

1 MILFORD PLANNING BOARD MINUTES ~ **DRAFT**  
2 FEBRUARY 21, 2023 Board of Selectmen Meeting Room, 6:30 PM  
3

4 **Members Present:**

5 Doug Knott, Chairman  
6 Janet Langdell, Vice Chairman  
7 Peter Basiliere, Member  
8 Tim Finan, Selectmen's Rep  
9 Elaine Cohen, Member  
10 Paul Amato, Member (via Zoom)  
11 Susan Smith, Alternate  
12

**Staff:**

Terrey Dolan, Town Planner  
Lincoln Daley, Comm Dev Director  
Darlene Bouffard, Recording Secretary  
Andrew Kouropoulos, Videographer  
Camille Pattison, NRPC Rep.

13 **Excused:**

14 Susan Robinson, Member  
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- 17 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight is  
18 for the public hearing of one Planning Board application. Planning Board members and staff were  
19 introduced by D. Knott who also indicated that Susan Smith is an Alternate member to the Planning  
20 Board and since S. Robinson is not present tonight, she will vote tonight in her absence. P. Amato  
21 is attending via zoom this evening therefore there will be roll call votes.  
22
- 23 **2. Approval of Meeting Minutes:** D. Knott confirmed that all members reviewed the minutes of  
24 1/17/23 and 2/7/23. T. Finan moved to approve the minutes of January 27, 2023 and February 7,  
25 2023 as presented. E. Cohen seconded. A roll call vote was taken: P. Amato yes; T. Finan yes; E.  
26 Cohen yes; S. Smith yes; J. Langdell yes; D. Knott yes with P. Basiliere abstaining. Motion passed.  
27
- 28 **3. Planning Board Discussion for Master Plan Update (Envision Milford):** Opportunity for the  
29 Planning Board to initially meet with the Volunteer Steering Committee Membership. And review  
30 of upcoming Design Charette Dates. Discussion of Master Plan preparation, possible goals to  
31 achieve and potential target dates.  
32

33 Camille Pattison, NRPC Coordinator for the Milford Master Plan, welcomed the people in  
34 attendance and explained that tonight she would like to start by having everyone introduce  
35 themselves. Volunteers that were present: Justin DeMontigny, Karen Facques, Steve Facques,  
36 Patricia Kenyon, Stephen Knott, Michael Thornton, Jimmy Austin. There were other volunteers  
37 unable to attend tonight's meeting, but will remain on the volunteer list going forward. C. Pattison  
38 continued that the Steering Committee will meet one time per month going forward, in addition to  
39 attending other related meetings such as the Charrettes to be held in April, she then passed out a  
40 flyer explaining Charrettes.  
41

42 Out of these meetings, the Steering Committee should have a plan for the update of the Master  
43 Plan which is currently dated 2016; the Town has contracted with NRPC to help with initial  
44 outreach and education in the community. A survey was sent out and results have been gathered,  
45 eventually an RFP will be sent out to get the entire Master Plan updated at once. The Steering  
46 Committee will drive this effort. The outreach and the Charettes will be run by the Steering  
47 Committee, that is what is initially being done. This is not a 4-5 year effort, it is more like a 1-1.5  
48 year effort. Meetings will be held once a month and the Charrettes will be advertised via Social  
49 Media and website posts. Getting the word out is the biggest challenge. From the survey, 420  
50 responses were received.  
51

52 Janet Langdell said a reason the Planning Board has not had a full review of the Master Plan is  
53 because of funding. This year, the Board of Selectmen identified using the ARPA funds to be able

54 to do the Master Plan Update instead of paying for it through taxpayers. J. Langdell noted there  
55 will be subcommittees established that will be needed through throughout the process, so  
56 volunteers will be needed as this moves forward.

