

If the full traffic report would like to be seen, it is available in Comm. Development Dept.

The following pages are a summary of the traffic report.

## TRAFFIC REVIEW MEMORANDUM

To: Lincoln Daley  
Director of Community Development,  
Town of Milford

Date: July 30, 2022

From: Stephen B. Haas, PE  
Alyssa Smith

Re: Traffic Impact and Access Study  
Proposed Residential Development  
0 Ponemah Hill Road (Map 43 Block 69)  
Milford, NH

Applicant: Tommy Bolduc  
TM Bolduc Holdings, LLC

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Hoyle, Tanner & Associates has been retained by the Town of Milford, NH to review the Traffic Impact & Access Study (TIAS) prepared by Greenman-Pedersen, Inc. (GPI) for the proposed residential development located at 0 Ponemah Hill Road in Milford. The scope of the review includes the review of the traffic memo (July 12, 2022), the associated traffic volumes, trip generation, and intersection analysis.

The Applicant has collected and adjusted the existing traffic data in a manner consistent with good engineering practice. The Applicant has investigated potential impacts the COVID-19 pandemic may have on current traffic volumes and found none. The Applicant also used a conservative growth rate of 1.0, although historic traffic volumes indicate a decrease in volumes in the several years leading up to the pandemic. Furthermore, we concur that the applicant has utilized the appropriate ITE Land use code for trip generation of the proposed development.

Based upon the documents received and received, we recommend that the Applicant address the following items:

1. The Applicant has noted that the AM Peak Period is from 7:00 to 9:00 AM, but has not indicated what peak hour during this period was used for intersection capacity analysis. As the peak hour seems to fluctuate from intersection to intersection (according to the PDI turning movement counts), establishment of this time frame is important to confirm that the peak traffic period across the network has been utilized and that the capacity analysis represents the worst-case scenario impact on the network. In addition, based on the ATR counts provided by PDI, the peak hour volumes seem to slowly increase throughout the morning rather than providing a defined peak. The Applicant should address whether utilizing their chosen peak hour and changing to "Peak Hour of Generator" for Trip Generation might truly represent the peak impact on the network during the AM, or adjusting the chosen peak hour is appropriate.

2. The Applicant notes that the available sight distance for vehicles turning from Nathaniel Drive onto NH Route 13 is in excess of 500', that this distance exceeds the New Hampshire Department of Transportation (NHDOT) 400 feet of All-Season Safe Sight Distance, and that this distance exceeds the AASHTO minimum Stopping Sight Distance and Intersection Sight Distance. No figures or diagrams are provided to verify the sight distance as it was measured in the field. In accordance with best practices, an exhibit showing measured Intersection Sight Distance should be included to prove that there are no obstructions in the sight triangle. This should include sightline profiles taking into consideration snow cover. Of concern is the embankment along the east side of NH Route 13 south of Nathaniel Drive. We recommend that these diagrams are either provided for review with revisions to this report or are presented for review as part of the site plan package for Planning Board approval.
3. The proposed development is situated between the center of Milford and NH Route 101. The Journey to Work data suggests that a significant proportion of trips will travel south to NH Route 101 on their way to work with 10% of trips travelling to the center of Milford. These travel patterns may not be applicable to Saturdays with the center of town and attractions along NH Route 101A being a short drive to the north of the development. We suggest the Applicant address this and consider if a gravity model may be more appropriate to assign trip distribution from the development on Saturday.
4. In reviewing the Synchro inputs, some anomalies were found. Some of the 2022 Existing volumes were not consistent with the turning movement count data (with seasonal adjustments taken into account). Most of the time, the inputted volumes discrepancies were minor and erred on the side of being conservative and would have little impact on LOS. NHDOT Synchro guidelines recommend that the peak hour factor (PHF) be entered as a weighted average of the PHFs for a single approach whereas the Applicant used a single PHF for the entire intersection. The PHF for all future build scenarios (2023 Build and 2033 Build) should be 0.90. The Heavy Vehicle percentage should be a weighted average for each approach, unless the heavy vehicle percentage is greater than eight. In that case, the percentage for that approach should not be included in the average of the approach value. The Applicant did not enter the heavy vehicle percentages in the recommended manner.
5. The Applicants intersection capacity analysis indicates that the left turn maneuvers at the NH 101 WB ramps will operate at a Level of Service (LOS) F during the PM & Saturday peak hour for 2023 & 2033 No-Build scenarios, with significant queueing and volume to capacity (V/C) ratios well over 1.0. The proposed development is expected to increase delay and queueing for this movement during these periods, and will reduce the LOS for 2023 AM peak from D to E and the

