

MILFORD PLANNING BOARD MINUTES ~ APPROVED
FEBRUARY 21, 2023 Board of Selectmen Meeting Room, 6:30 PM

Members Present:

Doug Knott, Chairman
Janet Langdell, Vice Chairman
Peter Basiliere, Member
Tim Finan, Selectmen's Rep
Elaine Cohen, Member
Paul Amato, Member (via Zoom)
Susan Smith, Alternate

Staff:

Terrey Dolan, Town Planner
Lincoln Daley, Comm Dev Director
Darlene Bouffard, Recording Secretary
Andrew Kouropoulos, Videographer
Camille Pattison, NRPC Rep.

Excused:

Susan Robinson, Member

1. Call to order: Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight is for the public hearing of one Planning Board application. Planning Board members and staff were introduced by D. Knott who also indicated that Susan Smith is an Alternate member to the Planning Board and since S. Robinson is not present tonight, she will vote tonight in her absence. P. Amato is attending via zoom this evening therefore there will be roll call votes.

2. Approval of Meeting Minutes: D. Knott confirmed that all members reviewed the minutes of 1/17/23 and 2/7/23. T. Finan moved to approve the minutes of January 27, 2023 and February 7, 2023 as presented. E. Cohen seconded. A roll call vote was taken: P. Amato yes; T. Finan yes; E. Cohen yes; S. Smith yes; J. Langdell yes; D. Knott yes with P. Basiliere abstaining. Motion passed.

3. Planning Board Discussion for Master Plan Update (Envision Milford): Opportunity for the Planning Board to initially meet with the Volunteer Steering Committee Membership. And review of upcoming Design Charette Dates. Discussion of Master Plan preparation, possible goals to achieve and potential target dates.

Camille Pattison, NRPC Coordinator for the Milford Master Plan, welcomed the people in attendance and explained that tonight she would like to start by having everyone introduce themselves. Volunteers that were present: Justin DeMontigny, Karen Facques, Steve Facques, Patricia Kenyon, Stephen Knott, Michael Thornton, Jimmy Austin. There were other volunteers unable to attend tonight's meeting, but will remain on the volunteer list going forward. C. Pattison continued that the Steering Committee will meet one time per month going forward, in addition to attending other related meetings such as the Charrettes to be held in April, she then passed out a flyer explaining Charrettes.

Out of these meetings, the Steering Committee should have a plan for the update of the Master Plan which is currently dated 2016; the Town has contracted with NRPC to help with initial outreach and education in the community. A survey was sent out and results have been gathered, eventually an RFP will be sent out to get the entire Master Plan updated at once. The Steering Committee will drive this effort. The outreach and the Charettes will be run by the Steering Committee, that is what is initially being done. This is not a 4-5 year effort, it is more like a 1-1.5 year effort. Meetings will be held once a month and the Charrettes will be advertised via Social Media and website posts. Getting the word out is the biggest challenge. From the survey, 420 responses were received.

Janet Langdell said a reason the Planning Board has not had a full review of the Master Plan is because of funding. This year, the Board of Selectmen identified using the ARPA funds to be able

to do the Master Plan Update instead of paying for it through taxpayers. J. Langdell noted there will be subcommittees established that will be needed through throughout the process, so volunteers will be needed as this moves forward.

Paul Amato entered the meeting at this point via Zoom. Camille Pattison indicated there are some people that have not been added to the list yet. She notified all the volunteers about tonight's meeting. J. Langdell said we need to have a Selectmen representative in the group as well as Planning Board members. Chairman Knott asked if three Planning Board members should be part of the Steering Committee? C. Pattison said there are 20 people on the Committee plus Planning Board members. Chairman Knott asked if there is an expected number of Planning Board members? C. Pattison stated that will be identified as time goes by. J. Langdell said it is topical and people that are interested should be involved. C. Pattison said there should be a vote by the Planning Board to establish the Steering Committee.

