

1 MILFORD PLANNING BOARD MINUTES ~ DRAFT
2 NOVEMBER 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 Susan Smith, Alternate
9 Dave Freel, Selectman's Rep
10 Paul Amato, Member
11 Andrew Ciardelli, Member

Staff:

Terrey Dolan, Director Comm. Development
Andrew Kouropoulos, Videographer

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13 **Members Excused:**

14 S. Robinson, Member
15 D. Bouffard, Recording Secretary
16

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18
19 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. The Planning Board and
20 staff were introduced, S. Smith, Alternate Planning Board member, will be sitting and voting in
21 place of S. Robinson tonight.

22
23 **2. Approval of Meeting Minutes:** The minutes of October 3, 2023 and October 17, 2023 Planning
24 Board were reviewed. P. Basiliere moved to approve the minutes of October 3, 2023 as presented.
25 S. Smith seconded. All were in favor with D. Freel abstaining. Motion passed 6/1/1.

26
27 P. Basiliere moved to approve the minutes of October 17, 2023 as presented. S. Smith seconded.
28 All were in favor with P. Amato, A. Ciardelli and D. Freel abstaining. Motion passed. Motion
29 passed 4/3.

30
31 **3. Public Hearings:**

32
33 **a. Case SD2023-04: Falcon Ridge Subdivision Lot Line Adjustment:**

34 Belvedere Trust, has filed a Lot Line Adjustment Application to partially exchange square footage of two
35 existing, adjoining vacant lots, and revise the common side and rear lot lines between Tax Map 3 Blk 5 Lot
36 23 (Parcel "B") & Tax Map 3 Blk 5 Lot 24 (Parcel "A"), located at the corner of Falcon Ridge Road &
37 Peregrine Way. Both lots were previously approved in their current configurations in Case SD#2006-16,
38 date: 8/5/2006.

39 D. Knott asked if the application is complete. T. Dolan responded the application is complete. J. Langdell
40 moved to accept the application for review. P. Amato seconded. All were in favor. Motion passed.

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42 P. Amato moved no potential regional impact. J. Langdell seconded. All were in favor. Motion passed.

43
44 Abutters were read into the record by D. Bouffard, the only abutters that were present were the Town of
45 Milford and Fieldstone Engineering, M. Ploof, who stated this application is to adjust a common lot line by
46 removing an amount of acreage and adding it to an abutting lot. Both lots could be developed, however by
47 revising the lot line, will prevent difficulty in traversing the steep slope. These lots are part of an Open
48 Space subdivision from 2005. By doing this, it creates a bigger lot in order to get to the buildable area. Mr.
49 Ploof asked if there were any questions. P. Amato asked about the front of parcel 24, which was answered
50 by Mr. Ploof. There were no further questions from the Board. D. Knott opened the public portion of the
51 meeting asking that abutters state their name and address. There were no questions from abutters. D. Knott
52 closed the public hearing. J. Langdell moved to approve the Lot Line Adjustment. S. Smith seconded. All
53 were in favor. Motion passed.
54

55 **b. Case SP2022-03 Amherst Label Expansion Major Site Plan Six Month Extension Request:**

56 Amherst Label Realty, LLC, located at 15 Westchester Drive, Tax Map 15, Lot 15, has provided a formal
57 request to extend their site expansion work Substantial Completion Deadline for an additional six months
58 past the established 6/01/2024 deadline, in order to complete the necessary construction work for the site.
59 Therefore, the requested and revised deadline would become 12/01/2024.
60

61 Sam Foisie of Meridian, representing the applicant, indicated an extension of six months is requested for
62 the Substantial Completion Deadline identified when the Site Plan was approved. J. Langdell moved to
63 accept the application. P. Basiliere seconded. All were in favor. Motion passed.
64

65 S. Foisie was the engineer representing the applicant for this case and explained that due to the prices of
66 steel and interest rates, this has caused a delay in the construction and they are now looking to start the
67 construction next summer to meet the extended date, only a six-month extension is allowed, therefore there
68 could be another six-month extension in the future. By the time December 2024 comes around, substantial
69 construction must be accomplished. J. Langdell appreciates this applicant coming in early for this, instead
70 of waiting until the end. D. Knott saw no other comments from the Planning Board and opened the hearing
71 to the public. Seeing no comments or questions from the public, the public hearing was closed. P. Amato
72 moved to extend the Major Site Plan Expansion six months, to December 1, 2024. S. Smith seconded. All
73 were in favor. Motion passed.