2033 AM peak from E to F. It is recommended that the Town and Applicant coordinate with NHDOT to determine if these impacts are acceptable or if mitigation will be required.

6. The Applicant has not provided a statement on the need for a traffic signal at the site driveway, as agreed to in their scope. Although it was agreed that a full MUTCD warrant analysis would not be required, a statement comparing the peak volumes at the site drive to warrant thresholds should be provided for the Town's benefit.

## TECHNICAL MEMORANDUM

**REF:** NEX-2021414.00

**DATE:** July 12, 2022

**TO:** Mr. Tommy Bolduc  
TM Bolduc Holdings, LLC  
131 Burke St., Suite A  
Nashua, NH 03060

**FROM:** Mr. Robert E. Bollinger, P.E., PTOE, Senior Project Manager  
Mr. Donald Panjaitan, Assistant Designer

**RE:** Traffic Impact & Access Study  
Proposed Residential Development  
South Street (NH Route 13) – Milford, New Hampshire

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## INTRODUCTION

Greenman-Pedersen, Inc. (GPI) has prepared this *Traffic Impact and Access Study* (TIAS) for a proposed residential development to be located at 0 Ponemah Hill Road (Map 43 Block 69) in Milford, New Hampshire. The site is currently vacant. The project consists of constructing 216 garden style apartments housed in 6 (six) separate buildings.

Primary access and egress are proposed to the site via Nathaniel Drive, an existing driveway on the east side of NH Route 13 (South Street), approximately 1,000 feet north of Union Street. Secondary access and egress for emergency purposes only are proposed via a new driveway on the west side of Ponemah Hill Road, approximately 0.2 miles north of Emerson Road. Should the emergency access on Ponemah Hill Road ever be reconsidered as a primary point of access/egress, additional analysis may be required. This TIAS evaluates the traffic impacts and access/egress requirements for the proposed residential development. The requirements of this study were set forth in a scoping meeting conducted with Town officials on April 15, 2022.

South Street in the vicinity of Nathaniel Drive is under the jurisdiction of the Town of Milford. Accordingly, a New Hampshire Department of Transportation (NHDOT) Driveway permit will not be required for the project. The site location in relation to the surrounding roadway network is shown on the map on Figure 1.