57  
58 Paul Amato entered the meeting at this point via Zoom. Camille Pattison indicated there are some  
59 people that have not been added to the list yet. She notified all the volunteers about tonight's  
60 meeting. J. Langdell said we need to have a Selectmen representative in the group as well as  
61 Planning Board members. Chairman Knott asked if three Planning Board members should be part  
62 of the Steering Committee? C. Pattison said there are 20 people on the Committee plus Planning  
63 Board members. Chairman Knott asked if there is an expected number of Planning Board  
64 members? C. Pattison stated that will be identified as time goes by. J. Langdell said it is topical  
65 and people that are interested should be involved. C. Pattison said there should be a vote by the  
66 Planning Board to establish the Steering Committee.

67  
68 T. Finan moved to approve the creation of the Steering Committee using the people on the list  
69 provided tonight (Paul Bartolomucci; Kevin Bianchi, Erin Bradley, Wade Campbell, Chris  
70 Costantino, Justin DeMontigny, Karen Facques, Steve Facques, Kara Fossey, Nicole Haley, Amy  
71 Hindmarsh, George Hoyt, Kevin Hunter, Patricia Kenyon, Stephen Knott, Tom Martin, Kathy  
72 Parenti, Jason Plourde, Michael Thornton, Jimmy Austin, Karen Blow) and also for Susan Smith,  
73 Elaine Cohen and Janet Langdell to be included as members from the Planning Board. P. Basiliere  
74 seconded for discussion. C. Pattison said there are people that are interested in volunteering but  
75 had a conflict tonight and could not attend. A roll call vote was taken: P. Amato yes; T. Finan yes;  
76 P. Basiliere yes; J. Langdell yes; E. Cohen yes; S. Smith yes; D. Knott yes. All were in favor,  
77 motion passed.

78  
79 It was agreed and confirmed that the first Steering Committee meeting will be held Monday March  
80 6, 2023 at 5:30 p.m. in the Board of Selectmen Meeting Room. Camille Pattison handed out a  
81 flyer to all that were present explaining what a Charrette is; she stated for the Charrettes, an RSVP  
82 will be required for attendees. The Steering Committee will need help to do this so people need  
83 to bring their ideas. J. Langdell said the town website needs to have a button for Envision Milford  
84 so that people continue to see it to get them interested. J. Langdell advised all that were present to  
85 take a look at Chapter 1 of the existing Milford Master Plan. C. Pattison mentioned that towns are  
86 making the Master Plan more concise these days and asked for questions for which there were  
87 none.

88  
89 **4. Public Hearing:**

90 **a. Application for Minor Site Plan Amendment SP2022-10. Souhegan Valley Boys & Girls Club**  
91 **Inc. for the property located at 56 Mont Vernon St. located at Tax Map 21, Lot 23.** Public Hearing  
92 for the proposed use of the existing 22-foot wide Trail Right of Way Easement, for vehicular access.  
93 *Applicant request for postponement until the March 21, 2023 scheduled Regular Planning Board*  
94 *meeting.*

95  
96 T. Dolan indicated the application was continued from the January 17, and February 21, 2023 meetings;  
97 the applicant has requested another continuation this month to the March 21, 2023 Planning Board  
98 meeting (this application has not yet been opened for review). J. Langdell moved to continue this  
99 application as requested to the March 21, 2023 meeting. S. Smith seconded. A roll call vote was taken:  
100 P. Amato yes; T. Finan yes; E. Cohen yes; J. Langdell yes; S. Smith yes; D. Knott yes; P. Basiliere yes.  
101 Motion passed.

102  
103 **b. Application for Major Site Plan Amendment SP2023-01. Adam Vaillancourt Roofing and**  
104 **Construction, LLC for the commercially-zoned (5.026 acre) property located at 15 Stoneyard**  
105 **Drive, located at Tax Map 43, Lot 69-1.** This Public Hearing shall be for the requested approval of a

106 proposed addition of a new 4,000 sq. foot auxiliary garage with required associated parking spaces. A  
107 total of 45,000 sq. feet of land disturbance (1.03 acres) is proposed for the site. A new 3,200 sq. foot  
108 rain garden is also proposed to aid in stormwater treatment.