T. Finan moved to approve the creation of the Steering Committee using the people on the list provided tonight (Paul Bartolomucci; Kevin Bianchi, Erin Bradley, Wade Campbell, Chris Costantino, Justin DeMontigny, Karen Facques, Steve Facques, Kara Fossey, Nicole Haley, Amy Hindmarsh, George Hoyt, Kevin Hunter, Patricia Kenyon, Stephen Knott, Tom Martin, Kathy Parenti, Jason Plourde, Michael Thornton, Jimmy Austin, Karen Blow) and also for Susan Smith, Elaine Cohen and Janet Langdell to be included as members from the Planning Board. P. Basiliere seconded for discussion. C. Pattison said there are people that are interested in volunteering but had a conflict tonight and could not attend. A roll call vote was taken: P. Amato yes; T. Finan yes; P. Basiliere yes; J. Langdell yes; E. Cohen yes; S. Smith yes; D. Knott yes. All were in favor, motion passed.

It was agreed and confirmed that the first Steering Committee meeting will be held Monday March 6, 2023 at 5:30 p.m. in the Board of Selectmen Meeting Room. Camille Pattison handed out a flyer to all that were present explaining what a Charrette is; she stated for the Charrettes, an RSVP will be required for attendees. The Steering Committee will need help to do this so people need to bring their ideas. J. Langdell said the town website needs to have a button for Envision Milford so that people continue to see it to get them interested. J. Langdell advised all that were present to take a look at Chapter 1 of the existing Milford Master Plan. C. Pattison mentioned that towns are making the Master Plan more concise these days and asked for questions for which there were none.

4. Public Hearing:

- a. **Application for Minor Site Plan Amendment SP2022-10. Souhegan Valley Boys & Girls Club Inc. for the property located at 56 Mont Vernon St. located at Tax Map 21, Lot 23.** Public Hearing for the proposed use of the existing 22-foot wide Trail Right of Way Easement, for vehicular access. *Applicant request for postponement until the March 21, 2023 scheduled Regular Planning Board meeting.*

T. Dolan indicated the application was continued from the January 17, and February 21, 2023 meetings; the applicant has requested another continuation this month to the March 21, 2023 Planning Board meeting (this application has not yet been opened for review). J. Langdell moved to continue this application as requested to the March 21, 2023 meeting. S. Smith seconded. A roll call vote was taken: P. Amato yes; T. Finan yes; E. Cohen yes; J. Langdell yes; S. Smith yes; D. Knott yes; P. Basiliere yes. Motion passed.

- b. **Application for Major Site Plan Amendment SP2023-01. Adam Vaillancourt Roofing and Construction, LLC for the commercially-zoned (5.026 acre) property located at 15 Stoneyard Drive, located at Tax Map 43, Lot 69-1.** This Public Hearing shall be for the requested approval of a

proposed addition of a new 4,000 sq. foot auxiliary garage with required associated parking spaces. A total of 45,000 sq. feet of land disturbance (1.03 acres) is proposed for the site. A new 3,200 sq. foot rain garden is also proposed to aid in stormwater treatment.

Janet Langdell moved to accept the application for review. P. Basiliere seconded. A roll call vote was taken: P. Amato yes; J. Langdell yes; P. Basiliere yes; T. Finan yes; S. Smith yes; E. Cohen yes; D. Knott yes. Motion passed.

Janet Langdell moved no regional impact. P. Basiliere seconded. A roll call vote was taken: P. Amato yes; J. Langdell yes; P. Basiliere yes; T. Finan yes; S. Smith yes; E. Cohen yes; D. Knott yes. Motion passed.

Abutters were read into the record by D. Bouffard. Earl Sandford, representing the applicant, presented a summary of the application, stating this site was developed with the existing building in 2019. This plan provides the engineering design for the addition of a 4,000 sf garage with paved parking and is a drive-through garage with gable roof and associated drainage. Phase II of this design is to add more parking, normally additional parking is not desired in the front of the building but because of the rise in the land, it will not be seen. E. Sandford feels this building (garage) will be hidden from the bypass by the existing building, with two detention basins which seem to be fine, the current buildings and detention basins have been there four years. This includes a shallow pond with rain garden and then the flow will go through a filtering garden. Four of these were done on the Contemporary site right next door. The drainage is mitigated with that. The 2019 design, had less than 100,000sf of disturbance, because that was done within ten years, we have to add this amount to the AoT, that is in the works. The AoT could be a condition of approval, other than that, the plan is straightforward.