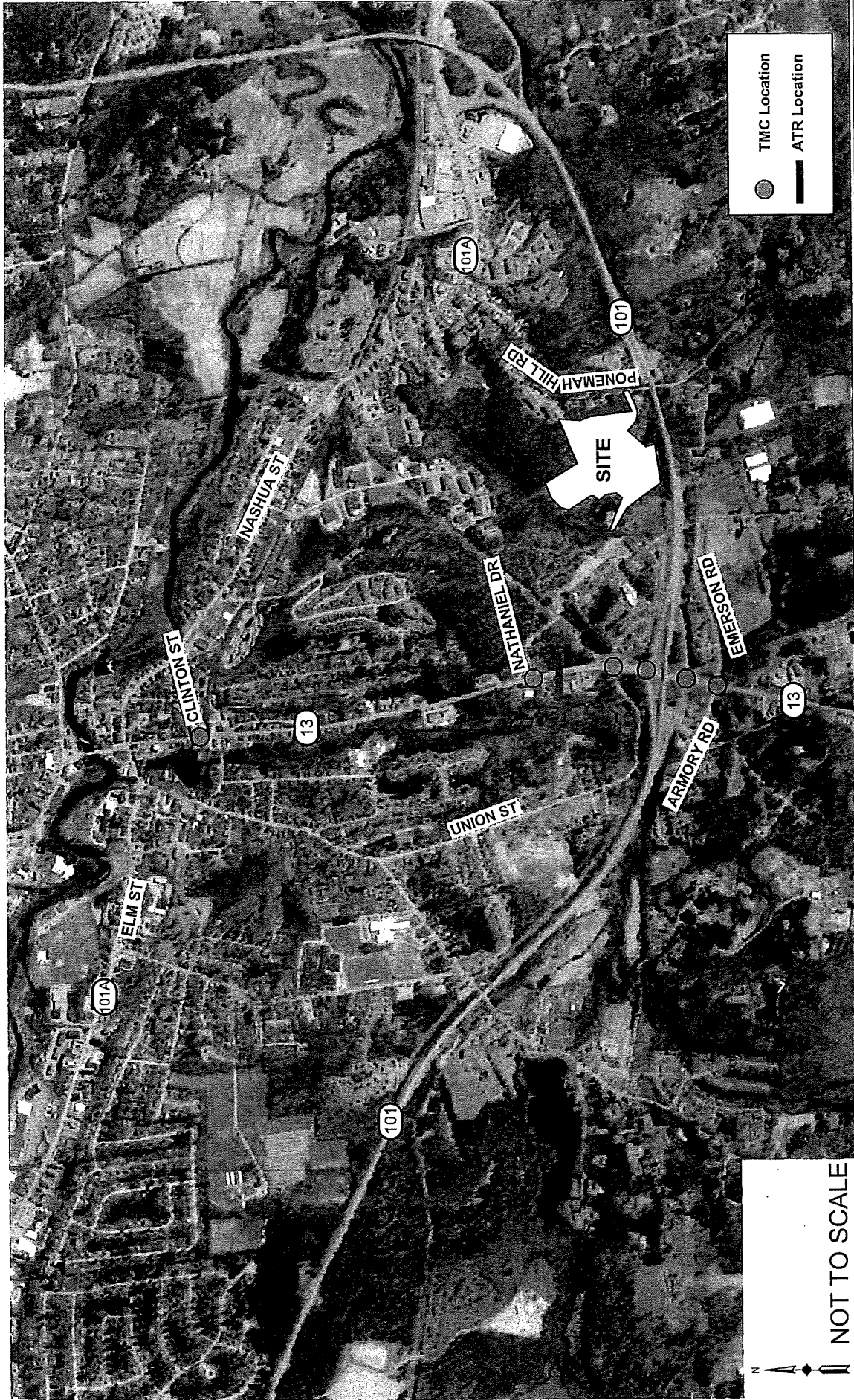


Figure 1

SITE LOCATION MAP

## **EXISTING CONDITIONS**

### **Study Area**

Evaluation of the traffic impacts associated with the proposed project requires an evaluation of existing and projected traffic volumes on the adjacent streets, the volume of traffic expected to be generated by the project, and the impact that this traffic will have on the adjacent streets and nearby intersections. In preparing the TIAS for the proposed site, the following intersections have been analyzed and evaluated based on scoping meeting requirements set forth by Town staff and their review consultant:

- South Street at Nathaniel Drive
- South Street at Clinton Street
- South Street at Union Street
- South Street at NH 101 WB Ramps
- South Street at NH 101 EB Ramps
- South Street at Armory Road & Emerson Road

#### **South Street (NH Route 13)**

South Street (NH Route 13) is classified as an urban minor arterial running in a general north-south direction in the study area. Adjacent to the site, both the northbound and southbound directions of travel consist of one general purpose travel, approximately 12-feet wide, with variable width paved shoulders. The posted speed limit is 35 miles per hour (mph) in both directions. Neither sidewalks nor formal bicycle accommodations are provided. Land uses along South Street primarily consist of commercial and residential properties, and areas of wooded space.

#### **South Street at Nathaniel Drive**

Nathaniel Drive intersects South Street from the east to form a T-type unsignalized intersection, with the Nathaniel Drive westbound approach under STOP control. The South Street northbound and southbound approaches each consist of a shared 12-foot travel lane from which all maneuvers are completed, with variable width paved shoulders, delineated by white edge lines. Directions of travel on South Street are delineated by a double-yellow center-line. The Nathaniel Drive east leg of the intersection consists of a 24-foot wide paved area. There are no pavement markings delineating vehicular travel on its approach to South Street. A STOP-sign on the Nathaniel Drive approach to South Street reinforces the vehicular right-of-way. Neither crosswalks nor sidewalks are provided at this location.

