

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ DRAFT

2 October 5, 2021 Board of Selectmen's Meeting Room, 6:30 PM

3
4 **Members Present:**

5 Doug Knott, Chairman
6 Tim Finan, Vice Chairman
7 Paul Amato, Member
8 Pete Basiliere, Member
9 Janet Langdell, Member
10 Susan Robinson, Member
11 Elaine Cohen, Alternate Member
12 Dave Freel, Selectmen's Rep (arrived at 6:40 p.m.)

Staff:

Jason Cleghorn, Town Planner
Andy Kouropoulos, Videographer

13
14 **Excused:**

15 Darlene Bouffard, Recording Secretary

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

19
20 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight there is one
21 item on the agenda followed by a work session. This meeting is being conducted as a hybrid, both in person and
22 via zoom. Chairman Knott introduced Planning Board and staff members.

23
24 **2. Public Hearing:**

25 **a. Case SP2021-21 Starboard Tack/Elite Hydraulics (owners/applicants).** Minor Site Plan review for a
26 Change of Use site plan for a hydraulic repair shop. The parcel is located at 1 Westchester Dr. and is
27 located within the Industrial "I" zoning district. Tax Map 15 Lot 15-1.

28 P. Amato moved to accept the application for review. J. Langdell seconded. All were in favor.
29 Motion passed. J. Langdell moved no potential regional impact associated with this application.
30 T. Finan seconded. All were in favor. Motion passed.

31
32 J. Cleghorn read the abutters list, there were no abutters present. Steven Desmarais, friend of
33 applicants Chris Tardiff and Doug Kilgore, was presenting. This application is for a Change of
34 Use from boat repair to hydraulic cylinder repair. The business has been in the building owned
35 by MD's Trash on Old Wilton Road for 3 years, they are moving about ¾ of a mile. The
36 business is a repair facility, the work is done inside the building except for possibly when a piece
37 of equipment is brought to the yard to remove the cylinder to be brought inside for repair. Other
38 than that, the property is not going to change from what it was as a boat yard. The applicants
39 need to know what the Planning Board would like from them to be able to do that.

40
41 D. Freel asked if the equipment will need to go inside, or if just the cylinder will be brought
42 inside. Steve Desmarais responded the way it gets done now in the condominium units down
43 Old Wilton Road is the cylinder is removed from the equipment, it gets carried into the building
44 through the overhead door, gets put on a trolley and then it gets taken apart and fixed. D. Freel
45 asked if that will be done inside the existing structure? Steve responded it will. P. Amato asked
46 if at the existing facility there is a lot of equipment waiting in the yard to get fixed? Steve
47 responded right now there are cylinders outside because they don't have the room on the inside,
48 but at this new location the parts will all be inside. P. Amato asked if there are excavators?
49 Steve said no they are cylinders, typically the cylinder is taken out wherever the equipment broke
50 down and transported and then a forklift puts it inside the building.

51
52 P. Basiliere asked for that to be expanded upon and the nature of hydraulic cylinder repair. Steve
53 explained the business they are in is fixing the cylinder, usually when equipment fails it is the
54 hydraulic line, that is not this; this business is fixing the actual steel cylinder and there is a big

55 chrome piston that moves up and down in it; so that actually gets taken off the machine and
56 brought to the repair shop. D. Knott said it is the type of thing NH Hydraulics in Merrimack
57 does. P. Amato added that through use, cylinders get dirt trapped and then start to leak. Steve
58 Desmarais said it could also get bent from picking up something too heavy.

59
60 D. Freel said there were a couple comments about noise, do you foresee this making more noise
61 than what was already there, is there banging or metal to metal? Steve indicated the forklift
62 moving around will make noise, the milling machine or lathe turning around, but not a lot of
63 noise. D. Knott noted it is an industrial zone.

