



**MILFORD PLANNING BOARD  
AGENDA  
February 21, 2023  
6:30 PM**

If you would like to participate in the telephone conference, please call this number from home: 1-646-558-8656 or enter the **Meeting ID 827 5567 7838** and **Password: 748584** or log in via the zoom app at [www.zoom.com](http://www.zoom.com) using the meeting ID and Password above. Follow along using a digital copy from our website at: <https://www.milford.nh.gov/planning-board/agenda/planning-board-agenda-21February2023>

We will also be live streaming the meeting on Granite Town Media, Government Channel 21: <http://gtm.milford.nh.gov/CablecastPublicSite/watch/2?channel=2>.

The Town of Milford Planning Board will conduct a Public Meeting both in person and remotely using the login information above, beginning at 6:30 p.m. to consider and review the following items listed below:

**1. Call to Order**

- 2. Planning Board Discussion for Master Plan Update (“Envision Milford”).** Opportunity for the Planning Board to initially meet with the Volunteer Steering Committee Membership. Review of upcoming Design Charette Dates. Discussion of Master Plan preparation, possible goals to achieve and potential target dates.

**3. Public Hearing:**

**7:15 PM Commencement of Public Hearing**

- a. 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.

**4. Other Business: TBD**

**5. Meeting Minutes:**

02/7/23 Planning Board Work Session

**6. Upcoming Meetings:**

3/7/23 - Planning Board Work Session

3/21/23- Planning Board Meeting

**7. Adjournment**

*Please call or email Terrey Dolan with questions or concerns at 603-249-0620 x246 or email at [tdolan@milford.nh.gov](mailto:tdolan@milford.nh.gov)*

## **Agenda Item 2**

### **Envision Milford- Master Plan Update**

\*\*\*Agenda Item Time is restricted to the first 45 Minutes of the Feb. 2/21 Planning Board Meeting (6:30 PM-7:15 PM) due to Public Hearing commencement at 7:15 PM.

#### **Suggested Guidance:**

- Overview of Envision Milford and the Master Plan Update. (5 Minutes)
- Planning Board Members introduce themselves. (5 Minutes)
- Have each Steering Committee Member introduce themselves and discuss why they are interested in participating. (10 Minutes)
- Planning Board needs to take a vote to officially approve the Steering Committee, and select which PB members will participate on the Committee. (5 Minutes)
- Establish a routine meeting time (5 Minutes)
- Next Steps – Scheduling Public Charrettes (5 Minutes)



## **Envision Milford Steering Committee AGENDA**

**Tuesday, February 21, 2023, 6:30 pm  
Board of Selectman Meeting Room, Milford Town Hall**

1. Overview of Envision Milford and the Master Plan Update (6:30)
2. Planning Board Member Introductions (6:35)
3. Steering Committee Introductions (6:40)  
*Each member introduces themselves and states why they are interested in participating.*
4. Planning Board Vote (6:55)  
*PB needs to take a vote to officially approve the Steering Committee and select which PB members will participate on the committee.*
5. Establish Meeting Date and Time (7:00)
6. Next Steps – Charrettes (7:05)

|              |          |  |
|--------------|----------|--|
| Bartolomucci | Paul     | <a href="mailto:plbartolomucci@gmail.com">plbartolomucci@gmail.com</a>           |
| Bianchi      | Kevin    | <a href="mailto:kbianchi@natca.net">kbianchi@natca.net</a>                       |
| Bradley      | Erin     | <a href="mailto:catsrerin@aol.com">catsrerin@aol.com</a>                         |
| Campbell     | Wade     | <a href="mailto:twolf3@hotmail.com">twolf3@hotmail.com</a>                       |
| Costantino   | Chris    | <a href="mailto:chris.c.nhmcc@gmail.com">chris.c.nhmcc@gmail.com</a>             |
| DeMontigny   | Justin   | <a href="mailto:justin.m.demontigny@gmail.com">justin.m.demontigny@gmail.com</a> |
| Facques      | Karen    | <a href="mailto:sfacques@aol.com">sfacques@aol.com</a>                           |
| Facques      | Steve    | <a href="mailto:sfacques@aol.com">sfacques@aol.com</a>                           |
| Fossey       | Kara     | <a href="mailto:karafossey@comcast.net">karafossey@comcast.net</a>               |
| Haley        | Nicole   | <a href="mailto:nicolehaley@alumni.unh.edu">nicolehaley@alumni.unh.edu</a>       |
| Hindmarsh    | Amy      | <a href="mailto:amy.theinternet@gmail.com">amy.theinternet@gmail.com</a>         |
| Hoyt         | George   | <a href="mailto:george.hoyt@snhu.edu">george.hoyt@snhu.edu</a>                   |
| Hunter       | Kevin    |  |
| Kenyon       | Patricia | <a href="mailto:patti.kenyon2012@me.com">patti.kenyon2012@me.com</a>             |
| Knott        | Stephen  | <a href="mailto:stephen@knottslandcare.com">stephen@knottslandcare.com</a>       |
| Martin       | Tom      | <a href="mailto:tommarr@comcast.net">tommarr@comcast.net</a>                     |
| Parenti      | Kathy    | <a href="mailto:kparenti@wadleighlibrary.org">kparenti@wadleighlibrary.org</a>   |
| Plourde      | Jason    | <a href="mailto:jplourde@vhb.com">jplourde@vhb.com</a>                           |
| Thornton     | Michael  | <a href="mailto:mikelt091350@gmail.com">mikelt091350@gmail.com</a>               |

Prospective "Envision Milford"  
Master Plan Update Steering  
Committee Membership





TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB: WWW.MILFORD.NH.GOV

**STAFF MEMORANDUM**

**Date:** February 17, 2023

**To:** Planning Board

**From:** Terrence Dolan, Community Development Director *TD*

**Subject:** Application for Major Site Plan Amendment, SP2023-01,  
Vaillancourt Roofing- 4,000 square foot Garage Addition with  
associated parking and additional pavement

**BACKGROUND/PROPOSAL:**

The applicant is before the Board seeking approval of an amendment to the approved Major Site Plan for a new 4,000 square foot storage garage (100' x 40') at the existing 5.026 acre "Vaillancourt Roofing and Construction" business facility site, located at 15 Stoneyard Drive, Milford, NH 03055; Tax Map 43, Lot 69-1. **NOTE:** In 2019, no Case Number was assigned to the original Major Site Plan Approval.