#### **South Street at Clinton Street**

Clinton intersects South Street from the east to and effectively operates as a T-type unsignalized intersection, with the Clinton Street westbound approach under STOP-sign control. It should be noted that a residential driveway is present on the west side of South Street, opposite Clinton Street. However, observed traffic volumes were negligible, and the residential driveway was omitted from all future analysis scenarios. The South Street northbound and southbound approaches each consist of a shared 12-foot travel lane from which all maneuvers are completed. Directions of travel on South Street are delineated by a double-yellow center-line. The Clinton Street westbound consists of a shared 12-foot wide travel lane from which all maneuvers are completed. Directions of travel on Clinton Street are separated by a double-yellow center-line, and a STOP-sign and STOP-bar reinforce the vehicular right-of-way. Sidewalks are provided along the east and west sides of South Street, and the north side of Clinton Street. A crosswalk

is provided along the east and north legs of the intersection. It should be noted that there is an active rail crossing across South Street, approximately 100-feet south of Clinton Street.

### **South Street at Union Street**

Union Street intersects South Street from the west to form a T-type unsignalized intersection, with the Union Street eastbound approach under STOP-sign control. The South Street northbound approach is comprised of a 12-foot through lane and a 12-foot exclusive left-turn lane. The South Street southbound approach consists of a 12-foot travel lane from which all maneuvers are completed. Directions of travel on South Street are delineated by a raised median south of Union Street, and by a painted island north of Union Street. The Union Street eastbound consists of a shared 14-foot wide travel lane from which all maneuvers are completed. Directions of travel on Union Street are separated by a double-yellow center-line, and a STOP-sign and STOP-bar reinforce the vehicular right-of-way. Neither crosswalks nor sidewalks are provided at this location.

### **South Street at NH Route 101 Westbound Ramps**

The NH Route 101 Westbound Ramps intersect South Street from the east and west to form this four-legged unsignalized intersection, with the NH Route 101 Westbound off-ramp under STOP-sign control. The South Street northbound approach is comprised of a 12-foot through lane and a 12-foot exclusive left-turn lane. The South Street southbound approach bifurcates near its intersection with the NH 101 Westbound on-ramp, providing a channelized right-turn lane; separated from the rest of the intersection, effectively removing its influence on other traffic maneuvers. Additionally, an exclusive 12-foot southbound through lane is provided. Directions of travel on South Street are delineated by raised medians north and south of the NH Route 101 Westbound Ramps.

The NH Route 101 Westbound off-ramp consists of 21-foot wide travel lane, and approximately 6-foot wide paved shoulder. Although not delineated, field observations determined that this approach operates with two de-facto approach lanes; a shared through/left-turn lane, and an exclusive right-turn lane. Two flanking STOP-signs and STOP-bar on the NH Route 101 Westbound off-ramp approach reinforce the vehicular right-of-way. Neither crosswalks nor sidewalks are provided at this location.

### **South Street at NH Route 101 Eastbound Ramps**

The NH Route 101 Eastbound Ramps intersect South Street from the east and west to form this four-legged unsignalized intersection, with the NH Route 101 Eastbound off-ramp under STOP-sign control. The South Street southbound approach is comprised of a 12-foot through lane and a 12-foot exclusive left-turn lane. The South Street northbound approach bifurcates near its intersection with the NH 101 Eastbound on-ramp, providing a channelized right-turn lane, separated from the rest of the intersection, effectively removing its influence on other traffic maneuvers. Additionally, an exclusive 12-foot northbound through lane is provided. Directions of travel on South Street are delineated by raised medians north and south of the NH Route 101 Eastbound Ramps.

The NH Route 101 Eastbound off-ramp consists of 22-foot wide travel lane. Although not delineated, field observations determined that this approach operates with two de-facto approach lanes; a shared through/left-turn lane, and an exclusive right-turn lane. Two flanking STOP-signs and STOP-bar on the NH Route 101 Westbound off-ramp approach reinforce the vehicular right-of-way. Neither crosswalks nor sidewalks are provided at this location.



