

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ DRAFT

2 August 3, 2021 Board of Selectmen's Meeting Room, 6:30 PM

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4 **Members Present:**

5 Tim Finan, Vice Chairman  
6 Paul Amato, Member  
7 Pete Basiliere, Member  
8 Dave Freel, Selectmen's Rep  
9

**Staff:**

Jason Cleghorn, Town Planner  
Darlene Bouffard, Recording Secretary  
Nate Addonizio, Videographer

10 **Excused:**

11 Doug Knott, Chairman  
12 Janet Langdell, Member  
13 Susan Robinson, Member

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15 This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to  
16 Executive Order 2020-04. As such, the meeting was conducted both online and in person.  
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18 **1. Call to order:**

19 In the absence of Chairman D. Knott, Vice Chairman T. Finan called the meeting to order at 6:30 p.m.  
20 indicating that tonight is a Work Session to discuss items on the agenda. This meeting is being conducted as a  
21 hybrid, both in person and via zoom. Vice Chairman Finan introduced Planning Board and staff members and  
22 stated that although there are some members excused this evening, there is a quorum. A potential Planning Board  
23 Alternate Member, Elaine Cohen, is also present this evening.

24 There was a brief discussion about having the new Town Attorney, John Ratigan, visit at the first Planning  
25 Board meeting in September to introduce him to the Planning and Zoning Boards. That will be at the September  
26 7 Planning Board Work Session.  
27

28 **2. Work Session:**

29 **A. Capital Improvements Plan (CIP) Update:** J. Cleghorn said he is fairly new to Milford and he is still  
30 learning Milford operations, but Lincoln Daley has identified the proposed new CIP Committee members and its  
31 first meeting will be held the second week in August and should conclude by mid-October. T. Finan indicated  
32 that he would like to take this year off from the CIP Committee as does Jason Plourde in order to allow other  
33 people to participate. J. Cleghorn explained that the CIP Committee identifies both short term and long term  
34 projects for the town which assists the Board of Selectmen in the budgeting process. L. Daley will lead this with  
35 J. Cleghorn assisting as this is a very robust process. L. Daley has been in touch with the proposed CIP  
36 Committee members and needs Planning Board approval on members as follows: Peter Basiliere, Planning  
37 Board; Peggy Seward, Budget Advisory Committee; Kathy Parenti, Library Trustee; Rob Costantino, Resident;  
38 Michael Thornton, ZBA; Chris Costantino, Conservation Commission; Joseph Vitulli, School Board  
39 Representative.

40 J. Cleghorn said if the potential Alternate Planning Board member (Elaine Cohen) is interested, she could be a  
41 resident member. Elaine Cohen would like to know what the Committee entails. Mike Thornton, ZBA member,  
42 explained the CIP Committee meets and runs until it is done and a final report is presented to the Planning Board  
43 for acceptance. Pete Basiliere said the CIP Committee meets every week or so, and defines projects that take  
44 priority. Near the end, time needs to be spent reviewing the materials. It needs to be completed before  
45 Thanksgiving. The CIP is used for the Board of Selectmen in the budgeting process. Some items stay on the list  
46 for several years. P. Amato said the CIP is a planning tool and just because the CIP Committee thinks something  
47 is a top priority, the BOS might not agree. The CIP Committee does not spend any money, it just helps the  
48 departments forecast the needs of the department and keeps the debt service near equal.

49 Elaine Cohen said she is interested as a resident member. P. Amato moved to approve the proposed list of  
50 CIP members. P. Basiliere seconded for discussion. Pete Basiliere asked if there is a conflict having two  
51 members of the same household on the committee? After some discussion about the lack of volunteers, it was  
52 agreed that both Chris and Rob Costantino would look at CIP items from different viewpoints; this is an internal  
53 committee for the Town. All were in favor of the proposed list of CIP members along with Elaine Cohen as a  
54 resident member. The first CIP meeting will be on August 11 at 6:00 p.m. in the Board of Selectmen meeting  
55 room.  
56

57 **B. General Zoning Ordinance Discussion for Updates.** J. Cleghorn indicated he joined the Milford  
58 Community Development team in February this year and there have been some items on the radar of Lincoln  
59 Daley of things that need to be looked at. A few of those are outlined in tonight's Power Point presentation and  
60 include the Solar Collection Ordinance 7.11, Milford Gravel and Earth Removal Regulations, Milford Zoning  
61 Ordinance Article VI 6.02 Wetland Conservation, possible Re-zoning of the Integrated Commercial-Industrial  
62 zone (ICI) and potential fee changes.

63 Solar Collection Ordinance – the town needs to take a look at what we have. Another application for a solar  
64 array has been submitted. It is clear that the town needs to address this. P. Amato said the town should look at  
65 the possibility of allowing family members in different households to utilize the credits within the family because  
66 most people will need a certain amount, when the ordinance was originally written, we did not have that amount.  
67 J. Cleghorn said the town would need to look at the details for any changes and look at all aspects of it. T. Finan  
68 agrees it should be looked at. P. Basiliere agrees and thinks we should talk to other municipalities, we might end  
69 up with other factors such as the size of the property. J. Cleghorn agreed and said the existing ordinance is very  
70 well written but there were a lot of unknowns at that time. D. Freel does not think it should be limited to square  
71 footage or kilowatts in the ordinance. He does not think it should limit the kilowatt of use; if there is a residential  
72 solar array, it is residential, if it is a commercial use, its commercial. Maybe a certain percentage of land could be  
73 used for residential solar. J. Cleghorn said there needs to be some compatibility with residential abutters. P.  
74 Amato said there are setbacks for building, for a solar array it needs to store the power. T. Finan asked if the  
75 system is collecting so much power, is it being sold back to the business and does that mean it becomes a  
76 business? D. Freel responded not really, because it gets stored in the battery for use. P. Amato said the new  
77 batteries are so much better than they used to be.