**APPLICATION STATUS:**

The application is complete and ready to be accepted.

**NOTICES:**

Notices were sent to all property abutters in a timely manner.

**WAIVER REQUESTS:**

No waiver requests have been submitted.

**LAND USE APPROVALS**

The project was originally approved (as a Major Site Plan) by the Planning Board at their August 20, 2019 Mtg. (**Hammond Road, LLC (applicant/owner)**) – Original project application was reviewed for acceptance and consideration of final approval for a Major Site Plan Application to construct a 6,400 square foot office and storage building with associated site improvements. (See attached 8-20-19 Planning Bd. Mtg Minutes)

## **EXISTING USE/CONDITIONS:**

Project Site work pursuant to the August 20, 2019 approval are substantially completed at this time. (See attached photos of the site taken 2-2-23)

## **PROPOSAL:**

The proposed storage garage (100' long by 40' width, shall be located along the northeasterly portion of the existing roofing company site, that was approved (August 20, 2019) by the Planning Board. The garage structure is being considered as an ancillary building to the project site, and should not be a noted traffic generator in and by itself.

An additional 45,000 sq. feet of site disturbance is proposed to facilitate the construction of the 4,000 sq. foot storage garage, the additional parking area and other pavement surrounding the new garage for vehicular movement needs.

Breakdown of both the proposed *new* site-disturbance and *existing* site-disturbed areas:

- 19,700 sq feet for new expanded parking
- An additional 13,100 sq. ft for the new 4,000 sq foot garage building (A +/-900 sq. foot portion of the garage shall be located within the already site-disturbed area)
- 19,700 sq. ft. for a new 3,200 sq. ft. rain garden, and necessitated drainage grading on the north side of the project site (Some portion (approximately 7,500 sq feet) is already within previous site-disturbed areas).

The overall 5.026-acre site shall now have a cumulative total impervious area of 1.87 acres, leaving roughly 63% of the overall site (3.156 acres) as Open Space, with the approval of the current Major Site Plan Amendment Request before the Board.

The currently proposed site plan and subsequent drainage works shall warrant the additional 45,000 sq. feet of site disturbance. Due to the time lapse for the work being less than the prescribed ten (10) years, the original 2019 disturbance total must be added in, thus requiring an AoT (Alteration of Terrain) Permit application submission and approval. This application is now pending with the State.

**Parking:** Proposed parking shall to be expanded from the current 19 provided parking spaces (18 spaces were previously required). With this Amendment Proposal, the revised proposed parking total shall be brought up to 30 total parking spaces, including 2 handicap spaces.

Note: Only 4 additional parking spaces are required (over and above the original 18 spaces req'd.) as a result of the new 4,000 sq. foot garage. Therefore, in relation to the 30 total parking spaces now being proposed, only 22 total parking spaces would have otherwise been required.

### **ZONING DISTRICT/INFORMATION:**

The overall site is zoned "C" - Commercial.

### **STAFF COMMENTS:**

1. All existing and proposed site work shall be performed and remain in compliance with all past approvals, pursuant to the original August 20, 2019 Major Site Plan Approval, as well as any pending Approval Conditions issued for the Major Site Plan Amendment Request presently before the Planning Board for the 4,000 sq. foot garage facility.
2. Fire Department and Town Engineer Staff Comments and any associated and applicable regulatory conditions shall be complied with, pursuant to the applicant conferring with both Departments in a scheduled Pre-Construction Meeting prior to the commencement of any construction. (Please see attached Engineering and Fire Dept. Staff Memos)
3. The aforementioned AoT (Alteration of Terrain) Permit Application submission materials, along with the (pending) State-approved Permit must be provided to the Town Engineer prior to the commencement of any site work.

### **STAFF RECOMMENDATIONS:**

The applicant should be prepared to address any of the comments raised by the Planning Board, Staff, and public pertaining to the requested Major Site Plan Amendment. Barring any/all input and recommendations from the Board, Staff recommends approving the application subject to revising the plan per Staff and Board comments.

1 MILFORD PLANNING BOARD MINUTES

2 August 20, 2019 Milford Board of Selectmen Meeting Room, 6:30 PM

4 **Members Present:**

5 Tim Finan, Vice Chairman  
6 Paul Amato, Member  
7 Janet Langdell, Member  
8 Pete Basiliere, Alternate Member  
9 Jacob LaFontaine, Member

**Staff:**

Kellie Shamel, Planner  
Darlene Bouffard, Recording Secretary  
Tyler Berry, Videographer

11 **Excused:**

12 Doug Knott, Chairman  
13 Laura Dudziak, Selectmen's Rep  
14 Susan Robinson, Member  
15 Lincoln Daley, Community Development Director

19 **1. Call to order:**

20 Vice Chairman Finan called the meeting to order at 6:30 p.m. Introductions were made of Board members and  
21 staff. In the absence of Chairman Knott, Vice Chairman Finan will act as Chairman. Introductions were  
22 made of Board members and staff. It was noted that Pete Basiliere as an Alternate member will vote in the  
23 absence of Susan Robinson.

25 **2. Public Hearing(s):**

- 26  
27 a. **Meridian Land Services** (applicant) and **Richard Keogh** (owner) – Continued review for final  
28 approval of a major subdivision application to subdivide the existing lot of record into eight (8)  
29 residential lots on a proposed 800 foot subdivision roadway and related stormwater/drainage  
30 improvements. The parcel is located at 118 Amherst Street in the Residence A District. Tax Map 23,  
31 Lot 2.