**South Street at Armory Road and Emerson Road**

Emerson Road intersects South Street from the east, and Armory Road intersects South Street from the west to form this four-legged signalized intersection. The northbound and southbound South Street approaches are each comprised of an exclusive left-turn lane, and exclusive right-turn lane and a through lane. The westbound Emerson Road approach is comprised of an exclusive left-turn lane, an exclusive right-turn lane, and a through lane. The eastbound Armory Road approach is comprised of an exclusive left-turn lane, and a shared through/right-turn lane. Directions of travel on south, east, and west legs are delineated by a double-yellow center-line, while directions of travel on the north leg are separated by a raised median.

The signal operates with four basic phases: northbound and southbound left-turns; all northbound and southbound movements; eastbound and westbound left-turns; and eastbound/westbound through/right-turn movements. An exclusive pedestrian phase, if actuated, is also accommodated. A crosswalk is present on the north leg of the intersection, and a short section of sidewalk is present on the east side of South Street from its intersection with Emerson Road to the NH 101 Eastbound on-ramp. Although there is no connection, there is a short sidewalk stub/platform on the northwest corner of the intersection where South Street intersects Armory Road.

**Public Transportation**

Souhegan Valley Rides is a demand responsive bus service available to residents of Milford. According to their website, "The focus for this service is on providing transportation to non-emergency health care appointments and assisting those in greatest need – elderly residents, those living with a disability, and residents who are unable to drive. Other residents may use the service as space is available in the schedule." No other public transportation facilities were identified.

**Traffic Volumes**

Base traffic conditions within the study area were developed by collecting manual turning movement counts (TMC) at the study area intersections on Thursday, May 12, 2022 during the weekday AM peak period (7:00 to 9:00 AM) and weekday PM peak period (4:00 to 6:00 PM), and the Saturday midday peak period (11:00 AM to 2:00 PM) data were collected on Saturday, May 14, 2022. In addition, automatic traffic recorder (ATR) counts were collected along South Street (Route 13) south of Nathaniel Road for a 72-hour period extending from Thursday, May 12 to Saturday, May 14, 2022 to obtain daily traffic volumes and vehicle travel speeds along the roadway.

**Seasonal Adjustment**

Traffic on a given roadway typically fluctuates throughout the year depending on the area and the type of roadway. Based on NHDOT guidelines for the preparation of a traffic study, existing traffic volumes must represent the peak of the monthly average peak-hour conditions. To determine if the data needed to be adjusted to account for this fluctuation, seasonal adjustment and historical count data provided by NHDOT were reviewed.<sup>1</sup> This information revealed that May traffic volumes are 4-percent lower than peak-month conditions. Therefore, the traffic counts were upwardly adjusted to reflect peak-month conditions, as needed. The NHDOT seasonal adjustment factors are provided in the Appendix.

<sup>1</sup> NHDOT Data Management System; Group 4 (Urban Highways) Averages, 2017-2019.

## TRAFFIC IMPACT & ACCESS STUDY

Proposed Residential Development – Milford, New Hampshire

### COVID-19 Adjustment

Due to the COVID-19 pandemic, current traffic volumes may vary from typical historic conditions. In order to determine what additional data adjustment may be required to reflect pre-pandemic traffic conditions, a comparative analysis was conducted between 2022 ATR data collection by GPI and the closest active NHDOT short-term count station<sup>2</sup>. Specifically, 2022 weekday and Saturday data collected by GPI were compared with August 2019 data collected by NHDOT. The results of this analysis indicate that weekday and Saturday traffic volumes are at or above 2019 conditions. Therefore, no further adjustment is necessary. Supporting documentation for these results is included in the Appendix.

Table 1 summarizes the existing daily and peak-hour traffic volumes on NH Route 13 (South Street). The 2022 Existing traffic-flow networks for the weekday AM, weekday PM, and Saturday midday peak hours are shown graphically on Figures 2.