109 Janet Langdell moved to accept the application for review. P. Basiliere seconded. A roll call vote was  
110 taken: P. Amato yes; J. Langdell yes; P. Basiliere yes; T. Finan yes; S. Smith yes; E. Cohen yes; D.  
111 Knott yes. Motion passed.

112 Janet Langdell moved no regional impact. P. Basiliere seconded. A roll call vote was taken: P. Amato  
113 yes; J. Langdell yes; P. Basiliere yes; T. Finan yes; S. Smith yes; E. Cohen yes; D. Knott yes. Motion  
114 passed.

115 Abutters were read into the record by D. Bouffard. Earl Sandford, representing the applicant, presented  
116 a summary of the application, stating this site was developed with the existing building in 2019. This  
117 plan provides the engineering design for the addition of a 4,000 sf garage with paved parking and is a  
118 drive-through garage with gable roof and associated drainage. Phase II of this design is to add more  
119 parking, normally additional parking is not desired in the front of the building but because of the rise  
120 in the land, it will not be seen. E. Sandford feels this building (garage) will be hidden from the bypass  
121 by the existing building, with two detention basins which seem to be fine, the current buildings and  
122 detention basins have been there four years. This includes a shallow pond with rain garden and then  
123 the flow will go through a filtering garden. Four of these were done on the Contemporary site right  
124 next door. The drainage is mitigated with that. The 2019 design, had less than 100,000sf of disturbance,  
125 because that was done within ten years, we have to add this amount to the AoT, that is in the works.  
126 The AoT could be a condition of approval, other than that, the plan is straightforward.

127 Janet Langdell asked about the change to the Open Space calculations. E. Sandford said it is 63% open  
128 space with this plan. P. Basiliere asked how far away from the property line is the garage? E. Sandford  
129 said about 60 feet, noting the 25' wetland buffer was met. D. Knott asked if the memo from Dawn  
130 Tuomala was reviewed? E. Sandford responded that he spoke with Dawn last week but he is not sure  
131 if the memo was sent to him. D. Knott asked about the new "pad" is that new or existing? E. Sandford  
132 responded the pad exists now. P. Basiliere asked about lighting, will there be no exterior lighting in  
133 the rear of the building? E. Sandford responded there is lighting being added and there is planned  
134 overlighting from the existing lighting. P. Basiliere asked if there will be exterior lighting on the back  
135 side of the building that could illuminate abutters? E. Sandford said all lighting will be downlit and the  
136 closest neighbor is 500 feet away. D. Knott expects there will be lighting on the back of the building.  
137 E. Sandford can add the lighting to the plan and noted Scott Burros, representing Adam Vallaincourt  
138 Roofing and Construction, is here tonight to answer any specific questions.

139 There was discussion regarding the memo provided by the Town Engineer, that states certain things  
140 "shall" be done, specifically regarding stormwater, which is in regards to the MS4 requirements. The  
141 Town Stormwater Management Ordinance was just revised in December 2022 to be in compliance with  
142 the MS4 requirements.

143 T. Dolan noted the plunge pools need to be maintained and kept in good condition, as noted in the  
144 memo from Dawn Tuomala, Town Engineer. A shingle pad cover was also requested in that memo as  
145 required by the MS-4. Scott Burros noted that the pad has a dumpster on it; and it is taken away daily  
146 to be emptied. P. Basiliere indicated the original building plan, was approved in 2019, we cannot  
147 change that now but the drainage is headed toward the rain garden. The only thing being proposed on  
148 this plan is the new (garage) building and new parking and rain garden. P. Basiliere said the Board  
149 needs to make sure that on Sheet 3 of 8 comments are addressed to the satisfaction of the Town  
150 Engineer. E. Sandford is confident that it will be addressed with the Town Engineer. T. Dolan believes  
151 the comment has to do with where ultimately the stormwater goes. J. Langdell just so everyone knows,  
152 Milford has a new Town Engineer and a new Town Planner and so there might be some follow up done  
153 between the Planner and Engineer on this plan. P. Amato understands where the water goes on the site.  
154 P. Basiliere just wants the comments from the Town Engineer to be addressed.