32  
33 Waiver request from Town's Stormwater Management and Erosion Control Regulations, Section  
34 5.32.080, C.2.a to connect to the municipal stormwater system and permit an increase in the amount  
35 of runoff that leaves the boundaries of the site. Waiver request from the Driveway Regulations,  
36 Section VII, F requiring the driveway entrance from having a negative slope. Waiver request from  
37 the Milford Development Regulations, Article VII, Section 7.02 Roadway Standards Charts, Table 1:  
38 Roadway Standards to construct a 35-foot wide private Right of Way.

39  
40 T. Finan explained this application was continued for the review of a major subdivision for 8 resident  
41 lots, the application has already been accepted. Sam Ingram, Meridian Land Services, is representing  
42 the applicant. S. Ingram distributed new plan sets that were different than what was in front of the  
43 Planning Board members. J. Langdell asked if these had been received in the office? K. Shamel  
44 responded that the plans were received yesterday via email therefore staff has not had sufficient time  
45 to conduct a proper review and is the reasoning for the staff recommendation to continue this  
46 application. J. Langdell said the Planning Board has not seen these at all until now. S. Ingram said  
47 there have been discussions with DPW, Community Development and KV Partners about the  
48 stormwater design. Originally, we would have connected with the Town water line, but after  
49 investigation of that line, it was determined that there were a lot of unknowns about the line and it  
50 was determined that the line should not be used. Additional on-site drainage was designed and  
51 increased the off-site drainage. The design was acceptable to KV Partners and it was determined to  
52 not use the Amherst Street drainage. Sam has added on-site drainage to collect as much water as can  
53 be collected on site and additional swales have been added on the site. The design meets the needs of  
54 everyone, it is the preferred option rather than using the Amherst Street drainage. From this design,  
55 there is a .12 increase in the drainage onto Amherst Street. Because of the .12 increase that goes  
56 down into that unknown drainage system, there is also another portion that drains naturally on the  
57 site. Overall there is a net decrease to the amount going to Orchard Street. This design meets

58 everyone's needs.

59  
60 J. Langdell asked where the .12 increase is coming from. S. Ingram responded some is from the  
61 road, naturally the area around the houses drain toward the road. The increase is coming from  
62 the improvements to the road; there will be channels into the existing drainage system. We are  
63 decreasing the overall flow and there is a .12 increase; that amount that goes to that unknown  
64 drainage system but is a decrease to what it is going there today. KV Partners looked at these  
65 plans; along the east side of the property, we have added drainage swales that will capture any  
66 drainage from the houses and channel it to catch basins. The drainage swales on the property  
67 will catch and regulate the outflow. KV Partners' comments were about the easements and feels  
68 it should not be the town's easement to maintain.

69  
70 P. Amato asked if they will be grass swales? S. Ingram said he changed the plan to provide  
71 drainage easements and that will be documented in a deed. T. Finan asked if there will be a  
72 home owners association for this subdivision? S. Ingram responded that each owner will be  
73 responsible for their drainage easement. J. Langdell said the ownership needs to be assigned to  
74 each new lot that the culvert maintenance is required, P. Amato said the town would take  
75 responsibility to where it takes the water into the discharge swale. P. Amato added that someone  
76 needs to certify that they will build according to the plan and that they do not have the liability of  
77 that. S. Ingram said KV Partners also requested an underdrain pipe to be added to the swales to  
78 be sure there is no water sitting in them. S. Ingram said he is adding those to the plan. P. Amato  
79 said they need to know where the property line is before they start building. S. Ingram said the  
80 increase is still there so the waiver is still being requested.

81  
82 K. Shamel said the language should be modified for the waiver requests. S. Ingram asked why, if  
83 the numbers for the water that leaves the site is still the same. J. Langdell said if you are no  
84 longer tying into the town water system, it should not state (on the waiver request) that it is tying  
85 into the town water so that years from now everyone understands what was done. S. Ingram said  
86 that Rick Riendeau agreed with the approach taken for the driveway and road entrance and we  
87 will be keeping the road bed away from the high water table. An easement set was added to the  
88 plan and depicts the design we have added and we included the private drainage on Sheet 4. That  
89 sheet was in the previous plan set. Another change was made to Sheet 10 for a landscaping plan  
90 to address the concern about screening for abutting parcels. Plants will be added to screen some  
91 of the properties. Arborvitaes and lilacs will screen abutters. It will be kept natural and address  
92 those concerns. S. Ingram went through the list of staff comments, noting that comments 3,4 and  
93 5 will be addressed with the easement documents. An AoT is not necessary due to the amount of  
94 disturbance. Waivers are requested for the 35' roadway. P. Amato asked if the right of way is a  
95 lot or a right of way? S. Ingram said it is a taxable lot of record but not a buildable lot. S.  
96 Ingram said there have been some drainage corrections, with a decrease in the run off. On staff  
97 comment 13, S. Ingram indicated there are no house plans, so he cannot address the comment. P.  
98 Amato asked if the houses have to be at a certain elevation so the drainage works? S. Ingram  
99 answered no, they can be at whatever elevation, they can adjust the elevation of the homes, but  
100 we will not be building these houses. S. Ingram asked for any additional questions.