64
65 P. Amato noted the landscaping is very mature along Westchester Drive, it looks good, the
66 Planning Board had asked the boat place to add trees and now that has matured and it looks
67 pretty good. Steve said the applicants are very interested in having that landscaping brought
68 back and maintained, they take care of their own homes and they will take care of this building.
69 On the Elm Street side, green strips will be added to the existing chain link fence to provide
70 screening. S. Robinson asked if those will last. J. Langdell mentioned she has some behind her
71 property and they have been there for about 40 years and they are fine.

72
73 D. Knott indicated this property is in the West End Overlay District, but there is nothing here
74 that needs to be addressed. J. Langdell said it is an existing site and they are not proposing any
75 structural changes or exterior changes. T. Finan said the applicants do want to add a shed. Steve
76 Desmarais said yes, the shed will store cylinder parts, metal parts. D. Freel asked if there are any
77 products used that could get into the water? S. Desmarais said the parking lot is flood plain that
78 will flood in the 100 year flood like the Boys & Girls club, not every year, but they absolutely
79 will not be dripping oil all around the parking lot. This proposal has basically no changes to the
80 building. P. Amato asked if a sign will be put where the existing sign is? Steve responded yes.
81 P. Basiliere asked about the note regarding a plant on existing equipment on the building? P.
82 Amato said that is (bittersweet) on the HVAC condensers. Steve said they plan on getting that
83 removed right away next week. D. Freel had no other questions.

84
85 D. Knott asked if there were any other Board questions or comments. Seeing none, D. Knott
86 opened the hearing up to the public for questions. J. Cleghorn said there were no people in the
87 zoom waiting room. Seeing no public comments or questions, D. Knott closed the public portion
88 of the meeting and asked for further questions or comments from the Board or staff.

89
90 J. Cleghorn said only regarding the landscaping brought up by the Board, they should discuss
91 with the town the way they plan to better maintain the landscaping along Elm Street; both L.
92 Daley and J. Cleghorn feel the landscaping along Westchester Drive is very nice and with a little
93 bit of enhanced maintenance it is felt the Elm Street landscaping will be okay. J. Langdell
94 moved to approve the application as presented. P. Amato seconded. All were in favor. Motion
95 passed.

96
97 **3. Other Business:**

98
99 Zoning Ordinance amendments: T. Finan asked if there will be time to get in any zoning
100 amendments? J. Cleghorn was waiting for his briefing period to talk about that. Jason is
101 drafting a Solar Ordinance amendment that he and L. Daley are working on and will have ready
102 for the November 2 Work Session, as soon as they have reviewed the draft, it will be sent out to
103 the Planning Board to review. There have been two recent calls from nearby communities
104 asking questions about what they should include in an ordinance. P. Amato asked if only the
105 Solar Ordinance will have proposed amendments for this year? J. Cleghorn said there was some

106 discussion about Estate Lots which can be further discussed at the November 2 Work Session, he
107 did not feel there was consensus from the Board to move forward on that. J. Langdell suggested
108 looking at how many properties this would apply to in the Town of Milford. J. Cleghorn asked
109 for guidance for Voluntary Lot Mergers, which had been passed off to staff, does the Planning
110 Board want to be aware of such changes? P. Amato responded that in the past, the Planning
111 Board saw those, they just stopped coming to the Planning Board. S. Robinson thinks
112 notification to the Planning Board would be important. J. Langdell agreed, stating it would be
113 nice for the Planning Board to know of things taken care of administratively. Once the Planning
114 Board finishes with an application, it never hears about it or whether it got signed or recorded, an
115 administrative update would be helpful. J. Claghorn said an example of that, would be the
116 Chappell Lot Line Adjustment that was approved, for which a mylar was never submitted to the
117 Town or recorded. J. Langdell said that is because they will be back. Another example
118 explained by J. Cleghorn is the Racicot Subdivision, there has not been a mylar submitted for it
119 to be recorded yet.