78 P. Basiliere said technology improves over time, if the energy is being sold back to the power company, he  
79 does not consider that as a business. M. Thornton, resident, said part of the reason he went solar is so that he does  
80 not need to buy the transmission lines when he needs meters. M. Thornton thinks we should encourage a  
81 neighborhood co-op where one property could share with another property, but that makes it more difficult to  
82 write an ordinance. P. Amato said let's just agree that we want to talk about it at a future date.

83 Sand & Gravel Regulations – This includes permits, reviews, applications and the fees. The operators of a  
84 gravel pit must renew the permit every year, but there should be a review process. Maybe we could look at what  
85 we are currently doing and change the language to more meet what is being done and by looking at the process we  
86 can clarify it.

87 Wetland Conservation Ordinance – This is something that has been brought up by the Conservation  
88 Commission having to do with State level requirements and those references or policies at the State level. This  
89 will be based on what the Conservation Commission would like to see. P. Amato said there have been some  
90 changes that were brought up in the past but were never changed.

91 Rezoning ICI – J. Cleghorn indicated there are currently 11 residential lots that are adjacent to the Wilton  
92 town line, there might be one or two multi-family, but they are clearly residential. There is one vacant lot out  
93 there and the town frequently gets called about its potential as a residential lot. It just does not make sense for  
94 those lots to be in the ICI zone and it would make sense to change them to Res A or Res B. J. Cleghorn said there  
95 is one vacant lot out there and if an applicant came in with an intense use next to several residential lots it might  
96 be difficult, it is a unique situation, the lots do not match the surrounding future uses and it makes for some  
97 difficult conversations. P. Basiliere asked about changing that zoning. J. Cleghorn indicated there are trade-offs  
98 with these things, there would be extensive resident notification for something like this. P. Amato said there is  
99 not enough room on these lots to do much and across the street the lots are zoned Rural.

100 Potential Fee Changes – J. Cleghorn explained these fees are mostly Planning Board-related. P. Basiliere  
101 asked what are the costs of these activities? P. Amato indicated that years ago, Planning was considered self-  
102 funded. D. Freel asked if we should do a comparison of our costs versus what fees we are charging. J. Cleghorn  
103 said this is just brought here tonight because we are looking at it and more information will be provided. D. Freel  
104 would be curious to look at permit application revenues for 2009, 2010 and 2011 versus 2019, 2020 and 2021.  
105 Back in 2009 the Department was overstaffed but now the numbers are probably the opposite. D. Freel does not  
106 like to charge a lot in fees. The salary of staff is in the budget, but what extra revenues are brought into the  
107 department from fees? D. Freel does not want to get into charging people twice. T. Finan asked about the  
108 revenue stream for the department. J. Cleghorn said any amended fee will have an explanation of why we  
109 recommend an increase and it all needs to go to the Board of Selectmen for final approval. P. Amato said there is  
110 a lot going into any project. We are making it more difficult for anyone to live here. Why do we need to do this?  
111 P. Basiliere said if it is difficult to afford to live in town why should people be hit with increased fees? There are  
112 wages that we did not have ten years ago. D. Freel said this is Milford not Hollis and not Amherst or Bedford and

113 they might be a larger or smaller budget. If you are bringing in extra funds in a revenue stream, that is great. J.  
114 Cleghorn said whatever is brought to the Planning Board for review will have details attached. P. Amato added  
115 that when building a new home, Milford also has Impact Fees.

116 Self-Storage Buildings and Building sizes –P. Basiliere would like to talk about self-storage buildings in town  
117 – specifically the roof. Also there is currently nothing in the ordinance that says how to calculate the size of a  
118 building (or solar system), could we have more clarity to include that definition of how to calculate the square  
119 footage, for a lay person. J. Cleghorn said the ordinance does not specifically say how the square footage is  
120 calculated, but it is typically the footprint, he will look at that. P. Basiliere said the self-storage buildings – do  
121 they require a peaked roof or flat roof – he would like to have more clarification to follow. That might be  
122 something to define in the ordinance. D. Freel agrees that a specific pitch number should be stated and we should  
123 also consider including the acceptable color.

124 Estate Lots – P. Amato asked if there is any interest in looking at allowing Estate lots? If you have a lot of  
125 land, a person would be allowed to have more than one house on it. If it is pre-planned, then it can be subdivided  
126 at a future date. Allowing an ADU larger than 750 SF should also be looked at since that is not very big. The  
127 town collects taxes on it. J. Cleghorn feels the full Planning Board should be present for that discussion. D. Freel  
128 said it would get tricky because it is only one building per lot, how does the tax get calculated if there is more  
129 than one house on a lot? Is that fair to other people that cannot do that? J. Cleghorn said there might need to be  
130 requirements for something like that.

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132 **3. Other Business:**

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134 **4. Upcoming Meetings/Discussions:** J. Cleghorn indicated there are three new applications for the next  
135 meeting August 17: One Scenic Road Hearing (Mason Road); one 3-lot subdivision on Wheeler Street and one  
136 Lot Line Adjustment on Federal Hill Road.

137 **5. Adjournment.** The meeting was adjourned at 7:55 p.m. on a motion made by P. Amato and seconded by P.  
138 Basiliere. All were in favor. Motion passed unanimously.

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142 \_\_\_\_\_ Date: \_\_\_\_\_  
143 Signature of the Chairperson/Vice-Chairperson:

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146 **MINUTES OF THE 8/3/21 MEETING WERE APPROVED** \_\_\_\_\_