



1           ment is a bad idea, but it meets the requirements, the Planning Board has no choice but to ap-  
2           prove it, and that might upset people that it gets approved, but the Planning Board does not have  
3           a choice if it meets the ordinance and the RSAs. J. Langdell said the town ordinances are written  
4           in accordance with the RSAs to manage town growth. P. Amato said the Planning Board does  
5           not make the rules, we bring suggestions to the voters to change those rules in the ordinance to  
6           make them better.

7  
8           B. Project Update. J. Cleghorn updated the Board on projects that came through in 2021 including:  
9           St. Mary's Bank CO was issued; Starbucks is currently in its final stages of building; Hitchiner  
10          Solar Array is complete; Poodle Crossing garage is complete; Gardent driveway and excavation  
11          is under way (AoT was approved but it has been appealed and J. Cleghorn will attend a meeting  
12          in Concord in February – the gist of the appeal is that Fish & Game was not aware of the project  
13          but work had begun); School Street Senior Housing (Cabinet building) was approved and they  
14          might be coming back in with Building Permits soon after a long wait; Heritage Hill self-storage  
15          facility (next to the Hitchiner Solar Array), one building is complete; Son's Chimney warehouse  
16          building permit has been issued and construction is planned for Spring 2022; Osgood Road prop-  
17          erty next to Burns Hill was brought in for a conceptual and now the property has sold and a pos-  
18          sible subdivision could come in; Crosby Townhomes development has been approved and rec-  
19          orded – Building Permit coming soon.

20  
21          J. Langdell asked about the Milford Family Dental renovation/addition and if it's consistent with  
22          what was approved. The HVAC is right out front. L. Daley said he would check the Site Plan  
23          tomorrow. J. Cleghorn said in October he met with the Fire Chief, Fire Marshall and Building  
24          Inspector with the new owner of the Milford Motel; they have made some progress inside the  
25          units and on the exterior with some structural changes and a new roof. The Department is look-  
26          ing forward to getting an in process update. It was determined that this can be classified as a mo-  
27          tel if they meet the requests that the town has made include furnishing the rooms and not allow-  
28          ing furniture to be brought in. L. Daley said the use is non-conforming, and it might become a  
29          longer term situation. Over time it has turned into a long term facility for people. People that  
30          previously were living there were bringing in their own furniture. The new owner is now is try-  
31          ing to raise the level of the facility. The town might want to look at the definition of a motel and  
32          long term stays. In this specific case, these rooms do not have a kitchen or kitchenette facilities.  
33          This is a small roadside facility and people were bringing in their own equipment. The town had  
34          not been in that building until fairly recently and found it in disarray but it is becoming a better  
35          situation. There was a requirement that there be an on-site manager. The town is working with  
36          the property owner for a Site Plan amendment for this use. For now, we are getting it up to date  
37          with the code. A subdivision separated the house from the motel years ago. The house was  
38          bought by a couple recently, who are in the process of renovating it. The main house originally  
39          had an order to be razed but it was recently found that only the garage needs to be razed and that  
40          will be brought before the Board of Selectmen to remove.

41  
42          L. Daley said the intent is to have both buildings in a habitable condition. J. Langdell asked if  
43          the long term stay facilities in Nashua and Merrimack have their own furniture or are they fur-  
44          nished? L. Daley was not sure but for this motel there were observations that people were bring-  
45          ing in their own furniture. J. Langdell was asking about furniture because L. Daley mentioned  
46          the long term stay definition. These units are not set up for a long term stay, we need to think  
47          about that. J. Langdell asked what had been happening prior to the current owner is that people  
48          were just bringing in their own hot plates to cook. L. Daley said it is a gray area and how can we  
49          address long term stays? This might require upgrades to the units. This should be a discussion  
50          with housing.

