

1 MILFORD PLANNING BOARD MEETING MINUTES ~ APPROVED

2 October 23, 2018 Board of Selectmen's Meeting Room, 6:30 PM

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4 **Members Present:**

5 Doug Knott, Chairman

6 Christopher Beer, Vice Chairman

7 Tim Finan, Member

8 Paul Amato, Member

9 Susan Robinson, Member

10 Jacob LaFontaine, Alternate member

11 Janet Langdell, Member

**Staff:**

Robin Lunn, Zoning/Planning (covering for Lincoln)

Darlene Bouffard, Recording Secretary

Videographer, Amy Concannon

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13 **Excused:**

14 Lincoln Daley, Community Development Director

15 Veeral Bharucha, Alternate member

16 Kevin Federico, BOS rep

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19 **1. Call to order:**

20 Chairman Knott called the meeting to order at 6:30 p.m., introductions were made of Board members and  
21 staff. Chairman Knott indicated that tonight's meeting has two items on the agenda and started with  
22 review/approval of meeting minutes of September 25 and October 2, 2018. Chairman Knott indicated that  
23 Jacob LaFontaine is an alternate member and will not vote this evening, but will participate in the discussion  
24 at the table.

- 25  
26 **2. Review/Approval of Meeting Minutes: September 25, 2018, October 2, 2018** –C. Beer moved to approve  
27 the meeting minutes of September 25, 2018 as presented. T. Finan seconded. C. Beer, T. Finan, P. Amato, S.  
28 Robinson, and D. Knott were in favor with J. Langdell abstaining. Motion passed 5/0/1. J. Langdell  
29 presented corrections to the 10/2/18 meeting minutes. C. Beer moved approve the October 2, 2018 minutes as  
30 amended. T. Finan seconded. C. Beer, T. Finan, S. Robinson, and D. Knott were in favor with J. Langdell  
31 and P. Amato abstaining. Motion passed 4/0/2.

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33 **3. Public Hearings:**

- 34 a. **Burbee Sand & Gravel, 35 North Mason Road, Tax Map 58, Lots 1, 2 and 3.** Major site plan  
35 application for an earth and sand removal operation to excavate and regrade approximately 4.7 acres  
36 within the residential R district.

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38 Chairman Knott indicated the applicant has requested in writing a continuance to November 27, 2018.  
39 Abutters were re-notified of the October 23 meeting (tonight). J. Langdell moved to grant the  
40 continuance to November 27, 2018. P. Amato seconded. All were in favor. Motion passed  
41 unanimously.

- 42  
43 b. **Turtle Creek Properties, 29 Mont Vernon Street, Tax Map 21, Lot 6.** Public Hearing for a minor  
44 site plan for a change of use from a school to offices, event center and lounge, or restaurant with  
45 lounge.

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47 J. Langdell moved to accept the application as complete. P. Amato seconded. All were in favor. C.  
48 Beer moved no potential regional impact. J. Langdell seconded. All were in favor. Abutters were  
49 read into the record and the following abutters were present: Hays M. Junkin, Monica Kluz, Michael  
50 Saffell, Turtle Creek Properties LLC.

51  
52 Cynthia Dokmo, representing Turtle Creek LLC, presented the application as a member of Turtle  
53 Creek LLC for the change of use of the old Colonel Shepard House. Most recently, this was a school  
54 and she wants to change the use to an event center, offices, restaurant and/or lounge. Nothing will be  
55 done at this time to the barn which is also located on this property. Nothing external will be done at  
56 this time except the deck will be changed to a window, that is the only external change. The Colonel  
57 Shepard House was built in the 1700's and was a single family residence until the 1980's at which

time it was turned into a restaurant and Inn. After the owner became ill and could no longer maintain this use, it was sold and turned into a school. The only original features are the framework and the roofing with the exception of the barn, the rest of the structure has been re-done. It was beautiful and elegant and will make the perfect place for small functions such as bridal showers. The barn is beautiful and eventually will come back before the Planning Board to make it a big event center for such things as weddings, but that is many years away. Right now on tonight's plan, for which Community Development is allowing Turtle Creek to modify the Montessori School Site Plan, with modifications as required. Cynthia state that Community Development said 50 parking spaces are required for this use, if she wants more parking spaces, another plan will need to be brought forward to the Planning Board. C. Beer noted on the plan it states for this use 47 parking spaces are required and 50 are being proposed.

