

Town of Milford
MASTER PLAN STEERING COMMITTEE
MEETING MINUTES

Town Hall – Board of Selectmen Meeting Room
APRIL 2, 2024

Zoom Meeting
<https://us02web.zoom.us/j/89572470028?pwd=NXc0emdjeVlZbWtVbzRlbXVYTkl2Zz09>
Meeting ID: 895 7247 0028 Passcode: 622657

Present at **STAFF**
Town Hall: Camille Pattison, Director Community Development
Terrey Dolan, Town Planner Community Development

CONSULTANT
Steve Whitman, Resilience Planning and Design (Co-Project Manager)

REPRESENTATIVES
Kathy Parenti, Library Trustee Chair
Chris Labonte, BOS
Steve Fox, Resident
Andrea Kokko, Zoning Board
Erin Bradley, Resident
Janet Langdell, Planning Board
Scott Temple, Resident
Suzanne Fournier, Resident
Paul Dargie, BOS
Chris Costantino, Conservation Commission
Karen Fox, Envision Milford
Stephen, Jacques, Resident
Scott Kimball, Resident
Jerry Guthrie, Resident

Present via **PLANNERS**
Zoom: Liz Kelly, Resilience Planning and Design (Co-Project Manager)
Zak Brohinsky, Resilience Planning and Design
Crystal Kidd, Resilience Planning and Design

REPRESENTATIVES
Patricia Kenyon, Resident
Susan Smith, Planning Board
Maureen Nickerson, Conservation Commission
Michael Thornton, Zoning Board
Anita Stevens, Conservation Commission

Not Present: Jane Hesketh, Recording Clerk Community Development

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2 **MASTER PLAN STEERING COMMITTEE**
3 **MEETING MINUTES APRIL 2, 2024**
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7 **MEETING AGENDA**
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- 9 • Welcome and Introductions
- 10
- 11 • Overview of Master Plan Requirements in New Hampshire
- 12
- 13 • Review the Scope of Work and Timeline for the Milford Master Plan Project
- 14
- 15 • Overview of the Existing Conditions Phase and Monthly Topic Discussions
- 16
- 17 • Questions on Background Documents and Data
- 18
- 19 • Initial Discussion of Outreach and Engagement Strategies
- 20
- 21 o Project and Plan Name
- 22
- 23 • Day and Time of Monthly Meetings
- 24
- 25 • Next Steps:
- 26 o Draft Outreach Plan
- 27 o Draft Project Webpage
- 28 o Existing Conditions Schedule
- 29

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31
32 **WELCOME AND INTRODUCTIONS**
33

34 Camille Pattison, Director of Community Development opened the meeting by introducing herself. She then had
35 each person present introduce themselves; those present at Town Hall and those present via Zoom.
36

37 After introductions, Camille Pattison turned the meeting over to Steve Whitman, Consultant from Resilience
38 Planning and Design. Mr. Whitman introduced himself. He informed the committee that his company has been
39 a planning/consulting firm in New Hampshire since 2014 and he has been a planning consultant for over 20
40 years in the State of New Hampshire at local and regional levels. Mr. Whitman continued by summarizing what
41 the meeting this evening would cover:

- 42 - Introductions
- 43 - How the project will be scoped out
- 44 - What the major tasks are
- 45 - How things will be worked on near term and later
- 46 - Provide the committee with an understanding of the process to promote feedback with questions or
- 47 ideas
- 48 - Orientation to discuss future meetings, times, etc.
- 49

50 S. Whitman explained his role will be as Project Management and he will be assisting with each phase of the
51 project. In addition, there are 3 others from Resilience Planning and Design S. Whitman will be working with.
52

1 S. Whitman then introduced Liz Kelly who will be working with Steve Whitman as Project Management. He
2 informed the committee there will always be at least one representative from Resilience present at each meeting.
3

4 **MASTER PLAN STEERING COMMITTEE** 5 **MEETING MINUTES APRIL 2, 2024** 6

7 **WELCOME AND INTRODUCTIONS** 8

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10
11 Liz Kelly (via Zoom) introduced herself as a Planner with Resilience Planning and Design. Ms. Kelly informed
12 the committee she has been working with them for the past 7 years and her background is in Municipal and
13 Regional Planning. L. Kelly continued by stating she will be co-managing the project with Steve Whitman. In
14 addition to having a background in planning, L. Kelly also has a background in design which will contribute to
15 the project.
16

17 Zak Brohinsky (via Zoom) introduced himself as a Planner with Resilience Planning and Design. Mr. Brohinsky
18 informed the committee he has been part of the company for 5 years and his background is in Conservation
19 Planning and Natural Resource Protection. Mr. Brohinsky is also the GIS representative. M. Brohinsky stated
20 his primary goal for the project will be to work on existing conditions.
21