**TABLE 1**  
**Existing Traffic Volume Summary**

Location/Time Period	Daily Volume (vpd) <sup>a</sup>	Peak Hour Volume (vph) <sup>a</sup>	K Factor (%) <sup>b</sup>	Directional Distribution <sup>c</sup>
<b>South Street, south of Nathaniel Drive:</b>				
Weekday Daily	6,200	385	6.2	53% SB
Weekday AM Peak Hour		623	10.0	52% NB
Weekday PM Peak Hour				
Saturday Daily	5,950	598	10.1	54% NB
Saturday Midday Peak Hour				

<sup>a</sup> In vehicles per day. Based on ATR counts collected on May 12-14, 2022 and seasonally adjusted by 4.0%.

<sup>b</sup> Percentage of daily traffic occurring during the peak hour.

<sup>c</sup> NB = northbound and SB = southbound.

<sup>2</sup> NHDOT Count Station 82303057 – NH 13 (South St) north of Milford Bypass

TRAFFIC IMPACT AND ACCESS STUDY  
Proposed Residential Development, Milford, NH

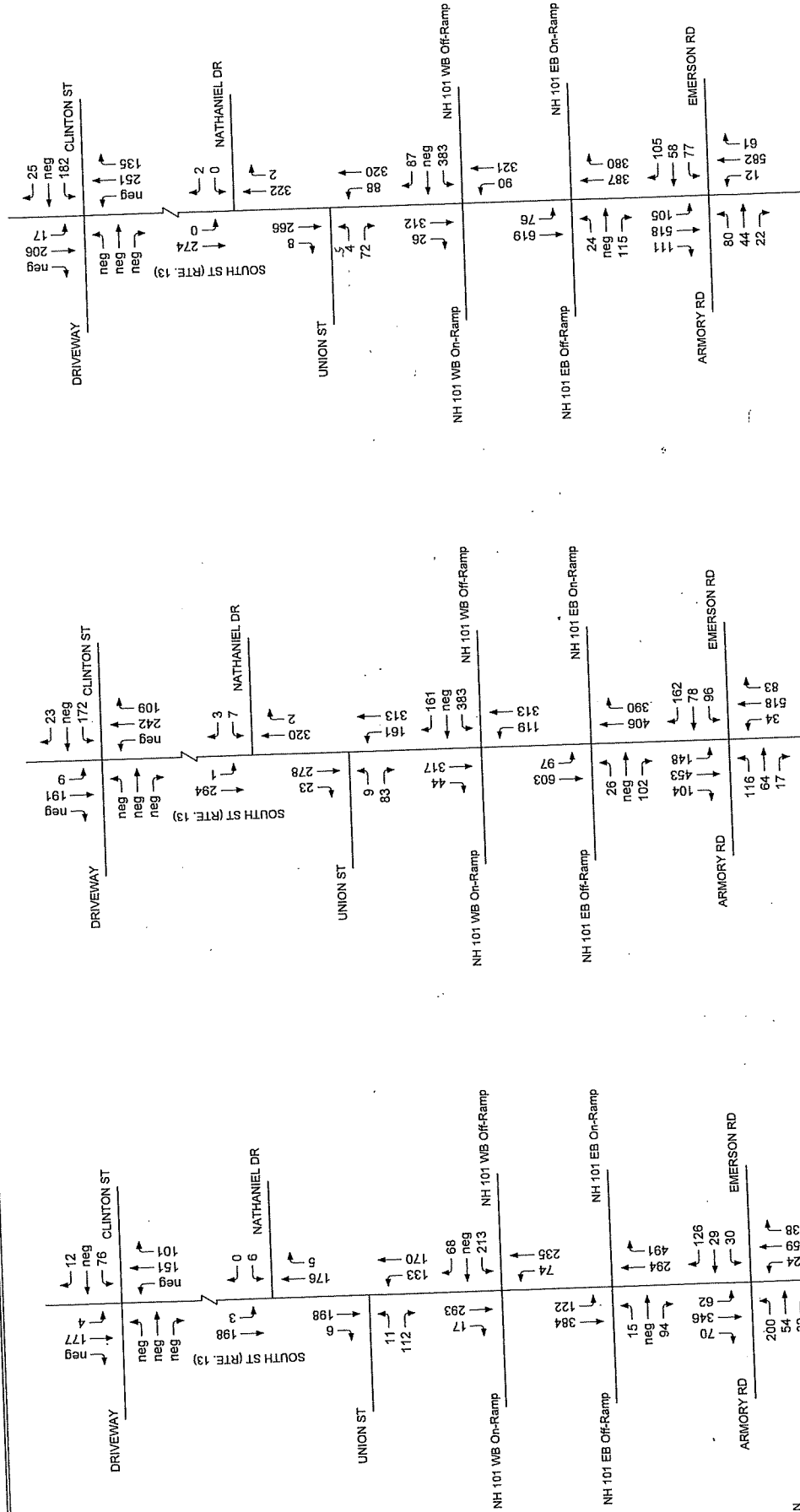


Figure 2  
2022 Existing  
Peak Hour Traffic Volumes

NOT TO SCALE



## **Collisions**

Collision data for the study area intersections and roadways were obtained from NHDOT for the latest complete three years available (2013-2015). A summary of the applicable crashes at the study area intersections are provided in Table 2. All detailed collision data is provided in the Appendix. It should be noted that a limited set of crash data was received from the Milford, NH Police Department; however, the data lacked sufficient detail necessary for further analysis.

The intersection of South Street / Union Street experienced an average of 1.0 crashes per year over the three-year study period. Approximately 33 percent (1 of 3) of the collisions occurred during inclement weather conditions and 0 percent of the collisions occurred during the weekday commuter peak periods. All three crashes involved single vehicle where two of the crashes were collision with fix objects and the other crashes involved crash with wildlife.

The intersection of South Street / NH Route 101 WB Ramps experienced an average of 1.0 crashes per year over the three-year study period. Approximately 33 percent (1 of 3) of the collisions occurred during inclement weather conditions and 67 percent (2 of 3) of the collisions occurred during the weekday commuter peak periods. All three crashes resulted in non-incapacitating injuries.

