

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ DRAFT

2 March 1, 2022 Board of Selectmen Meeting Room, 6:30 PM

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4 **PRESENT:**

5 Doug Knott, Chairman

Jason Cleghorn, Town Planner

6 Tim Finan, Vice Chairman

Darlene Bouffard, Recording Secretary

7 Susan Robinson, Member

Lincoln Daley, Comm. Development Director

8 Janet Langdell, Member

9 Elaine Cohen, Alternate Member

10 Dave Freel, BOS Representative

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12 **EXCUSED:**

13 Pete Basiliere, Member

14 Paul Amato, Member

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16 **1. Call to Order:** D. Knott opened the meeting at 6:30 p.m. Planning Board members and staff were  
17 introduced by D. Knott who noted that Paul Amato is in attendance via Zoom.

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19 This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to  
20 Executive Order 2020-04. As such, the meeting was conducted in person and on zoom.

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22 **2. Work Session:**

23 A. **Subdivision and Site Plan Fee Schedule Update Discussion.** J. Cleghorn explained the proposed  
24 changes to the 2022 Subdivision and Site Plan Fee Schedule indicated over the past few months  
25 there have been possible fee changes brought to the Planning Board for which robust feedback  
26 was provided which was implemented resulting in the packets tonight. Option A is where the  
27 consensus of the Planning Board members agreed to simplify the fee schedule but also capture  
28 the \$50 for the notice and remove the per square foot fee. A sample was run for a few average  
29 applications to see the difference in the current fees versus the proposed fees resulting in signifi-  
30 cantly lowering the fees brought in. Previously discussions showed that we would like to recover  
31 some of our costs. Option B tonight presents those changes plus the disturbance cost and the per  
32 lot cost. Those costs reflect a slight increase in the current costs. J. Cleghorn would like for the  
33 Board to discuss this to ensure it understands the methodology; his recommendation would be to  
34 keep the per lot cost in the fee or to slightly reduce those costs and bring those numbers back to  
35 the Board as Option C to compare each to come up with a decision.

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37 D. Knott indicated the percentages seem high. T. Finan commented that they do, but the dollar  
38 value is pretty small. D. Freel asked if it could be presented in dollar value instead of percent-  
39 ages it would be helpful. J. Langdell said those charts are very helpful to see the impact to the  
40 applicants. D. Freel said in addition he would like to see total costs for each plan that comes in.  
41 T. Finan asked if there was a goal coming in with this fee schedule update? J. Cleghorn said no,  
42 in his past he has worked in places that have tried to match the costs to the fees. J. Langdell sug-  
43 gested that the fees had not been reviewed in a while and were not covering the costs for certain  
44 things so that is what prompted this review. The postage and advertising of each application was  
45 what prompted this originally. J. Cleghorn said there was a chart provided to members regarding  
46 the revenue.

47  
48 J. Cleghorn pointed out that Milford is very, very low on fees in comparison to surrounding  
49 towns. D. Freel responded that he is constantly hearing that Milford is low and that we should  
50 match up with other towns; this is Milford, and we shouldn't compare to Hollis, or Merrimack.  
51 If the town is losing money, that is another story, but on the Selectmen's side it is constantly be-  
52 ing noted that fees are not the same in other towns. S. Robinson noted that it is being mentioned

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1 to offer a method of understanding. J. Langdell added that we also need to look at other towns  
2 because in terms of Economic Development, and bringing businesses in, one cost that developers  
3 look at is the cost of development and the time it takes to get through the Planning Board process  
4 and the related fees to get things done. J. Langdell continued by saying there are a couple of  
5 towns around Milford where the reputation is that it just takes too long, Milford does not have  
6 that reputation and that's good. This is just for comparative purposes, it's not that we want to be  
7 like Merrimack, or Amherst, or Keene it's just for comparison. J. Cleghorn noted that for the  
8 public notice, we are losing money on that. D. Freel is totally in favor of doing that, we have to  
9 cover those fees.