101  
102 Janet Langdell said there is a lot of controlling drainage with landscaping, etc. but what happens  
103 after the first owners leave? S. Ingram said they are subdividing the land, the future owners  
104 could feel differently than the first owner and make changes. J. Langdell is concerned mostly  
105 about the drainage swales. P. Amato suggested waiting until the Planning Board sees what the  
106 deed documents looks like and have staff and legal counsel review them. P. Amato wants it on  
107 the deed, not only on the plan, what the owner responsibility is when they buy the home. S.  
108 Ingram said the deed will identify the plan. P. Amato said when the town is responsible for a  
109 drainage issue, and they would come fix a problem, he wants it known by the people buying this  
110 property that they are responsible for the maintenance of the drainage swales. S. Ingram said he



111 can provide the easements and a way to move forward without having to come back to the  
112 Planning Board and instead work with staff. P. Amato said because the changes in the plans  
113 were received so late and did not allow the Planning Board to review them prior to this meeting,  
114 he would like to continue the application to the next meeting. J. Langdell agreed to continue this  
115 to avoid errors for the future. J. LaFontaine said visual mitigation would be helpful for all lots  
116 not only certain lots. S. Ingram stated there is an existing treeline that will remain, but lot 1 was  
117 the only area that was cited to the abutter. The landscaping buffer was to accommodate a  
118 specific issue that was brought up. J. Langdell said there have been cases in past years when the  
119 plan states there is a no cut zone and a future owner cuts the trees. The new development off  
120 Spaulding Street has a note on the plan for a no cut zone.

121  
122 Seeing no further comments from the Planning Board, T. Finan opened the hearing to the public  
123 for comments or questions. John Grady, abutter at 108 Amherst Street, is concerned about the  
124 wetland and the drainage that goes in his back yard and the drainage that goes into the road. He  
125 asked if there will be excess water that goes down the street and will it also end up in his  
126 driveway. S. Ingram said it should be an overall decrease of water into the backyard. J. Langdell  
127 asked where the nearest catch basin is located. S. Ingram said at the intersection of Amherst  
128 Street and Merrimack Road. John Grady said the water does not make it all the way there, it goes  
129 in his driveway. Lisa Vasas, asked about the Lot 23-3 drainage and swale and if that is between  
130 the rock wall? S. Ingram said it is along the stone wall between two new houses. L. Vasas asked  
131 about the landscaping plans presented tonight and looked at those plans. Ken Mohler, Bartlett  
132 Commons, asked about the land between Bartlett Commons and this development and is there a  
133 plan to access that landlocked piece? S. Ingram responded that the subdivision allows for a  
134 private right of way to access that land. Ken Mohler asked what that means. S. Ingram answered  
135 that there will be a note on the plan stating only one house can be put on that landlocked parcel.  
136 T. Finan added that the right of way is only 35' which will limit it to the one access and no more.  
137 Hearing no further comments, T. Finan closed the public hearing.

138  
139 T. Finan asked if the waivers should be discussed? P. Amato said we should just continue it. J.  
140 Langdell said Page 4 asks about run off and drainage. Sam Ingram explained the swales and how  
141 the water will get to the detention basin. The road side swale will be a town easement. P. Amato  
142 asked if that can be on the right of way? S. Ingram said it cannot. K. Shamel has not had time to  
143 review the plan given that it was just received yesterday. P. Amato moved to continue this  
144 application to the September 17 Planning Board meeting. J. Langdell seconded the motion,  
145 noting that changes to the waiver request language should be there as well as staff comments at  
146 that time. S. Ingram said the legal documents to review will be part of the next submission. P.  
147 Amato suggested looking at the way the waivers are written. S. Ingram will look at them to  
148 make sure they are valid for the next meeting. All were in favor of the motion. Motion passed.

- 149  
150 **b. Hammond Road, LLC (applicant/owner) – Review** for acceptance and consideration of final  
151 approval for a major site plan application to construct a 6,400 square foot office and storage building  
152 with associated site improvements. The parcel is located at 0 Nathaniel Drive in the Commercial  
153 Zoning District and Groundwater Protection District. Tax Map 43 Lot 69-1.

154 Earl Sandford, of Sandford Surveying and Engineering, representing the applicant, indicated this plan  
155 is on Nathaniel Drive off Route 13 and connects to Stoneyard Drive which comes in and there is a  
156 brook out there. Off Stoneyard, this parcel was subdivided for the Vallaincourt Roofing operation.  
157 Nathaniel Drive and Stoneyard Drive have been paved all the way to South Street. There is a quarry  
158 operation out there; the design was to use the existing Tote Road, especially what crosses the ridge  
159 and goes across wetland. There is not a big flow but it is existing and we can utilize it; the culvert is  
160 adequate; this disturbance is just under the amount for an Alteration of Terrain (AoT). Some of the  
161 drainage was originally in the buffer but Earl has since changed the design to be within the  
162 regulations. There is a significant amount of green being left. All drainage ends up in the brook



163 because it is on the knoll, no further drainage is needed. More parking than what is needed is there  
164 and will accommodate service vehicles.

165 J. Langdell asked where the front of the building is. Earl explained it will be facing Route 101, a little  
166 higher than JP Pest. It is a tasteful design and will not have an industrial look. There are no  
167 customers coming to this building, this site is for the trucks to load and head to their work site. P.  
168 Amato asked if there is a water line to this site? Earl answered there is; the design was for  
169 Contemporary and the water and sewer lines were brought through this site. Earl Sandford said he  
170 appreciates the call he got from the Town Planner to come in to talk about the plan before it got to the  
171 Planning Board and said there will not be public access to this building and does not feel signs will be  
172 necessary. K. Shamel asked will there be a business sign on the site? If so, a sign permit will be  
173 required. P. Amato said signs do not come to the Planning Board all that is needed is a sign permit.  
174 J. Langdell said that normally the Planning Board will ask the question about signage, especially  
175 because it is along Route 101. The applicant will work with staff on any signage. Earl said that they  
176 revised the plan to identify the wetland in accordance with the Milford Conservation Commission  
177 recommendations and the arrows on the plan are simply directional but not for literal signs. There is  
178 a green corridor across the property to allow wildlife to cross. There is plenty of area that will remain  
179 green and the wetland is acting as a significant wildlife corridor on both sides of the property. The  
180 plans have been updated according to the KV Partners comments.