120
121 CIP: D. Knott asked about the CIP? J. Cleghorn indicated the CIP Committee is working on
122 that, they meet every Wednesday but he is not involved in that at all. D. Knott asked if the
123 Planning Board should be hearing about that. T. Finan said not yet. P. Basiliere said the CIP
124 will be getting the first pass at rating the proposals tomorrow night. J. Langdell asked if the CIP
125 Committee is on track for wrapping up for the beginning of November? P. Basiliere answered
126 yes. Potentially, at the first November meeting (November 2) the Planning Board should have
127 the first draft. P. Basiliere said yes that is correct. J. Langdell with the potential approval by
128 Planning Board by the following meeting November 16? P. Basiliere yes, and then approval by
129 the Board of Selectmen. P. Amato asked if there are any big surprises that we were not aware
130 of? Not that P. Basiliere could think of, but Wastewater is now off the CIP. T. Finan confirmed
131 it is off the CIP? Yes, because of the ARPA money that came in, said P. Basiliere. T. Finan said
132 there was big money on the CIP for water/wastewater. The understanding of P. Basiliere is that
133 the BOS approved spending that for those items. P. Amato asked D. Freel if the Town still gets
134 to vote on that if you are using the town or other government money for the wastewater or does it
135 just happen? D. Freel responded that the town doesn't vote on it, it does not go back to the
136 taxpayer to make the decision, the Selectmen make that decision. All the Department Heads
137 have already come to the BOS and presented their requests, but because wastewater has a lot of
138 money to spend over the next couple years (about \$6 million), some of the stuff needs to be done
139 so the Selectmen decided to give them half a million of that money, and he thinks that was all
140 that was decided and the selectmen are holding off on other things.

141
142 The 2022 Planning Board meeting schedule was distributed and the also the request for renewing
143 Planning Board memberships, for which it is requested for those due for renewal please respond
144 to the office.

145
146 J. Cleghorn explained that the October 19, 2021 meeting has 2 public hearings and a scenic road
147 hearing for Federal Hill Road. P. Amato said a simple spreadsheet could be developed that
148 shows when something was approved by Planning Board and then what was left for staff to
149 address, and a date when then was done so there is traceability. He is not asking Doug to go
150 through the list. D. Knott said he comes in to sign when Darlene calls to let him know the plans
151 or minutes or whatever is ready to sign. P. Amato said if the department has it in front of you to
152 sign, you are presuming it's ready. D. Knott said that is correct. D. Freel asked if he has two lots
153 and wants to consolidate them, does he have to come to the Planning Board? P. Amato
154 responded no, it is done administratively and the Assessor is required to sign off so that the taxes
155 are adjusted. J. Langdell said those Voluntary and Involuntary Lot Mergers and Unmergers
156 previously did come to the Planning Board, per the RSA, but the Planning Board has not seen

157 them for a while so at some point they must have gone to an administrative decision. Every
158 town handles them differently. D. Freel asked if that should come to the Board? P. Amato
159 indicated all he is saying is it would be good if we knew about it. D. Knott agreed, it would be
160 good to know about it, but not fill up the agenda. J. Cleghorn will start putting those on the
161 agenda as an information item. P. Amato said it can be put on the agenda and if the Board has
162 questions, they can ask them.

163
164 As a member of the Keyes Trust, J. Langdell would like everyone to know the Town of Milford
165 Citizen of the Year will be announced Friday night at 6:30 p.m. at the Oval stage beside the
166 bandstand and she invites everyone to be there. D. Freel asked if that decision has been made?
167 J. Langdell said it has been and the announcement will be made Friday night.

168
169 **4. Meeting Minutes:**

170 J. Langdell moved to approve the Planning Board minutes of 9/7/21 as presented. J. Langdell requested
171 amendments to change it to a Non-meeting. After discussion, the Board agreed to this amendment. T. Finan
172 seconded. All were in favor of the amendment with D. Knott abstaining.

173
174 **5. Adjournment.** The meeting was adjourned at 7:18 p.m. on a motion made by T. Finan and seconded by P.
175 Amato. All were in favor. Motion passed unanimously.

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

181
182 **MINUTES OF THE 10/5/21 WORK SESSION WERE APPROVED**
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