1 C. 2021 Recap. J. Cleghorn reviewed the summary of projects that went through the Planning  
2 Board since he was hired in February 2021, noting that there were ten applications, 3 Lot Line  
3 Adjustments and 3 Site Plans. L. Daley said small renovations in town have stayed consistent  
4 and the last of the subdivisions in Milford has been finished (Clifford Street). J. Langdell said  
5 there were many zoning items that have gone to the ZBA over the past year. J. Langdell asked  
6 how that compares with years past. J. Cleghorn will get that information for the next meeting.  
7

8 D. Goals and Objectives Discussion. There are four zoning amendments being brought to voters in  
9 March that have gone through the Planning Board. L. Daley would like to see discussions in  
10 2022 regarding multi-family housing and density which is currently based on two units in a  
11 Mixed Use. We can look at additional density in the downtown area. In March 2021, the Plan-  
12 ning Board had that discussion, it should be raised again. Impact Fees should be reviewed every  
13 year by the Planning Board. L. Daley said we are going to bring that back and look at the way  
14 they are collected and distributed. The School facilities currently being planned are quite sub-  
15 stantial. J. Langdell said the Impact Fee ordinance is still in effect.  
16

17 S. Robinson asked if sidewalks in front of personal residences are the responsibility of the town  
18 or the owner to keep clear? L. Daley said the town maintains the sidewalks. S. Robinson said  
19 there are some communities that require the residents to maintain them. J. Cleghorn said the  
20 Milford Conservation Commission would like to talk about a Land Use Committee and some of  
21 the zoning ordinances need to be evaluated. J. Cleghorn asked if the 3 Boards (Planning and  
22 Zoning Boards and Conservation Commission) would like to get together to talk about what is  
23 happening with each. J. Langdell said this was done in the past and we should get back to it. L.  
24 Daley said the Chairs of each Land Use Board need to talk about a time when everyone is avail-  
25 able to share ideas and allow for communication and discussion between the Boards. This would  
26 lead to constructive dialogue being brought back to the Boards. J. Langdell thinks at least meet-  
27 ing once a year in one room with the three Boards should allow a good exchange of ideas. D.  
28 Knott suggested having the three boards together with a speaker for 20 minutes, followed by  
29 open dialogue for 40 minutes. P. Amato indicated the Planning Board does not keep up with  
30 what is on the agendas of Zoning and Conservation. J. Cleghorn said he could send the agendas  
31 to members for all three boards to know what each Board is working on. L. Daley encouraged all  
32 members to make the effort to look at the information sent to know what is happening with each  
33 board.  
34

35 Another group is the Capital Improvements Plan committee that meets weekly during fall months  
36 and puts in a lot of work to generate the CIP report. Some CIP Committee members are feeling  
37 that a lot of work is put into the report that perhaps it not read and put into a file cabinet causing  
38 members to feel disheartened with the process. The CIP is very important to help make decisions  
39 for the town. D. Knott understands why those committee members could feel that they are put-  
40 ting in a lot of time and effort and it gets set aside. J. Langdell said it depends on the Board. It  
41 might be worthwhile to talk to other committees about how Milford could do things better to  
42 strengthen that process. L. Daley asked how do other Selectmen manage that process? One idea  
43 is to start the process sooner. With the CIP process, there are certain departments that were not  
44 ready until late in the year so the voting could not be done on those projects. J. Langdell said  
45 that is a question for all the players involved. L. Daley said the budget was drafted by Septem-  
46 ber, the CIP was started by October.  
47

48 J. Langdell asked what it would take to get the CIP done by September? L. Daley said he can try  
49 to head down that path earlier in 2022 and suggested the Planning Board talk to the BOS about  
50 this to get their view on the CIP use and how to include it in the BOS process. D. Freel does not  
51 feel anyone would be against that, everyone should be on the same page. L. Daley asked if there  
52 could be something put on the next BOS agenda to talk to the BOS about that. T. Finan said the

1 CIP is a long term planning document, but a lot of times, the committee is waiting on something  
2 to move forward to finish the CIP.  
3