181 There are two treatment swales in the design. Earl asked when Nathaniel and Stoneyard roads will be  
182 accepted and thereby maintained by the Town? Kellie indicated Nathaniel Drive is planned to be  
183 accepted by the town once it complete and to town standards. J. Langdell indicated in a previous  
184 version of this plan, the Milford Conservation Commission questioned the buffer, and asked Kellie  
185 Shamel if that was their biggest concern and asked if they still want a site walk because that can be  
186 done under a conditional approval. P. Amato said there won't be anything found because all the  
187 comments were addressed. Kellie said the buffer comments have been addressed and conservation  
188 has still expressed that they wish to do a site walk. She is unsure what comments would come from a  
189 site walk if it were to take place. Earl Sandford said the Conservation Commission can walk the site;  
190 he believes Nathaniel Road will eventually become a town road, right now it is private. J. Langdell  
191 appreciates the completeness of the plan with the architectural and everything. There were no further  
192 comments or questions from the Board.

193 T. Finan opened the public hearing. Seeing no questions or comments, the public hearing was closed.  
194 P. Amato moved to grant conditional approval based on staff recommendations. J. Langdell  
195 seconded. All were in favor. Motion passed.

196 **3. Discussion / possible action regarding other items of concern:**

197 a. **Community Development Updates** – J. Langdell stated that NRPC needs another member; she is asking  
198 for a volunteer to step up to fill this need.

199 b. **Planning Board Updates** – The Planning Board needs to know who is working on the CIP. T. Finan  
200 said he is willing to be part of the CIP process.

201 c. **Commission / Committee Updates** – nothing new

202 **4. Approval of Minutes:** 7/23/19; 8/6/19 – Because of the limited quorum at tonight's meeting, all concurred  
203 that the minutes would be reviewed at the next Planning Board meeting with more members present.

204 **5. Adjournment.** The meeting was adjourned at 7:50 p.m. on a motion made by J. Langdell and  
205 seconded by P. Amato. All were in favor. Motion passed unanimously.

206  
207  
208  
209

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

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

211  
212  
213

MINUTES OF THE 8/20/19 MEETING WERE APPROVED 9/17/19





**TOWN OF MILFORD**  
**DEPARTMENT OF PUBLIC WORKS**  
Buildings • Cemeteries • Engineering • Highway • Parks  
Recycling Center • Transfer Station

Inter-Departmental Memo

DATE: February 14, 2023

TO: Terrey Dolan, Community Development Director

FROM: Dawn Tuomala, PE, LLS, CWS – Town Engineer

RE: Adam Vaillancourt Roofing  
15 Stoneyard Drive  
Tax Map 43 Lot 69-1

This is intended to be a review of specific concerns of the Public Works Department and is not intended to be a thorough review of the Town of Milford Zoning Ordinance & Development Regulations. The review was based on the plan set which includes sheets 1 to 8: "Existing Conditions Plan, Map 43/Lot 69-1, Adam Vaillancourt Roofing & Construction, LLC, 15 Stoneyard Drive, Town of Milford, Hillsborough County, New Hampshire", Dated January 18, 2023, Prepared by Sandford Surveying and Engineering. In addition, sheets 5 and 6 of 8 with a Revision Date of February 13, 2023 were reviewed.

The Drainage Report for the Expansion of a Commercial Site at Adam Vaillancourt Roofing & Construction was also reviewed. The report indicates that all of the discharges off site meet or are slightly reduced from the Pre-Peak Runoff verses the Post-Peak Runoff. The peak Elevations of the basins have at least 1 foot of freeboard over the peak elevation up to and including the 50 year storm.

The 15" culvert under the tote road will back up in the area behind the culvert for the smallest 2 year storm. However, on this side of the driveway there is 5.7 feet of freeboard available above the 100 year storm. Therefore the culvert will not affect the low point of the road/driveway crossing area but will act as a buffer slowly releasing the drainage after the storm.

1. As requested, a Stormwater Management Permit Application and Checklist was submitted on February 13, 2023 to accompany the original site plan application. The \$25.00 fee was not included with the application and will need to be paid. The project will require an Alteration of Terrain (AOT) Permit from NH Department of Environmental Services (NHDES) and is in process. A copy shall be provided to the Town once the plans have been approved by NHDES.

289 South Street Milford, NH 03055  
(603) 673-1662 Fax: (603) 673-2206  
TDD Access: Relay NH 1-800-735-2964

**TOWN OF MILFORD**  
**DEPARTMENT OF PUBLIC WORKS**

Buildings • Cemeteries • Engineering • Highway • Parks  
Recycling Center • Transfer Station

2. An application for the Start of Construction shall be applied for and a Pre-Construction Meeting held. A note shall be added to the plans that the Project will be required to have a Pre-Construction Meeting prior to construction (per Infrastructure Design, Construction & Administration Standards Section 1.016). In addition, a Cash Escrow Account will need to be set up to cover the costs of any Construction Monitoring Inspection (per Section 1.011) and Erosion Control Inspection Fees (per Section 1.012).
3. Upon completion of the work, red-lined As-Built plans will be required (per Section 1.06). The plans shall be submitted and approved by the Director Community Development Director and the Public Works Director or designees. A Post-Construction Meeting shall be held to ensure that all requirements have been met and an Operations and Maintenance Plan shall be updated and submitted. The requirements within the plan shall be inspected as stated in the plan and a full report shall be submitted yearly to Community Development. This requirement is part of the EPA Municipal Separate Storm Sewer System (MS4) requirements and shall be noted in the deeds moving forward. Note 15 on Sheet 2 of 8 shall be revised to reflect the above requirements in the note.
4. Development Regulations Section 5.021 - Amendments – Any field conditions that require changes from the original approved plans will need the approval of the Director of Community Development, the Director of Public Works and/or the Town Engineer or other designee. This shall be noted on the plans.
5. Public Works does not have any concerns regarding the driveway entrance. The site has been existing since 2019 and has its frontage off of a Private Road. The lot also abuts NH Route 101 which is a Restricted Access Highway with no access to the highway. The proposed building addition and the new parking area will not have any impact to the facilities off site.