All other study area intersections experienced an average of fewer than one collision per year over the three-year study period, indicating no particular safety issue exists.

**TABLE 2**  
**Collision Summary**

Location	Number of Collisions		Severity <sup>a</sup>					Collision Type <sup>b</sup>						Percent During	
	Total	Average per Year	PD	PI	F	NR	SS	RE	CM	FO	SV	U	Commuter Peak <sup>c</sup>	Wet/Icy Conditions <sup>d</sup>	
South Street at Nathaniel Drive	0	0.0	--	--	--	--	--	--	--	--	--	--	--	--	
South Street at Union Street	3	1.0	3	--	--	--	--	--	--	2	1	--	0%	33%	
South Street at NH Rte. 101 WB Ramps	3	1.0	--	3	--	--	--	--	--	1	1	1	67%	33%	
South Street at NH Rte. 101 EB Ramps	1	0.3	--	1	--	--	--	--	--	--	--	1	0%	0%	
South Street at Armory Rd/Emerson Rd	1	0.3	1	--	--	--	--	--	--	--	--	1	100%	0%	
South Street at Clinton Street	1	0.3	1	--	--	--	--	--	--	--	--	1	100%	100%	

Source: NHDOT (2013-2015).

<sup>a</sup> PD = property damage only; PI = personal injury; F = fatality, NR = not reported.

<sup>b</sup> SS = sideswipe; RE = rear end; CM = cross movement/angle; FO = fixed object; SV = single vehicle; U = unknown.

<sup>c</sup> Percent of vehicle incidents that occurred during the weekday AM (7:00 AM-9:00 AM) and weekday PM (4:00 PM -6:00 PM) commuter peak periods.

<sup>d</sup> Represents the percentage of only "known" collisions occurring during inclement weather conditions.

## Vehicle Speeds

Vehicle speed measurements were conducted along South Street (Route 13) as part of the ATR counts collected in May 2022. The primary use of this information is explained in the *Sight Distance* section where the speeds are correlated to sight distance measurements taken at Nathaniel Road to assure that adequate sight distances exist at the access road to provide safe operation. The speed data is provided in the Appendix and the results of the speed measurements are summarized in Table 3.