74 **c. Case #SD2023-05, Lot Line Adjustment, 2 Spring Street (Johnna Pike) and 39 Highland**
75 **Street (V. Haerinck Rev. Trust)**

76 Two applicants, Johnna Pike, (located at 39 Highland Street, Tax Map 22-Blk 95) and V. Haerinck Rev
77 Trust, (located at 2 Spring Street, Tax Map 22 Blk 93 Lot 1) are providing a Lot Line Adjustment Request
78 for lands subject to an existing Access Easement, to adjust the Haerinck Trust northern rear lot line by
79 receiving 809 sq feet (.019 acre) from the westerly adjoining lot owned Johnna Pike, in exchange for an
80 equal 809 sq. feet from the 2 Spring Street property's (western) side lot to be conveyed to the Pike-owned
81 property located at 39 Highland Street. The existing Access Easement would be extinguished pending the
82 approval of this Lot Line Adjustment. Both lots are zoned Residence "A" under Section 5.02 of the Town
83 of Milford's Zoning Ordinance.

84 D. Knott read the agenda item into the record. J. Langdell moved to accept the application for review. S.
85 Smith seconded. All were in favor. Motion passed. P. Amato moved no potential regional impact. J.
86 Langdell seconded. All were in favor. Motion passed. The abutters were read by D. Bouffard. The abutters
87 that were present were Sam Foisie, Meridian, standing in for Sam Ingram; and the Town of Milford. There
88 were no abutters attending on Zoom.

89 S. Foisie indicated this is a simple land swap, Sam Ingram is the lead Engineer and could not be here tonight.
90 The land on Spring Street would be swapped with the land on Highland Street with the same acreage. This
91 swap will make Parcel A less non-conforming and will make Parcel B a conforming lot. T. Dolan mentioned
92 there is an Easement which will be vacated after this LLA is completed since it will no longer be needed. J.
93 Langdell asked when that lot was created? S. Foisie said that is a question for S. Ingram. P. Amato said
94 there are a lot of paper streets that were created in that neighborhood but never built. S. Foisie said that
95 Nashua and Manchester both have a lot of them; typically for the back lots. S. Foisie said the original house
96 was built in 1893. J. Langdell was curious about the other lot. T. Dolan said that was built in the 1990s
97 after the lot was subdivided. The revised deeds need to be submitted for both of these parcels to be reflected
98 in the Milford parcel information. T. Dolan indicated there have been adjustments to parcels but no deeds
99 were ever submitted. S. Foisie said that once the plan is recorded, the deed number gets referenced in the
100 deed so the deed gets recorded after the plan is recorded, but there are occasions that the plan gets recorded
101 and the plan number never makes its way to the attorney for the deed. J. Langdell agreed and said that the
102 approval should include the reference to the deed getting done as part of the approval.

103 There were no further comments or questions from the Board. D. Knott opened the public portion of the
104 hearing. There were no questions or comments from the public. D. Knott closed the public portion of the

105 hearing. J. Langdell moved to approve the Lot Line Adjustment as presented. P. Amato seconded. All were
106 in favor. Motion passed.

107 **d. Case #SP2022-08 Sooner Transportation, LLC Major Site Plan Approval Time Extension**

108 The applicant, Sooner Transportation, LLC, for property located at 754-756 Elm Street, Tax Map 12, Lot
109 11, has provided a formal request to provide for a One-Year Extension of their November 15, 2022 Major
110 Site Plan Approval, to extend their deadline to commence substantial activity on the approved site work to
111 November 15, 2024. This Extension Request is primarily due to delays with the required NHDOT review of
112 required sidewalk easement language for the site's frontage along Elm Street.

113 T. Dolan indicated this is just a request for extension of the Sooner Transportation approved Site Plan, that
114 was approved 11/15/22; the applicant has experienced difficulty in getting Department of Transportation
115 assistance with the review of required sidewalk easement for the site's frontage along Elm Street and
116 requests it be extended to 11/15/2024.

117
118 P. Amato moved to accept this request for review, to extend the finish date to 11/15/24. S. Smith
119 seconded. All were in favor. Motion passed. T. Dolan added that the Chair had yet to sign off on these
120 Plans, because the plans have not been completed due to the easement and the unknown circumstances
121 with the DOT and the nature of this case. Things were not signed yet and T. Dolan recommended this be
122 extended by one year. He hopes the draft easement language gets approved by DOT. D. Knott asked if this
123 is considered a waiver? J. Langdell said T. Dolan explained there is an obscure paragraph in the
124 regulations that if the plans have not been signed, that the applicant may request an extension, it is not a
125 waiver. S. Smith said that during review there was discussion about the clean up of some waste and
126 trailers on the site, has that been cleaned up? J. Langdell has seen that there is clean up being done out
127 there but it is still continuing.

