

4 **PRESENT:**

5 Doug Knott, Chairman Jason Cleghorn, Town Planner
6 Tim Finan, Vice Chairman Darlene Bouffard, Recording Secretary
7 Janet Langdell, Member
8 Elaine Cohen, Alternate Member
9 Dave Freel, BOS Representative
10 Susan Robinson, Member
11 Pete Basiliere, Member
12 Paul Amato, Member (via Zoom)
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14 **1. Call to Order:** D. Knott opened the meeting at 6:30 p.m. Planning Board members and staff were
15 introduced by D. Knott who noted that Paul Amato is in attendance via Zoom.
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 in person and on zoom.
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20 **2. Public Hearing:**

- 21 A. Amend Planning Board Rules and Procedures, Adopted July 24, 2018 to revise Section XI, Site
22 Walks, creating a definition, defining the purpose and creating other clarifying language concern-
23 ing Site Walks by Planning Board Members and a revision to Section XII, Standards of Conduct
24 concerning the handling of complaints by Planning Board members.
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26 D. Knott indicated this is the second public hearing on the Planning Board Rules and Procedures,
27 asking if there have been any changes. J. Cleghorn explained there have been no changes since
28 the first public hearing. There were no comments or questions from members. D. Knott opened
29 the public portion of the hearing. There were no comments or questions from the public. D.
30 Knott closed the public portion of the hearing. D. Freel moved to adopt the Planning Board
31 Rules and Procedures as presented. P. Basiliere seconded. All were in favor, P. Amato was in
32 favor via Zoom. Motion passed.
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- 34 B. Amend Article X, Administration and Enforcement: Milford Gravel and Earth Regulations, Sec-
35 tion C, Renewal regarding the renewal of excavation permits, extending the validity of the permit
36 from one to five years and revising the fee for that excavation permit.
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38 D. Knott indicated this is the second public hearing for the Milford Gravel and Earth Regulations
39 asking if there have been any changes. J. Cleghorn explained there have been no additional
40 changes since the first public hearing. J. Langdell asked if there was any input on this from the
41 public? J. Cleghorn said there was one questions from the former Director of Community De-
42 velopment and J. Cleghorn was able to answer that question. There were no other questions or
43 comments on this amendment from the public. S. Robinson said if there was a concern about
44 the location of a gravel removal project and if there is still a concern after five years, can a con-
45 cerned resident be put on the record? If the renewal is every five years, and someone has a con-
46 cern, can they still raise the concern? D. Knott answered they can make a complaint to the Town
47 office of Community Development at any time; that would trigger an investigation to look into
48 the complaint to make sure the operation is being done within the permit, if the activities are
49 within the approved site plan, the permit would be renewed. J. Langdell noted if they are found
50 to be out of compliance, that permit will come back to the Planning Board for review. J. Cleg-
51 horn added that the nature of this change tonight, is for the permit length and cost, if there was a

1 complaint a resident can bring it to town staff at any time, it does not just have to be at the time
2 of permit renewal.
3

4 D. Knott said if there is a complaint during the five year permit length, the town checks to be
5 sure the operation is within the permit/site plan, if they are running according to what was ap-
6 proved, they are working within the permit. T. Finan said when it was a one year permit, the re-
7 newal was done administratively unless there was an issue or they are out of compliance. J.
8 Langdell said in the past few years there was one gravel operation in town that was out of com-
9 pliance and it did come back to the Planning Board to get corrected. S. Robinson asked if the re-
10 newal is done administratively then it is just that, there is not a meeting for discussion of each
11 renewal. J. Cleghorn said there is no intent or desire to not listen to a complaint, this change is
12 just for the length of the permit, if there is a complaint raised, the town can look into it to inves-
13 tigate. D. Knott said the financial investment for these operations is not small and for the renew-
14 al to only be for one year is not a good business move; but they must work within the approved
15 permit and site plan. J. Langdell added that any Planning Board member has the right to vote
16 against this amendment if they are not comfortable with it.
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18 D. Freel moved to approve the gravel regulation as amended. T. Finan seconded. All were in
19 favor, with P. Amato abstaining. Motion passed.
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- 21 C. Case SP2022-01 Buttermilk Falls, LLC/Unwined LLC (owners/applicants). Minor Site Plan for
22 a change of use/minor site plan review for a wine/small plates bar. The parcel, Map 26 Lot 156
23 is located at 1 Nashua Street in the Commercial "C" zoning district and Oval Subdistrict.
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25 T. Finan moved to accept the application for review. P. Basiliere seconded. All were in favor
26 including P. Amato via Zoom. J. Langdell moved no potential regional impact on this applica-
27 tion. P. Basiliere seconded. All were in favor including P. Amato via Zoom.
28

