it
226 is dangerous, we were told that was a permanent walk way. It is going to now be a roadway, what are
227 the hours? Who is benefiting from it and who is responsible for the exhaust and notices. If it is a 6'
228 fence as a buffer, why can't it be higher—that is her yard and she does not want a bunch of kids heckling
229 over the fence. Cheryl does not want trees on her property, she pays her taxes. There were no other
230 abutters on Zoom wishing to speak. Vice Chairman Langdell closed the public portion of the meeting
231 at 8:12 p.m.
232

233 Vice Chairman Langdell would like the development regulations looked at to identify the distance
234 between a Commercial and Residential district and those requirements; historically this has been there
235 for over 20 years and was presented as a limited use. The privacy fence there now provided quite a bit
236 of privacy in the past. The logistics of the sidewalk with a curb or without a curb is for the ease of
237 plowing. That is for the Club to maintain. The Planning Board has heard little on the amount of traffic
238 on the driveway. P. Basiliere asked if T. Dolan is prepared to answer to the 10-foot buffer between
239 Commercial and Residential? T. Dolan answered that he is not prepared. P. Basiliere said this is
240 important to be answered before a decision is made.
241

242 S. Robinson asked if there is a 5 mile per hour limit on this driveway? P. Amato said it is a parking lot,
243 so of course. S. Robinson asked what limited use is this for? T. Dolan said it could have a limitation
244 on the use. S. Robinson is looking for a definition of "rare", which could be a problem. Attorney
245 Quinn said they could change the term "rare" to a number. P. Amato said if the Planning Board said
246 only ingress, no egress that would be fine, we can deal with it. Attorney Quinn said P. Amato just said
247 they could deal with that. D. Freel said the way this plan sits, it is difficult to vote on since we do not
248 know about the 10-foot buffer yet, the drainage plan is not complete, there are so many things not here,
249 how can we vote on it? P. Amato noted when the Interdepartmental memo is sent out, if there is nothing
250 to note, they do not respond.
251

252 J. Langdell said the development regulations state a 10-foot buffer is required. Now the applicant is
253 asking for the driveway to be two-way. P. Basiliere asked if the Board can support the plan as it is, it
254 started out as a buffer easement, there are no longer 14 buses coming in, so this is not for busses.
255 Depending on the time of day, there could be a line of cars. P. Basiliere still thinks going around the
256 back of the building is an option. P. Amato stated that is just one opinion. P. Basiliere said those are
257 his concerns, should waivers be considered?
258

259 Attorney Quinn said as you can all see, the different directions this has gone in the two meetings thus
260 far, that is why this did not go to the Attorney General first, but came to the town first. Attorney Quinn
261 talked to the Attorney General about what was being proposed and they recommended having the scenic
262 piece offered to the town and come to the Planning Board. Town approval is needed first. J. Langdell
263 understands the need. The buffering that was brought up tonight is important. E. Cohen asked if the
264 six-foot fence could be grandfathered in, since it's been there so long? J. Langdell explained how there
265 needs to be 10 feet of space between the fence and the abutting property line. S. Smith said that is an
266 important issue to clarify, if the fence can be moved to the property line. S. Smith thinks it would be
267 best if it were an egress only. If it is just buses and only egress, it would be safer. The Milford
268 Conservation Commission supports this because they do not want to maintain the path which will be
269 paved, it is the Club's responsibility. Attorney Quinn said the scenic easement is larger than the other
270 easement. S. Smith said if this was egress only, it might be safer for all and still maintain the spirit.
271

272 J. Langdell opened the hearing to the public once again. Mary Burdett, Taylor Drive, stated the fence
273 was paid for by the State grant. P. Amato said that was owned by the town. J. Langdell said that is
274 part of the easement plan. Mary Burdett said she values all the kids in town and that walk through is
275 used a lot, the easement was put there and it is permanent, that seems unethical to change it. Originally
276 it was being done for the buses, but now there are fewer buses, so what is this for? This is an easement
277 and now it is being changed. J. Langdell closed the public portion.
278

279 S. Smith said buses are run by the school and it changed to 14 buses at some point. The school district
280 does not have a lot of control over that. D. Freel asked what is the reason for this? Did the bus company
281 ask for it? P. Amato answered it is difficult to turn the buses around in the parking lot; they provided
282 a few kids at a time, in the past. P. Amato added that it is safer to do this than to have the buses turn
283 around. So this is for safety, asked D. Freel? J. Langdell said one thing brought forward was for the
284 kids safety and for use of the parking lot. Attorney Quinn said it is for buses, kids and car safety P.
285 Amato said now the kids all come on the same bus at the same time. S. Smith indicated if the Club
286 does egress only, would there be signs stating that? P. Amato said for the time that those programs are
287 there, and it could be ingress and egress only for the Theater.
288

289 P. Basiliere moved to continue to the next regular Planning Board meeting May 16, 2023 for the
290 applicant to address the 10-foot buffer between Commercial and Residential use, the sidewalks and
291 drainage, and response from DPW and Water Utilities on the easements. T. Dolan to look at the plans
292 about parking and Note 21; Attorney Quinn create a table with easement references. E. Cohen
293 seconded. All were in favor, motion passed.
294

295 D. Knott stepped back up to the Board.
296

297 **3. Other Business:**

298 a. **Envision Milford (Master Plan Update) Process:** J. Langdell moved to postpone this
299 RFP Draft discussion to the Work Session on May 2, 2023. E. Cohen seconded. D. Knott
300 indicated all members can submit their ideas to T. Dolan about the RFP. All were in favor.
301

302 **4. Meeting Minutes:**

303
304 J. Langdell moved to approve the minutes of 2/21/23, 3/7/23 as presented. S. Robinson seconded. D. Freel
305 abstained, with all others in favor. Motion passed.
306

307 J. Langdell had amendments to the minutes of 3/21/23 and will provide to D. Bouffard for update. P.
308 Basiliere moved to approve the minutes of 3/21/23 as amended. S. Smith seconded. D. Freel and E. Cohen
309 abstained with all others in favor. Motion passed.
310

311 **5. Upcoming Meetings:**

312 5/2/23 – Planning Board Work Session
313 5/16/23- Planning Board Meeting
314

315 **6. Adjournment.** The meeting was adjourned at 9:05 p.m. on a motion made by J. Langdell and seconded
316 by S. Robinson. All were in favor. The motion passed unanimously.
317
318

319
320
321 _____ Date: _____
322 Signature of the Chairperson/Vice-Chairperson:
323

324 The Planning Board minutes of 04-18-23 were approved 6/20/2023