128
129 D. Knott opened the meeting to the public, asking that abutters state their name and address. Seeing no
130 comments or questions from the public, D. Knott closed the public portion of the hearing. A. Ciardelli
131 moved to grant the one-year extension of this approval by one year, to 11/15/24. J. Langdell seconded.
132 All were in favor. Motion passed.

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134 **e. Case #SP2023-05, Ciardelli Major Site Plan Approval Request, 467 Nashua Street**

135 The applicants, the Michael R. & Heather Ciardelli Revocable Trust, located at 469 Nashua Street (lot
136 equaling .351 acre), Tax Map 32 Blk 24 Lot 1, along with the adjoining southerly lot owned by the MAC
137 Milford Realty, LLC, located at 473 Nashua Street (lot equaling .203 acre), Tax Map 32 Lot 23 have applied
138 for a Voluntary Lot Merger under common ownership. This request is processed administratively by the
139 Town of Milford.

140 A Major Site Plan Approval Application has also been filed for these two pending, combined lots. The two
141 lots are zoned as Limited Commercial Business ("LCB") Zoning District, under Section 5.07, & under the
142 Nashua & Elm Street Overlay District, Section 6.05 of the Town of Milford's Zoning Ordinance. The Major
143 Site Plan proposal will be to demolish the former two-family residence at 473 Nashua Street, and replace it
144 with a 3,300 square foot (30' wide by 55' long) two-story office building, with 1,650 sq feet per floor, for
145 the Ciardelli Fuel Company.

146 Andrew Ciardelli recused himself from this case. P. Amato motioned to accept the application for review.
147 P. Basiliere seconded. All were in favor. Motion passed. J. Langdell moved no potential regional impact.
148 S. Smith seconded. All were in favor. Motion passed. T. Dolan indicated the application is complete. The
149 abutters were read into the record by D. Bouffard. Abutters present were Meridian Land Services, the Town
150 of Milford, and A. Ciardelli.

151 Brad Casperson, Meridian Land Services is representing the applicant and explained the intention of this
152 application is to merge the two lots, demo the existing building, widen the existing driveway and said the
153 easement will remain. There is a paved area that comes into the storage unit area in the next lot. The existing

154 house was built in the early 1900's and has not been cared for; the only usable items from that home are the
155 granite foundation blocks which will be re-purposed for landscaping after the house and walkway is
156 demolished. There will be temporary erosion control around the perimeter. A proposed sidewalk will
157 connect to the Nashua Street side walk. The parking lot will be utilized and have landscaping. There will
158 be a drip edge on the new building for drainage and sheet flow drainage will be used. B. Casperson indicated
159 the new building will face the existing florist and there will be a parking area that will connect to both lots
160 with no additional curb cut. One utility pole will need to be moved. There is connectivity, and the florist,
161 Ciardelli Fuel and the new office building will all have access to each other. Landscaping is proposed to
162 meet the requirements plus due to the drainage. P. Amato noted that the proposed trees might interfere with
163 the power lines.

164 B. Casperson presented the architectural renderings. P. Amato asked how far off Nashua Street will the new
165 building be? B. Casperson answered 17 feet; noting this district allows a 15-30' front set back. The building
166 is situated closer than it is currently mostly because of the district and the parking has to be in the rear or
167 side which causes the building to be closer. T. Dolan said the house is currently 34' from the road. P. Amato
168 asked how close to the road are the other buildings on Nashua Street? T. Dolan said it is a mixed bag
169 regarding the types of buildings on Nashua Street. J. Langdell said the ordinance is trying to keep the
170 buildings in line. P. Basiliere asked about the house proposed to be demolished, is that a residence? B.
171 Casperson answered it is. And a Lot Merger needs to be provided to the Town after this gets approved.
172 Beyond the granite foundation blocks, there is nothing salvageable in the home which is 90 feet to the closest
173 fire hydrant. The overhang on the new building is over the entrance and will face the florist. P. Basiliere
174 said there is an office for the Ciardelli Fuel business for customer service, why add another office? A.
175 Ciardelli explained the new building is for a quiet space, not for customer service. The current office handles
176 customer payments, billing, HR, etc. Because the two lots are being merged the parking requirements are
177 different.