4 In 2022, L. Daley would like to focus on the Master Plan, housing and economic development.  
5 The Planning Board needs to support the Master Plan process. J. Langdell asked if it is time to  
6 update the Master Plan from beginning to end and look at the document and a whole? L. Daley  
7 said it is, we are at that point; how we do that is another topic. Having it done outside of town  
8 employees could cost between \$80,000 and \$100,000. J. Langdell feels it is important to look at  
9 the whole document and to make sure we get feedback. P. Amato said we have done it by each  
10 individual chapter, not as a whole, so it lacks cohesion. Each section was done by a subcommit-  
11 tee and then comes back together but the Master Plan Committee had a stake in it. J. Langdell  
12 suggested in the past we have had committee members do different sections, but a survey could  
13 get more community input and overall themes that get included into the chapters. There is not a  
14 lot of Energy Conservation in the Master Plan, nor MS-4 and water protection/quality. Environ-  
15 mental items should also be considered.  
16

17 L. Daley said the committee can try to look at it as a whole, we have done it piece meal enough,  
18 we might want to consider hiring a consultant to get it all pulled together. P. Amato said he is  
19 against having a consultant write the Master Plan for us. If we hire someone to write it, it just  
20 becomes a bunch of paper. J. Langdell said a consultant would also be getting community out-  
21 reach and basing the Master Plan on community input. Another item that needs to be looked at,  
22 said L. Daley, is downtown parking; there is more and more pressure on this. The town is being  
23 approached by businesses that they might want to bring their businesses to the oval but down-  
24 town parking during a snow ban is an example of the pressure on the parking. A downtown im-  
25 provements meeting will be held at the end of February and will be noticed. D. Knott noted that  
26 the downtown parking seems to be brought up mostly by businesses, but nothing ever happens.  
27

28 J. Langdell indicated that a study of the downtown parking was done years ago and the conclu-  
29 sion was that there is not a problem but is there a problem at a certain time of day? L. Daley said  
30 during a certain time of day, it was found there was a parking problem but there was also parking  
31 available elsewhere. If the town looks at additional residential density in the downtown area,  
32 there will continue to be the issue of who will pay to get parking relief? The Planning Board can  
33 look at policy or regulations for parking. Should the Planning Board revisit the parking require-  
34 ments for businesses downtown (for which there are none)? J. Langdell said during the winter  
35 parking ban, could we work out a private/public agreement for parking during those times? P.  
36 Amato said the downtown businesses do not have to provide for parking, but the town plows for  
37 those businesses and in front of those businesses. J. Langdell asked if there are any Planning  
38 Board members that do not own property downtown that might want to serve on the Parking  
39 Committee? S. Robinson offered to do this.  
40

41 L. Daley asked if Board members would like any other items discussed at the February 15, 2022  
42 meeting? Milford Conservation Commission will be talking with L. Daley on the Wetland Buff-  
43 er issue sometime in April and he will come back to the Planning Board with that information. J.  
44 Langdell asked about information on what committees can do in order to better preserve our wa-  
45 ter sources? D. Knott indicated sodium Chloride was used during winter but the public does not  
46 like when it is out there. There is a perception that having some of that data might also help with  
47 the setbacks. NRPC has 3 representatives (C. Costantino, J. Shannon, J. Langdell) for Milford.  
48 SORLAC is another committee that serves as a steward of the Souhegan River.  
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50  
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52

1 **3. Minutes:**

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3 J. Langdell moved to approve the minutes of January 4, 2022 as presented. T. Finan seconded.  
4 All were in favor with P. Basiliere, S. Robinson and D. Freel abstaining. Motion passed.  
5

6 J. Langdell requested amendments to the minutes of January 18, 2022. P. Basiliere moved to ap-  
7 prove the minutes of January 18, 2022 as amended. T. Finan seconded. All were in favor with  
8 S. Robinson and D. Knott abstaining. Motion passed.  
9

10 **4. Other Business:**

11  
12 **5. Upcoming Meetings:** February 15 and March 1, 2022  
13

14 **6. Adjournment:**

15  
16 T. Finan moved to adjourn at 8:15 p.m. P. Basiliere seconded. All were in favor. Motion passed.  
17

18 Respectfully Submitted,  
19

20  
21 Darlene J. Bouffard  
22 Recording Secretary  
23

24  
25 \_\_\_\_\_  
26 D. Knott, Chairman or T. Finan, Vice Chair  
27

28  
29 **THE MINUTES OF THE 2/1/22 PLANNING BOARD WERE APPROVED \_\_\_\_\_**