**On Sheet 3 of 8 comments:**

1. The Small Span Bridge Access to the Proposed Parking Area shall also be designed and submitted to Public Works for review and approval prior to the Pre-Construction meeting.
2. What are the proposed grades on the new Concrete Container Pad? Where is the stormwater runoff going to be heading? What type of material going to be stored in/on the new container pad? What is stored on the original Concrete Container Pad?
3. All outside waste materials such as the shingle waste pit and the Concrete Container Pad shall have covers to minimize any contamination of the surrounding wetlands.

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Sheets 5 and 6 of 8 were re-submitted on February 13, 2023 with changes per the Stormwater Management Permit Application. Sheet 6 does not have a revision date listed on it.

**Sheet 5 of 8 Comments:**

There shall be a note stating that there are not to be any footing drains from the proposed garage.

**Sheet 6 of 8 Comments:**

After a site inspection on February 10, 2023 the Plunge Pools need to be cleaned and maintained. They had debris within them. The Operations and Maintenance Notes shall be made into a manual that shall also include a checklist. The owner shall submit to Community Development Director a yearly report including all inspections to make sure that all of the drainage structures are operating properly or if they need repairs and when the repairs were conducted. This requirement shall run with the land and shall be put in the deed upon sale of the property.

The Rip-Rap Culvert Outlet Aprons do not appear to correspond with the data that is shown on the sheet. Please review and revise accordingly.

If you have any questions please let me know.

Thank you,

Dawn

CC: Leo Lessard, DPW Director  
Darlene Bouffard, Office Manager



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

INTERDEPARTMENTAL PLAN REVIEW

Date: January 30, 2023

Map/Lot #: Map 43, Lot 69-1

Address: 15 Stoneyard Lane

TO:

- Ambulance Department
- Assessing Department
- Code Enforcement Department
- Conservation Commission
- Fire Department
- Department of Public Works (DPW)
- Police Department
- Heritage Commission
- Tax Collector
- Water Utilites
- Zoning
- \_\_\_\_\_

FROM: DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

PROJECT NAME: New Adam Vaillancourt Roofing and Construction, LLC Site Work- Additional 4,000 sq foot Garage, associated parking and drainage treatment area.

TYPE OF APPLICATION:

- Discussion
- Design Review/Conceptual
- Minor Subdivision / Lot Line Adjustment
- Major Subdivision
- Minor Site Plan
- Major Site Plan
- Other \_\_\_\_\_

TRANSMITTAL INCLUDES: \_\_\_\_\_

PLANNING BOARD HEARING DATE: February 21, 2023

YOUR COMMENTS NEEDED BY: February 14, 2023

P/CD COMMENTS: Please provide any comments directly to me at [tdolan@milford.nh.gov](mailto:tdolan@milford.nh.gov).

As well, please reach out to me if any further site graphics or other documentation is needed for your review.

Thank You,

Terrey Dolan  
Town Planner  
603-249-0620, ext. 246

REVIEW COMMENTS (Note below or attach comments on separate sheet):

Please assign: Parcel use code \_\_\_\_\_ Building classification code \_\_\_\_\_ Building use code \_\_\_\_\_

Signature/Initials of Department Head or Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Comments Returned to P/CD: \_\_\_\_\_



# TOWN OF MILFORD

## FIRE DEPARTMENT

39 SCHOOL STREET  
MILFORD, NEW HAMPSHIRE 03055



**Bureau of Fire Prevention & Investigation**  
Deputy Chief Riley J. Stanchina  
(603) 249-0680

### FIRE PREVENTION PLAN REVIEW RESPONSE

**Date:** January 30, 2023

**Tax Map & Lot #:** Map 43, Lot 69-1

**Street Address:** 15 Stoneyard Lane

**Project Name:** Vaillancourt Roofing and Construction 4,000sf building and site modifications.

**Review Type:** Preliminary Conceptual Review

**Status:** Reviewed, comments provided

#### **Comments:**

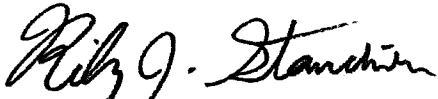
The Milford Fire Department has reviewed the provided documents for the planning board major site plan review. The following comments DO NOT constitute plans review for the issuance of a building permit and the limited information provided is not sufficient for a full fire and life safety code review of the proposed project. Upon application for a building permit, a full set of detailed, stamped plans must be submitted to the Fire Department for plans review.

1. Based upon the information provided, the fire and life safety code occupancy classification for this building will likely be "Storage". This classification is subject to change based upon updates to information about stored commodities, storage arrangement and/or scope of operations.
2. Based upon the information provided, the construction type is assumed to be Type II (000).
3. Based upon the information provided, the required fire flow for the building is 1,500 gpm for 2 hours. The required fire flow can be reduced to 1,000 gpm if the building is protected by an approved automatic sprinkler system, OR to 600 gpm if the building is protected throughout by an approved automatic sprinkler system which utilizes quick response sprinklers.
4. There is an existing fire hydrant on an 8" water main approximately halfway down the driveway to the property. A flow test will be necessary to determine if the maximum flow of the hydrant is at least 1,500 gpm to meet the water supply requirement in item 3. If this hydrant is not capable of supplying the required flow, additional water supply would be required.

5. Based upon the information provided, an automatic sprinkler system and fire alarm system would not be provided. The building permit review with additional information that is not available at this time may reveal different requirements.

This concludes the review comments, please do not hesitate to contact the fire prevention office with any questions.