178 J. Langdell asked about the handicapped parking space and if more were needed. The sidewalk is ADA, but
179 most walk-in business is for the florist which is where the handicapped space is located. P. Basiliere asked
180 about the traffic flow for the site. S. Smith asked about the parking and where people can park. B. Casperson
181 said it is a shared parking lot, so they can park in either lot. P. Basiliere added that if an employee has a
182 mobility issue, it would be easy enough to add additional handicapped parking spaces. P. Amato would hate
183 to take up the parking spaces with handicapped spaces that rarely get used. D. Knott said this application is
184 in compliance with the development regulations, there is nothing wrong with this application. It meets all
185 of the requirements, therefore the Board must approve.

186 B. Casperson said the easement was originally there for the original Woodman's Florist business. S. Smith
187 asked about merging the two lots and what is the purpose of a merge? B. Casperson said the Nashua Street
188 overlay district asks that there be interconnections between lots. P. Basiliere indicated this professional
189 office building will be much closer to the road and it might obscure the view of the florist. T. Dolan said
190 the florist has signs for identification. J. Langdell asked what is more desirable, cars parked in the front or
191 in the back of a building? P. Amato asked if it would be better if some parking in the front were allowed?
192 B. Casperson responded this was designed this way because that is what the overlay district asks for. T.
193 Dolan noted that the Nashua Street overlay district design guidance includes this, not the ordinance.

194 J. Langdell asked about the comparable distance from Nashua Street to the existing houses? The Turnstone
195 Building (previously a house, converted to a business) is a two-story house. A. Ciardelli said the lot the
196 existing residence is on is very small. Putting parking in the front will not gain anything. Landscaping for
197 curb appeal would be considered, to soften the size but this keeps to the regulation. S. Smith said if the
198 applicant did not need to have the interconnections, would that make any difference? A. Ciardelli said if the
199 other lot were not merged, we would not meet the parking requirements. P. Amato again said this application
200 meets all the requirements. D. Freel said they have met the requirements and regulations, this should be
201 approved. J. Langdell said the Board is just having the conversation to work it through. P. Basiliere asked
202 about the existing structure square footage versus the proposed office building square footage. T. Dolan said
203 they area about the same; even if the four parking spaces in the back were removed to re-locate, the building
204 would still be in pretty much the same location as the existing house.

205 D. Knott asked if there were any further comments from the Board. There were none. Dave Palance,
206 Heritage Commission was on zoom and said there was nothing found on this site that would prevent building
207 a professional office building on the site. There are no internal features that should be documented. The
208 house has been ignored for about 20 years. The granite foundation that was hand cut is the only useful item
209 of significance and will be utilized by the applicant in the landscaping. Seeing no further comments or
210 questions from the Board or other staff, D. Knott opened the public hearing, stating for abutters to state their
211 name and address for the record. There were no public comments in person or on zoom. D. Knott closed
212 the public portion of the hearing. P. Amato moved to approve the application. D. Freel seconded. Motion
213 passed.

214 **f. Capital Improvement Program Advisory Committee (CIP) Draft 2024-2029 Report –**
215 **First Public Hearing:**

216 T. Dolan asked that Chairman P. Basiliere present the draft report. P. Basiliere said he thinks this should
217 be noticed as a separated meeting for the CIP First Public Hearing. T. Dolan said this was included in the
218 public notice for tonight. J. Langdell said that meets the requirement. P. Basiliere presented the report,
219 and introduced Patti Kenyon from the CIP Committee who is also here tonight. P. Basiliere recommends
220 the projects listed in the report be considered by the Board of Selectman as they choose. J. Langdell
221 indicated if there is an issue with the report, the Planning Board would ask the CIP Committee to meet
222 with the Planning Board to discuss. The CIP is created as a tool to give guidance on the town spending
223 priorities. This concludes the First Public Hearing of the Planning Board review of the 2024-2029 CIP
224 report. The Second Public Hearing of the Planning Board review of the 2024-2019 CIP Report will be
225 held on December 5, 2023 at the scheduled Work Session.
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228 **4. Upcoming Meetings:**

- 229 12/05/23 – Planning Board Work Session
- 230 12/19/23 - Planning Board meeting

231 **5. Adjournment.** The meeting was adjourned on a motion made by J. Langdell and seconded by S. Smith.
232 All were in favor. The motion passed unanimously.
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240 _____ Date: _____

241 Signature of the Chairperson/Vice-Chairperson:

242
243 **The Planning Board minutes of 11-21-23 were approved** _____