Cynthia Dokmo said she does not plan to rely on street parking. She has no problem with meeting the suggested conditions. She has talked with Lincoln and Robin about the hours this establishment will be open, the lounge will not be open after the allowed hours. Right now Cynthia is focusing on the event center for small functions, which will not begin any earlier than 7 a.m. for events. J. Langdell asked where is the event center located within the tavern? Cynthia explained the house has four rooms plus a kitchen. When the restaurant originally came in, a hallway was created and leads to what used to be an entrance to the barn. The tavern would be in that area, the event center would be within the main rooms in the house. Right now the barn is going to stay just the way it is. Janet asked for clarification on the event center. Cynthia responded that the amount of people allowed in the small functions would be 75. There is not one big room, it would be for small, intimate gatherings, not large. She went on to say the Fire Department occupancy for the first floor is 117 people. Cynthia said there will not be large crowds in the small event center.

Chairman Knott opened the public hearing. Mr. Hays Junkin and Sarah Rockwell are direct abutters and they are thrilled that it will remain as a house and be used for small events and meetings. Mr. Junkin asked if there is any anticipated change in property values in the neighborhood? Also there is a storm drain on their road and wonders if any storm drainage changes will be made. He has pictures of the water/drainage issues. Janet suggested that Mr. Junkin provide photos to the Town Administrator in addition to DPW regarding the drainage. Hays feels if the drain were cleaned out, it might help the drainage. Chris Beer said there is no change to the site, so there will be no storm drainage calculations required. As far as property taxes, this will not change the value of your home at all, additional information could be asked of the Town Assessor on that. Hays asked if there is any pavement planned. Cynthia has no plans to pave. Hays Junkin said that is good, because that would affect his lot. Cynthia said there is drainage on the site and a swail in the middle of the lot and all the water goes in that drain. There will be downcast lights in the back parking lot, they will be down cast lights, so as not to affect abutters. Seeing no other questions, the public hearing was closed.

Janet noted there are notes that need to be on the plan, and added that a fully engineered plan would be required if there is any large scale change to the footprint or use.

C. Beer moved to conditionally approve the application with the two additional notes requested by Janet and as listed in the staff memo dated October 18, 2018. P. Amato seconded. All were in favor. Motion passed unanimously. P. Amato left the meeting at 7:00 p.m.

#### 4. Public Meetings:

a. **Work Session – Capital Improvements Committee (Draft Report).** Chairman Knott asked that the CIP not be dissected tonight, but that the items be reviewed and any changes noted in the draft CIP. D. Knott asked if there is a plan for when a requested item is needed and how long it will last. Rodney Richey, CIP Vice Chairman, indicated that DPW provides a list of anticipated equipment for the department out the next 15-18 years. C. Beer reviewed each of the 2019 CIP projects. Janet indicated there is a fleet plan that is part of the information provided to the CIP committee. Tim Finan added that the request form identifies the life expectancy for equipment. Janet said there are five equipment items on the town side and two on the water utilities side. Two of the equipment items were moved out to 2020, Janet asked for the reason for those moves. Chris Beer

Robin Lunn indicated a work session needs to be scheduled with the BOS followed by the Planning Board public hearing in the same week in order to go through the hearing process. Janet was surprised there was nothing in the CIP for the Keyes improvements. Rodney responded that the RSA does not state that a request is not needed, and there was nothing brought to the CIP committee who also does not have a request for an overall Town Hall renovation request.

**5. Other Business:**

- 6. Adjournment:** The meeting was adjourned at 7:24 p.m. on a motion made by J. Langdell and seconded by C. Beer. All were in favor. Motion passed.

MINUTES OF THE 10/23/18 MEETING WERE APPROVED 11/27/18