Sincerely,

A handwritten signature in black ink that reads "Riley J. Stanchina". The signature is written in a cursive style with a large initial "R".

Riley J. Stanchina, CFEI  
Deputy Chief  
Milford Fire Department  
rstanchina@milford.nh.gov





Image # 1

Looking North a  
Proposed 4,000 sq. ft.  
garage site



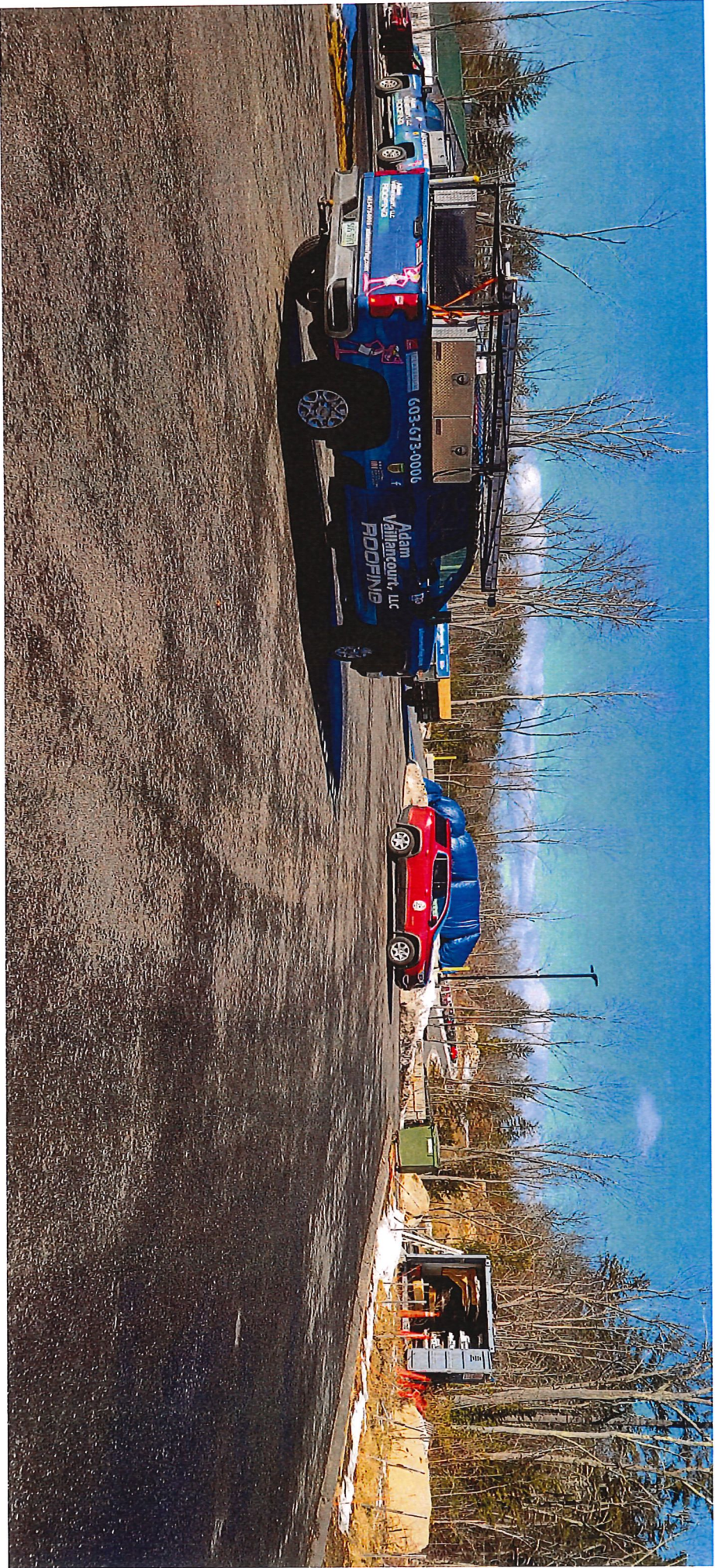


Image #2  
Existing Pavement  
(partially) within  