10  
11 J. Cleghorn said Option A could get the cost of the notice rolled in and take out the cost for af-  
12 fected lots and the area of disturbance fee. He is interested to see what other adjustments could  
13 be made to the disturbance fees. Option B would capture the cost of the notice with the per lot  
14 charge and the disturbance charge. D. Knott stated that there should be enough to cover the no-  
15 tice and postage. The applicant fees do not go toward salaries. T. Finan disagreed and stated a  
16 portion of the costs should go toward the salaries in some instances; it is not black and white. J.  
17 Langdell said a few years ago the staff in Community Development was adjusted because appli-  
18 cations had slowed down and now there are more applications. J. Cleghorn said he will look at  
19 all of the 2021 Planning Board applications to identify exactly what each application took in with  
20 fees and cost of notices. D. Freel suggested that the analysis will be needed when these fees go  
21 to the BOS for approval. J. Cleghorn wants to run the numbers for an Option C to include the  
22 notice, the additional lots <at a lower cost> and the disturbance but at a lower rate which may  
23 show it covers the cost better. D. Freel asked if a notice is ever submitted for only one applica-  
24 tion? J. Cleghorn said yes. D. Freel would be in support of charging the full amount for those  
25 applications and the partial cost for other applications. J. Langdell suggested that should be  
26 asked of the office due to processing time and advertising deadlines, and also look at ZBA for the  
27 same fees and processes.

- 28  
29 B. Impact Fee Revenue Data Discussion. J. Cleghorn explained that L. Daley could not be here to-  
30 night and wants to be involved in this discussion. A list of the current impact fees was sent to  
31 Board members.

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33 **3. Minutes:**

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35 J. Langdell has a few small changes to the minutes. J. Langdell moved to approve the minutes of  
36 February 1, 2022 with minor corrections and take a look at the video to correct lines 44, 45 46.  
37 T. Finan seconded. All were in favor. Motion passed.

38  
39 **4. Other Business:** M. Thornton, North River road, had a few concerns. Emergency response commu-  
40 nications, the Town cannot force compliance in existing buildings but in new buildings the Town can  
41 require materials be used that will allow communications to pass through. New towers coming to Mil-  
42 ford, should also have available space on the tower for emergency services. J. Langdell asked if this is a  
43 recommendation to be added to the town ordinance? M. Thornton responded yes. D. Freel asked how  
44 long has the Crown Castle tower been there? M. Thornton has been trying to identify that information.  
45 There was some discussion on which tower was on McGettigan Road and also which is Dram Cup. J.  
46 Langdell suggested that M. Thornton look at the ordinance, come up with some language for this  
47 amendment. M. Thornton also brought up Workforce Housing, which he has been bringing up to the  
48 ZBA but that it not where it should be addressed. According to reports high school graduates cannot af-  
49 ford to stay in town. A couple ways to help with this include: 1) relaxed requirements for ADUs, and 2)  
50 on appropriate lots allowing tiny homes mounted on trailer chassis, not trailers but something at the low-  
51 er end of the scale as an entry into Milford. J. Langdell said the Planning Board is about to look at the  
52 Master Plan Housing Chapter. Staff is working on getting the updated stats on Workforce Housing;

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1 along with that NRPC is also working on a Regional Housing Assessment that will be helpful. Going  
2 back to Mike’s first point on communications, J. Langdell suggested that Mike bring in some examples  
3 of what other communities have done and written into their development regulations to assist with emer-  
4 gency communications signals traveling through buildings.  
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6 **5. Upcoming Meetings:** March 15, 2022  
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8 **6. Adjournment:**  
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10 D. Freel moved to adjourn at 7:30 p.m. T. Finan seconded. All were in favor. Motion passed.  
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12 Respectfully Submitted,  
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14  
15 Darlene J. Bouffard  
16 Recording Secretary  
17  
18

19 \_\_\_\_\_  
20 D. Knott, Chairman or T. Finan, Vice Chair  
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23 **THE MINUTES OF THE 3/1/22 PLANNING BOARD WERE APPROVED \_\_\_\_\_**