Janet Langdell asked about the change to the Open Space calculations. E. Sandford said it is 63% open space with this plan. P. Basiliere asked how far away from the property line is the garage? E. Sandford said about 60 feet, noting the 25' wetland buffer was met. D. Knott asked if the memo from Dawn Tuomala was reviewed? E. Sandford responded that he spoke with Dawn last week but he is not sure if the memo was sent to him. D. Knott asked about the new "pad" is that new or existing? E. Sandford responded the pad exists now. P. Basiliere asked about lighting, will there be no exterior lighting in the rear of the building? E. Sandford responded there is lighting being added and there is planned overlighting from the existing lighting. P. Basiliere asked if there will be exterior lighting on the back side of the building that could illuminate abutters? E. Sandford said all lighting will be downlit and the closest neighbor is 500 feet away. D. Knott expects there will be lighting on the back of the building. E. Sandford can add the lighting to the plan and noted Scott Burros, representing Adam Vallaincourt Roofing and Construction, is here tonight to answer any specific questions.

There was discussion regarding the memo provided by the Town Engineer, that states certain things "shall" be done, specifically regarding stormwater, which is in regards to the MS4 requirements. The Town Stormwater Management Ordinance was just revised in December 2022 to be in compliance with the MS4 requirements.

T. Dolan noted the plunge pools need to be maintained and kept in good condition, as noted in the memo from Dawn Tuomala, Town Engineer. A shingle pad cover was also requested in that memo as required by the MS-4. Scott Burros noted that the pad has a dumpster on it; and it is taken away daily to be emptied. P. Basiliere indicated the original building plan, was approved in 2019, we cannot change that now but the drainage is headed toward the rain garden. The only thing being proposed on this plan is the new (garage) building and new parking and rain garden. P. Basiliere said the Board needs to make sure that on Sheet 3 of 8 comments are addressed to the satisfaction of the Town Engineer. E. Sandford is confident that it will be addressed with the Town Engineer. T. Dolan believes the comment has to do with where ultimately the stormwater goes. J. Langdell just so everyone knows, Milford has a new Town Engineer and a new Town Planner and so there might be some follow up done between the Planner and Engineer on this plan. P. Amato understands where the water goes on the site. P. Basiliere just wants the comments from the Town Engineer to be addressed.

Scott Burros explained the dumpster is surrounded by a wall and the dumpster gets removed to be emptied each day. P. Amato said the Town Ordinance is in place and would not get changed just because there is a new Engineer. T. Dolan said up to this time, a third party stormwater engineer has performed stormwater inspections (KV Partners) for the town, and an escrow account is set up by the applicant for this type of work to be performed and paid for. Currently there are two different requirements for stormwater, the AoT has a 10-year storm requirement and the Town has the 25-year storm requirement. E. Sandford does not feel this project requires this type of regulation. T. Dolan said a pre-construction meeting will be held and hopefully the AoT will be in hand. J. Langdell said the Planning Board should have a discussion with the players with all parties involved to talk over the plans and what is expected from other Boards and Engineers. T. Finan said the memo from Dawn Tuomala should always be provided to the applicant. J. Langdell said either the applicant or the representative should be sent any department comments in order for them to be addressed. P. Amato said the DPW Director is fairly new as well, but the Planning Board reviews and approves the plans, therefore the Planner should provide that input to the applicant. P. Amato does not feel a pre-construction meeting will be required for this project. S. Smith pulled up the DPW regulations from which the requirements were pulled.

P. Amato asked if the new Stormwater Ordinance was approved by the Board of Selectmen. T. Finan answered that the BOS approved the revision to the Stormwater Ordinance in December 2022. P. Amato said the Planning Board should get a copy of what was approved. What DPW is putting together is a Checklist but that is a guide, not an ordinance. J. Langdell said the MS4 Stormwater Ordinance should also be on the website. She asked if we can get an understanding of the memo from Dawn Tuomala in two weeks, in order to get clarity. Scott Burros said he is looking to order the materials for the building, which takes three months and but he does not want to order it without an approval.

P. Amato said a conditional approval tonight could be done, and if an agreement cannot be made between Earl, Dawn, Leo, Terrey and Lincoln they need to come up with a solution. D. Knott said this is for a storage building and parking. P. Amato suggested getting the information from DPW and Dawn Tuomala, Engineer to review on March 7, 2023 and by that time the AoT might be done. Scott Burros stated they do not have control over the AoT approval. They might have concerns about drainage but the Town approval is needed prior to ordering any materials. Earl Sandford is confident that the AoT will get approved by the State. Scott Burros stated this building will have shingle roofs and the building will be metal with a gable roof similar to JP Chemical. It is a single-story building with a mezzanine and some heat. P. Amato said the drawings look very different from the building at JP Pest, the building will be visible from the Route 101 bypass.