155 Scott Burros explained the dumpster is surrounded by a wall and the dumpster gets removed to be  
156 emptied each day. P. Amato said the Town Ordinance is in place and would not get changed just  
157 because there is a new Engineer. T. Dolan said up to this time, a third party stormwater engineer has  
158 performed stormwater inspections (KV Partners) for the town, and an escrow account is set up by the  
159 applicant for this type of work to be performed and paid for. Currently there are two different  
160 requirements for stormwater, the AoT has a 10-year storm requirement and the Town has the 25-year  
161 storm requirement. E. Sandford does not feel this project requires this type of regulation. T. Dolan said  
162 a pre-construction meeting will be held and hopefully the AoT will be in hand. J. Langdell said the  
163 Planning Board should have a discussion with the players with all parties involved to talk over the plans  
164 and what is expected from other Boards and Engineers. T. Finan said the memo from Dawn Tuomala  
165 should always be provided to the applicant. J. Langdell said either the applicant or the representative  
166 should be sent any department comments in order for them to be addressed. P. Amato said the DPW  
167 Director is fairly new as well, but the Planning Board reviews and approves the plans, therefore the  
168 Planner should provide that input to the applicant. P. Amato does not feel a pre-construction meeting  
169 will be required for this project. S. Smith pulled up the DPW regulations from which the requirements  
170 were pulled.

171 P. Amato asked if the new Stormwater Ordinance was approved by the Board of Selectmen. T. Finan  
172 answered that the BOS approved the revision to the Stormwater Ordinance in December 2022. P.  
173 Amato said the Planning Board should get a copy of what was approved. What DPW is putting together  
174 is a Checklist but that is a guide, not an ordinance. J. Langdell said the MS4 Stormwater Ordinance  
175 should also be on the website. She asked if we can get an understanding of the memo from Dawn  
176 Tuomala in two weeks, in order to get clarity. Scott Burros said he is looking to order the materials for  
177 the building, which takes three months and but he does not want to order it without an approval.

178 P. Amato said a conditional approval tonight could be done, and if an agreement cannot be made  
179 between Earl, Dawn, Leo, Terrey and Lincoln they need to come up with a solution. D. Knott said this  
180 is for a storage building and parking. P. Amato suggested getting the information from DPW and Dawn  
181 Tuomala, Engineer to review on March 7, 2023 and by that time the AoT might be done. Scott Burros  
182 stated they do not have control over the AoT approval. They might have concerns about drainage but  
183 the Town approval is needed prior to ordering any materials. Earl Sandford is confident that the AoT  
184 will get approved by the State. Scott Burros stated this building will have shingle roofs and the building  
185 will be metal with a gable roof similar to JP Chemical. It is a single-story building with a mezzanine  
186 and some heat. P. Amato said the drawings look very different from the building at JP Pest, the building  
187 will be visible from the Route 101 bypass.

188 J. Langdell said appearance is important since it will be visible on the bypass. D. Knott asked about  
189 having a cupola on the roof? E. Sandford was not sure that the building will even be visible from the  
190 highway. Scott Burros said the color of the roof and siding will be the same as the existing building;  
191 the drawings provided for the building are really crude but he said it will be very similar to the JP Pest  
192 building. P. Basiliere would like something in order to break up the long side of the building. J.  
193 Langdell said adding a cupola might break up the length of the building; to which P. Basiliere noted  
194 adding windows might break it up as well. P. Amato suggested the applicant take all of this into  
195 consideration and come back with something to reflect the input. E. Sandford said he is unsure if a  
196 hydrant would have the required flow as specified in the report from the Fire Department. P. Basiliere  
197 asked about the language in the staff report that this is “substantially complete”. P. Amato said if it  
198 was said that it was totally complete, that could come back on the Planning Board. Because the Planner  
199 cannot review every little detail in a plan, that is the language used, “substantially complete” means it  
200 is just that. D. Knott opened the meeting to the public for comments or questions and asked that names  
201 and addresses be stated if the person is an abutter. There were no comments or questions. D. Knott  
202 closed the public portion of the meeting.