22 Crystal Kidd (via Zoom) introduced herself as a Planner with Resilience Planning and Design. Ms. Kidd
23 informed the committee she has been working with them for 2 years. Her past experience has been with town
24 planning and regional planning. Ms. Kidd explained her role will be to do upfront research and writing for the
25 existing conditions report as well as assisting with the outreach part of the project.
26

27 The meeting returned to Camille Pattison who noted she has known Steve Whitman for over 20 years as a
28 planner. Ms. Pattison then directed everyone present to the Meeting Agenda.
29
30

31 **OVERVIEW OF MASTER PLAN REQUIREMENTS IN NEW HAMPSHIRE** 32

33 Camille Pattison emphasized the importance for committee members to understand the State of New Hampshire
34 requirements. This will provide information for members when they go out into the community to spear head the
35 project. C. Pattison deferred to Steve Whitman for an explanation of the requirements.
36

37 Steve Whitman encouraged members to feel free to contribute their thoughts. He then explained what is needed
38 in the State of New Hampshire for a Master Plan; there are essentially only 2 higher level requirements:
39

- 40 - Have a vision.
- 41 - Have a future land use plan/strategy i.e. how future land use will be guided in the community

42 Steve Whitman then summarized the optional/recommended requirements in the State of New Hampshire:

- 43 - Transportation Section, Housing Section, blend the topics, develop topics important for Milford
44 (this can be established using material from Envision Milford as well as committee input)
45

46 Mr. Whitman continued by saying the primary purpose of a Master Plan is to inform residents of Milford what is
47 currently known about the community (existing conditions), where Milford will be in 5, 10, 20 years, and what
48 steps should be taken to get there. This plan is not mandated but it provides a work plan to guide the community
49 for future growth and land use regulations. S. Whitman then asked if anyone would like to contribute their
50 ideas.
51

52 Member Mike Thornton stated his desire to have the Town's Economic Development Plan incorporated into the
53 Master Plan along with Envision Milford.

Member Janet Langdell to Mike Thornton: is this the Fostering Economic Development in Milford Plan that was developed by the Economic Development Advisory Council (EDAC) around 2016? M. Thornton: yes.

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OVERVIEW OF MASTER PLAN REQUIREMENTS IN NEW HAMPSHIRE

J. Langdell noted this plan has not been updated and was one of the last tasks EDAC was going to complete, but EDAC was disbanded. J. Langdell said the Town Administrator and Community Development Director are resurrecting EDAC.

Camille Pattison added the first meeting of the resurrected EDAC will be on April 30, 2024 and encouraged anyone who would like to be involved to please attend; the EDAC can then work with the Master Plan Committee.

Member Janet Langdell provided her input (based on past experience) for the current Master Plan:

- the current plan contains a variety of chapters all completed at different times
- Chapter 1 "The Community Vision" was redone and some of the other chapters have also been redone and some have not been due to the fact there has never been an opportunity to update the entire plan at once since the original Master Plan in 1999
- she emphasized this is a great opportunity
- the challenges before were budgetary, staff, and time
- each chapter update took 3 years because of staff changes or other obstacles so nothing was in sync

C. Pattison interjected by saying it is not unusual for communities to update 1 or 2 chapters at a time since it is more cost effective, but once one chapter is updated the previous updates would already be out of date. Therefore, the best approach for this Master Plan would be to not have chapters but topics/items instead that cross lines; many communities are adopting this approach. This would allow for a more dynamic plan that will better represent the interests of the town.

S. Whitman added Resilience Planning and Design is working with other communities that prefer not to have chapters. He emphasized the Planning Board has typically been the catalyst for implementing a Master Plan, but now there is a wider range of representation from Milford and he has found more communities are following this approach. He noted the Planning Board will be provided interim updates on the progress for the new Master Plan so they will have an understanding of what will ultimately be the final plan. This will also give the Planning Board the opportunity to provide input and allow them to be a part of the process for the Master Plan update.

J. Langdell interjected by saying the Milford Planning Board has tried to increase the diversity when it comes to work on the board; to have a variety and an inclusive group to represent the town.

Terrey Dolan provided input based on his past experience with plans for Land Usage. He expressed his desire to ensure the Select Board is also informed as the update process proceeds. T. Dolan asked about the changes the BOS will experience in regards to member turn over during the time span of the Master Plan update; C. Labonte confirmed there will be a vote March 2025 for one member. T. Dolan emphasized the importance of having the governing body on board during the update process. J. Langdell interjected by saying there is more to just the BOS changes such as zoning changes which is decided by the community of Milford so while it is important to have everyone involved, it really comes back to the citizens of the town.

Selectman Dargie asked if there is a “Gold Standard” for Master Plans from a community that the Town of Milford could emulate. Steve Whitman addressed this by saying there is not one that could be emulated, however, he can provide a list of towns that Resilience has worked with on their Master Plans as well as other towns that have recently updated Master Plans. J. Langdell emphasized the Town of Exeter and mentioned Amherst which Resilience worked on; the people she spoke to from Amherst were very pleased with the process and the outcome.