**TABLE 3**  
**Observed Travel Speeds**

Location/Direction	Posted Speed Limit <sup>a</sup>	Average Speed <sup>b</sup>	85 <sup>th</sup> Percentile Speed <sup>c</sup>
<b>South Street, south of Nathaniel Road:</b>			
Northbound	35	40-41	45
Southbound	35	40-41	46

<sup>a</sup> In miles per hour (mph).

<sup>b</sup> Average speed at which observed vehicles travel. Range of speeds reported, as average varied by day.

<sup>c</sup> Speed at, or below which 85 percent of all observed vehicles travel. Highest 85<sup>th</sup> Percentile Speed of all days is reported.

As shown in Table 3, the average and 85<sup>th</sup> percentile speeds were found to be higher than the posted speed limit of 35 mph on South Street.

## Sight Distance

To identify potential safety concerns associated with site access and egress, sight distances have been evaluated at the proposed site driveway locations to determine if the available sight distances for vehicles exiting the site meet or exceed the minimum distances required for approaching vehicles to safely stop. The available sight distances were compared with minimum requirements, as established by the American Association of State Highway and Transportation Officials (AASHTO)<sup>3</sup>. AASHTO is the national standard by which vehicle sight distance is calculated, measured, and reported. In addition, the available sight distances were compared with the NHDOT requirement of 400-feet of All-Season Safe Sight Distance.

Sight distance is the length of roadway ahead that is visible to the driver. Stopping Sight Distance (SSD) is the minimum distance required for a vehicle traveling at a certain speed to safely stop before reaching a stationary object in its path. The values are based on a driver perception and reaction time of 2.5 seconds and a braking distance calculated for wet, level pavements. When the roadway is either on an upgrade or downgrade, grade correction factors are applied. Stopping sight distance is measured from an eye height of 3.5 feet to an object height of 2 feet above street level, equivalent to the taillight height of a passenger car. The SSD is measured along the centerline of the traveled way of the major road.

Intersection sight distance (ISD) is provided on minor street approaches to allow the drivers of stopped vehicles a sufficient view of the major roadway to decide when to enter the major roadway. By definition, ISD is the minimum distance required for a motorist exiting a minor street to turn onto the major street,

<sup>3</sup> A Policy on Geometric Design of Highways and Streets; American Association of State Highway and Transportation Officials (AASHTO); 2018.

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

**Members Present:**

Doug Knott, Chairman  
Janet Langdell, Vice Chairman  
Peter Basiliere, Member  
Tim Finan, Selectmen's Rep  
Elaine Cohen, Member  
Paul Amato, Member (via Zoom)  
Susan Smith, Alternate

**Staff:**

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

**Excused:**

Susan Robinson, Member

1. **Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight is for the public hearing of one Planning Board application. Planning Board members and staff were introduced by D. Knott who also indicated that Susan Smith is an Alternate member to the Planning Board and since S. Robinson is not present tonight, she will vote tonight in her absence. P. Amato is attending via zoom this evening therefore there will be roll call votes.

2. **Approval of Meeting Minutes:** D. Knott confirmed that all members reviewed the minutes of 1/17/23 and 2/7/23. T. Finan moved to approve the minutes of January 27, 2023 and February 7, 2023 as presented. E. Cohen seconded. A roll call vote was taken: P. Amato yes; T. Finan yes; E. Cohen yes; S. Smith yes; J. Langdell yes; D. Knott yes with P. Basiliere abstaining. Motion passed.

3. **Planning Board Discussion for Master Plan Update (Envision Milford):** Opportunity for the Planning Board to initially meet with the Volunteer Steering Committee Membership. And review of upcoming Design Charette Dates. Discussion of Master Plan preparation, possible goals to achieve and potential target dates.

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

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

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

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

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

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

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

#### 4. Public Hearing:

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

**6. Upcoming Meetings:**

3/7/23 – Planning Board Work Session  
3/21/23- Planning Board Meeting

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

Date: \_\_\_\_\_

Signature of the Chairperson/Vice-Chairperson: \_\_\_\_\_

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