29 J. Cleghorn explained the applicant is here to present the application. Emma Round, applicant,
30 joined the Board at the table, explaining she is hoping to bring a wine bar to Milford. Ms. Round
31 has worked at Four Seasons and when visiting the Northeast fell in love with New Hampshire.
32 With Covid, she decided to look into having her own wine bar. Ms. Round found Milford and
33 she wants to help people learn about wine. D. Freel asked what are "small plates"? Ms. Round
34 responded that she would like to use the local businesses to create the small plates and use local
35 produce. She is planning to have a large kitchen for the future and have space to rent out for par-
36 ties in the future. This business will be open from noon to 11 p.m. so it is not super late and will
37 be very laid back. D. Knott asked about the wine. Ms. Round responded it will be both domestic
38 wines, local wines and wines from around the world. D. Knott asked if the wines are bottled? E.
39 Round said yes and they will offer wine flights to taste different wines. J. Langdell asked about
40 entertainment. E. Round responded there will be entertainment, nothing crazy, but some local
41 musicians.
42

43 S. Robinson was recently eating out in Bedford and there was entertainment with local musicians
44 and it was wonderful. S. Robinson asked about the outdoor area and if that will that be used? E.
45 Round said absolutely yes. D. Freel asked how will the wine and food be delivered to this busi-
46 ness? It is a tight area. E. Round said they have talked to providers that do not think there will
47 be any problem for deliveries. D. Knott asked why this is a Change of Use? J. Cleghorn re-
48 sponded the outdoor dining portion of that location is a Change of Use, there have been a couple
49 meetings with the Building Inspector and the Fire Chief and Ms. Round was given good insight
50 on the process. D. Knott said there had been previous talks about a sandwich and ice cream shop
51 in that location. J. Langdell suggested having flowering plants that could cascade down from the

1 deck. Emma Round said she is not very good with plants and noted the primary entrance will be
2 through the main door on Nashua Street. Employees will also be required to park off site.
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4 P. Basiliere shared the concern of D. Freel with deliveries and employee parking. He is pleased
5 that staff will be required to park elsewhere. P. Basiliere is not sure if the Planning Board can
6 ask trucks to park off-street, but can we put a requirement on the plan that states delivery vehi-
7 cles cannot park on South Street? D. Freel stated that delivery vehicles for the oval businesses
8 typically will park right on the oval early in the morning and there is plenty of space for cars to
9 pass. That is something to think about for deliveries. If deliveries are at a certain time of day, it
10 could work. Can we put a limit on the plan for on-street parking? J. Cleghorn was unsure but
11 did share that from his experience, he sees beer and wine deliveries being done for businesses by
12 using a dolly to transport the beverages from the truck, parked off site, to the business.
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14 J. Langdell asked have we ever tried to limit that kind of parking around the oval? We should
15 look at the resources around the oval for the entire community. P. Amato thinks there is a way
16 around it and that is to see what happens. If the truck pulls up on Nashua Street at 7 a.m., it
17 might take ten minutes to unload, but if the truck is an 18-wheeler, and are required to park away
18 from the business it will take longer to unload. P. Amato sees things happening in the oval in the
19 morning, the trucks could use the Greenleaf parking for unloading, since they are not open until
20 later in the day. T. Finan asked about signage. E. Round said it will be similar to the hanging
21 signs there now for State Farm and Top Knot. She is anticipating opening by Labor Day week-
22 end; it all depends on the interior construction. P. Amato thinks this is a great use of the 1
23 Nashua Street space.
24

25 Seeing no further questions or comments from the Board, D. Knott opened the meeting to the
26 public. There were no questions from the public, nor from anyone on Zoom. D. Knott closed the
27 public hearing.
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29 D. Freel moved to approve the application. T. Finan seconded. All were in favor, with P. Amato
30 voting yes on Zoom.
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32 **3. Other Business:** J. Cleghorn indicated that this was his last Planning Board meeting in Milford, as he
33 has accepted a position with the City of Manchester in the Planning Department, he wished everyone all
34 the best and said he will still live locally. Lincoln Daley will be running the Planning Board meetings
35 temporarily until a replacement Planner is found. J. Langdell said it will be a challenge finding a re-
36 placement, since surrounding towns are also looking for Planning Personnel. P. Amato asked if it is a
37 better financial opportunity in Manchester than in Milford or is it more of what Jason expects for the
38 Planning position? J. Cleghorn said it is a little of both.
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40 **4. Meeting Minutes:** There were no minutes presented this evening.
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42 **5. Upcoming Meetings:** April 5, 2022 Work Session, April 19, Regular Meeting
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44 **6. Adjournment:**
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46 D. Freel moved to adjourn at 7:10 p.m. P. Basiliere seconded. All were in favor. Motion passed.
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48 Respectfully Submitted,
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51 Darlene J. Bouffard
52 Recording Secretary

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D. Knott, Chairman or T. Finan, Vice Chair

THE MINUTES OF THE 3/15/22 PLANNING BOARD WERE APPROVED _____

DRAFT