203 P. Basiliere feels the applicant needs to come back to the Planning Board after there is clarification  
204 from the Engineer on the language in the memo. J. Langdell agreed, and the applicant should report  
205 back to the Planning Board with that clarification of those questions and with a better picture of the  
206 building than what was provided in the application. P. Amato agreed a more detailed rendering of the

207 building should be provided to the Planning Board. D. Knott would like to have clarification on some  
208 of the comments made by the Town Engineer in the memo dated 2/14/23.

209 P. Basiliere moved to continue this application to the March 7, 2023 Work Session and that the  
210 outstanding questions in the memo dated 2/14/23 get clarified and shared with Board members; the  
211 Applicant will bring back a more detailed rendering of the building at that time. J. Langdell seconded.  
212 A roll call vote was taken: P. Amato yes; P. Basiliere yes; J. Langdell yes; E. Cohen yes; S. Smith yes;  
213 T. Finan yes; D. Knott yes. All were in favor, motion passed. After the motion, it was clarified that  
214 Terry Dolan, Dawn Tuomala, Lincoln Daley and Leo Lessard will has out the Development Regulation  
215 requirements and clarify them in a report for the March 7, 2023 meeting.

216  
217 **5. Other Business:** D. Knott stated that there are two items under Other Business; the renewal of  
218 Planning Board members P. Amato and J. Langdell. P. Basiliere moved to approve the  
219 recommendation to renew the Planning Board terms for Paul Amato and Janet Langdell. E. Cohen  
220 seconded. A roll call vote was taken: E. Cohen yes; T. Finan yes; S. Smith yes; P. Basiliere yes;  
221 D. Knott yes with P. Amato and J. Langdell abstaining. Motion passed - the Planning Board was  
222 in favor of recommending the renewal of Planning Board members P. Amato and J. Langdell for  
223 another term. This recommendation will be forwarded to the Board of Selectmen for approval at  
224 the next meeting.

225  
226 D. Knott stated there is one position for NRPC representative due to renew, for which Chris  
227 Costantino, Milford Conservation Coordinator, expressed her desire to continue as a representative  
228 for Milford. J. Langdell moved to re-appoint Chris Costantino as a Milford representative to NRPC  
229 for this term. T. Finan seconded. A roll call vote was taken: E. Cohen yes; T. Finan yes; S. Smith  
230 yes; P. Basiliere yes; D. Knott yes; P. Amato yes; J. Langdell yes. Motion passed - the Planning  
231 Board was in favor of recommending the renewal of NRPS representative Chris Costantino to the  
232 NRPC for another term. This recommendation will be forwarded to the Board of Selectmen for  
233 approval at the next meeting.

234  
235 D. Knott indicated that Eversource has sent a request for a scenic road hearing to be advertised for  
236 required tree trimming. T. Dolan to have this noticed in the newspaper as required.

237  
238 **6. Upcoming Meetings:**  
239 3/7/23 – Planning Board Work Session  
240 3/21/23- Planning Board Meeting

241  
242 **7. Adjournment.** The meeting was adjourned at 8:41 p.m. on a motion made by T. Finan and seconded by  
243 J. Langdell. A roll call vote was taken: T. Finan yes; J. Langdell yes; P. Basiliere yes; P. Amato yes; S.  
244 Smith yes; E. Cohen yes; D. Knott yes. The motion passed unanimously.

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248  
249 \_\_\_\_\_ Date: \_\_\_\_\_  
250 Signature of the Chairperson/Vice-Chairperson:

251  
252 **The Planning Board minutes of 02-21-23 were approved \_\_\_\_\_**