proposed garage site



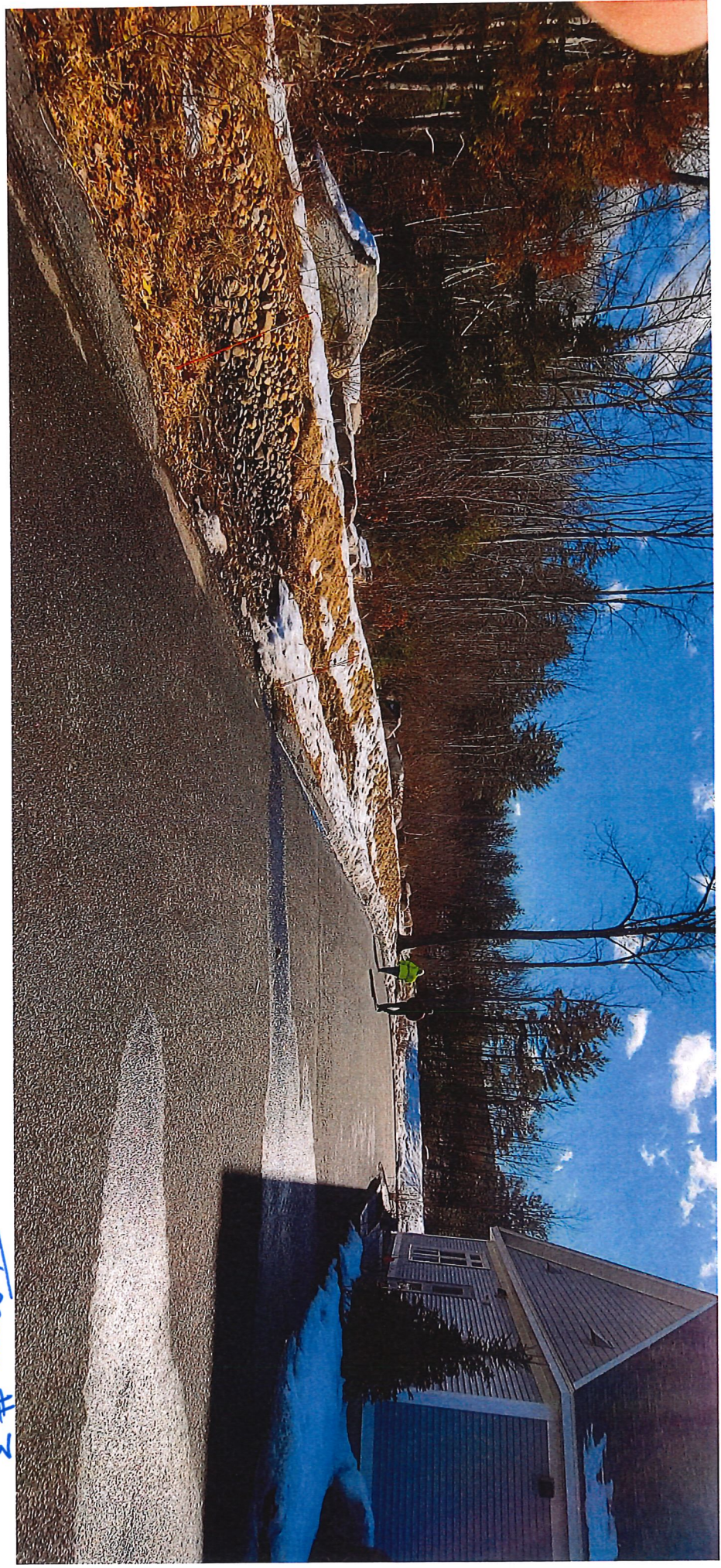


Image #3  
 Looking Southward  
 along Stormwater  
 conveyance areas  
 & existing office  
 bldg.



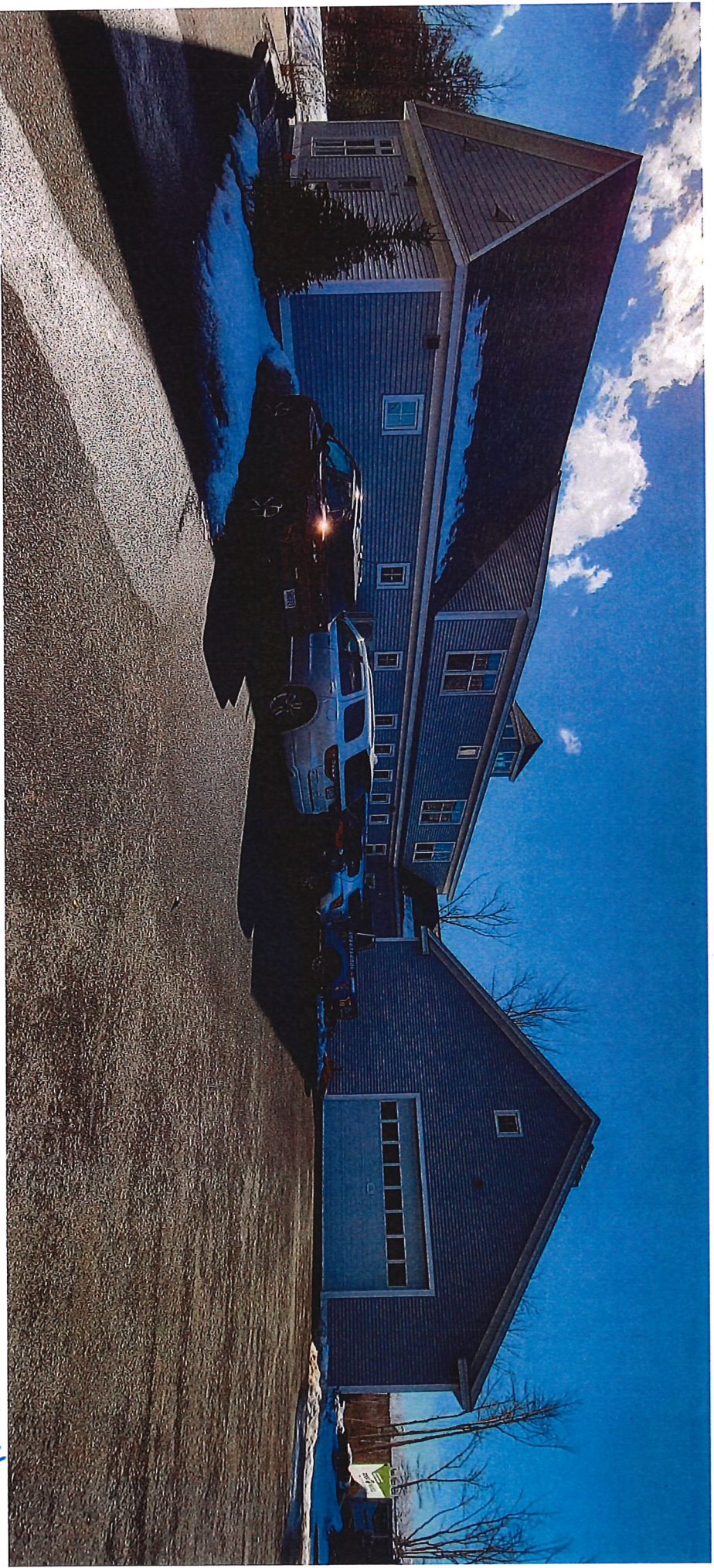


Image #4  
looking (south-  
westaly)  
& existing  
Vail Bancant Rojas  
offices.





2/17/23, 12:30 PM

20230210\_110620.jpg

Image # 5  
Looking South-  
Southerly  
from south end  
of existing Vail east  
of 8th Bldg.