J. Langdell said appearance is important since it will be visible on the bypass. D. Knott asked about having a cupola on the roof? E. Sandford was not sure that the building will even be visible from the highway. Scott Burros said the color of the roof and siding will be the same as the existing building; the drawings provided for the building are really crude but he said it will be very similar to the JP Pest building. P. Basiliere would like something in order to break up the long side of the building. J. Langdell said adding a cupola might break up the length of the building; to which P. Basiliere noted adding windows might break it up as well. P. Amato suggested the applicant take all of this into consideration and come back with something to reflect the input. E. Sandford said he is unsure if a hydrant would have the required flow as specified in the report from the Fire Department. P. Basiliere asked about the language in the staff report that this is "substantially complete". P. Amato said if it was said that it was totally complete, that could come back on the Planning Board. Because the Planner cannot review every little detail in a plan, that is the language used, "substantially complete" means it is just that. D. Knott opened the meeting to the public for comments or questions and asked that names and addresses be stated if the person is an abutter. There were no comments or questions. D. Knott closed the public portion of the meeting.

P. Basiliere feels the applicant needs to come back to the Planning Board after there is clarification from the Engineer on the language in the memo. J. Langdell agreed, and the applicant should report back to the Planning Board with that clarification of those questions and with a better picture of the building than what was provided in the application. P. Amato agreed a more detailed rendering of the

building should be provided to the Planning Board. D. Knott would like to have clarification on some of the comments made by the Town Engineer in the memo dated 2/14/23.

P. Basiliere moved to continue this application to the March 7, 2023 Work Session and that the outstanding questions in the memo dated 2/14/23 get clarified and shared with Board members; the Applicant will bring back a more detailed rendering of the building at that time. J. Langdell seconded. A roll call vote was taken: P. Amato yes; P. Basiliere yes; J. Langdell yes; E. Cohen yes; S. Smith yes; T. Finan yes; D. Knott yes. All were in favor, motion passed. After the motion, it was clarified that Terry Dolan, Dawn Tuomala, Lincoln Daley and Leo Lessard will has out the Development Regulation requirements and clarify them in a report for the March 7, 2023 meeting.

5. **Other Business:** D. Knott stated that there are two items under Other Business; the renewal of Planning Board members P. Amato and J. Langdell. P. Basiliere moved to approve the recommendation to renew the Planning Board terms for Paul Amato and Janet Langdell. E. Cohen seconded. A roll call vote was taken: E. Cohen yes; T. Finan yes; S. Smith yes; P. Basiliere yes; D. Knott yes with P. Amato and J. Langdell abstaining. Motion passed - the Planning Board was in favor of recommending the renewal of Planning Board members P. Amato and J. Langdell for another term. This recommendation will be forwarded to the Board of Selectmen for approval at the next meeting.

D. Knott stated there is one position for NRPC representative due to renew, for which Chris Costantino, Milford Conservation Coordinator, expressed her desire to continue as a representative for Milford. J. Langdell moved to re-appoint Chris Costantino as a Milford representative to NRPC for this term. T. Finan seconded. A roll call vote was taken: E. Cohen yes; T. Finan yes; S. Smith yes; P. Basiliere yes; D. Knott yes; P. Amato yes; J. Langdell yes. Motion passed - the Planning Board was in favor of recommending the renewal of NRPS representative Chris Costantino to the NRPC for another term. This recommendation will be forwarded to the Board of Selectmen for approval at the next meeting.

D. Knott indicated that Eversource has sent a request for a scenic road hearing to be advertised for required tree trimming. T. Dolan to have this noticed in the newspaper as required.

6. **Upcoming Meetings:**
3/7/23 – Planning Board Work Session
3/21/23- Planning Board Meeting

7. **Adjournment.** The meeting was adjourned at 8:41 p.m. on a motion made by T. Finan and seconded by J. Langdell. A roll call vote was taken: T. Finan yes; J. Langdell yes; P. Basiliere yes; P. Amato yes; S. Smith yes; E. Cohen yes; D. Knott yes. The motion passed unanimously.

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Signature of the Chairperson/Vice-Chairperson: Date: _____

The Planning Board minutes of 02-21-23 were approved 4-18-23