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OVERVIEW OF MASTER PLAN REQUIREMENTS IN NEW HAMPSHIRE

Steve Whitman mentioned Hampton; Resilience will develop a list of towns with links that can be viewed. This list will give a sense of the process especially the one’s Resilience worked on.

J. Langdell added the thought of having an ongoing working document attached to the Master Plan that would provide for an update process.

Susan Smith spoke up about the warrant article that addressed making Milford walkable and feels it should be looked at for the language.

Steve Whitman moved ahead to the next item on the agenda.

REVIEW THE SCOPE OF WORK AND TIMELINE FOR THE MILFORD MASTER PLAN PROJECT

The Time Line Chart was displayed as Steve Whitman presented it to the committee. S. Whitman said there are primarily 4 tasks:

Task 1 Project Management and Meetings: runs for the entire duration of the project; covers meetings with the committee and staff (in person and/or online); management of the project.

Task 2 Mapping and Analysis of Existing Conditions and Resources: this involves the upfront work with Task 2 and Task 4 balancing each other out. This task is when information is collected from all available sources i.e. current Master Plan, Economic Plan, written documents from prior work done (Envision Milford), meetings, discussions with Department Heads. This will provide the Planners with information on past events/discussions/meetings to better understand the Town of Milford. This information then feeds into Task 3 when the public becomes involved.

Task 3 Outreach and Engagement: runs for the entire duration of the project; involves engagement with the community. This information, along with information from Task 2, then feeds into Task 4.

Task 4 Plan Development and Delivery: this task is later on in the process and is where the information from the previous tasks is then interpreted into what will be the actual final plan.

Using this time line, the Planners will be able to keep the committee up to date on where they are in the process. Per S. Whitman, the 18 month time line has proven to be the best length of time for this process.

C. Pattison stated meetings will be once a month and understands many members are on other committees. There will also be sub-committees.

1 S. Whitman continued to inform the committee about the process and confirmed with his planners there was
2 nothing more to add to the summary he presented. S. Whitman moved to the next topic on the agenda and turned
3 the meeting over to Liz Kelly for a more detailed explanation.
4

5 Camille Pattison added the Time Schedule will be posted on the website.
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14 **OVERVIEW OF THE EXISTING CONDITIONS PHASE AND MONTHLY TOPIC DISCUSSIONS** 15

16 Liz Kelly started her presentation with a display of a handout titled:
17 *“Milford, NH Existing Conditions Analysis”*.
18

19 Ms. Kelly reiterated what Steve Whitman previously summarized; this part of the project will involve a
20 collection of information from various sources. L. Kelly continued by saying there will be a great deal of
21 research done to gain an understanding of how Milford is today and what the current issues are for the town. Per
22 L. Kelly, this research will involve conversations with the residents and the committee members.
23

24 Ms. Kelly explained it will take about 6 months to complete this phase as shown on the timeline previously
25 reviewed by Steve Whitman. The handout L. Kelly presented is a breakdown of the Existing Conditions Report
26 phase slated for presentation to the committee in late fall 2024.
27

28 Ms. Kelly went on to say the Resilience Team will meet with the committee monthly to have conversations on
29 Existing Conditions with the idea that 2 topics per month for this phase will be addressed. The schedule for this
30 phase will run from May 2024 to September 2024. The purpose for discussions each month will be to focus on
31 the 2 topics scheduled. The discussions will be to gain knowledge in terms of trends and issues related to the
32 topics for that particular month. In addition, each month, the team will present to the committee an update on the
33 progress of the Existing Conditions Report to ensure it is moving in the right direction.
34

35 Steve Whitman added the Existing Conditions Report will show, for each topic, the resources used to obtain
36 information. This is to inform the committee. This will also provide feedback to the team if a resource is
37 missing as well as later on; the decision makers and the public will know what documents shaped the report. In
38 addition, it will assist in producing a Summary at the start of the Report, and will help the team sort out what is
39 the key data and what are the key questions to use. He continued by addressing how future ideas from
40 conversations will be handled.
41

42 The presentation returned to Liz Kelly who asked if there were any questions or comments on the schedule she
43 presented.
44

45 J. Langdell spoke up about the topics in regards to attendees. Steve Whitman said not everyone needs to attend
46 every meeting; members most familiar with the topics for that month would attend or others who may have
47 input for the topics on the schedule for the month. S. Whitman added that in conversation with C. Pattison, it is
48 felt if the committee could have 1 or 2 people to lead the meetings it would be helpful. S. Whitman informed the
49 committee what to expect at each meeting for the Existing Conditions Report. L. Kelley added interviews will
50 be conducted with certain town departments for example: Facilities.
51

52 Member Scott Campbell asked about properties that are: tax positive, tax neutral, tax negative; with the
53 development of the Existing Conditions Report will the topics be addressed in relation to these tax categories?
54 S. Whitman answered this question: if this has been documented, it will be researched.

1 S. Campbell: it is available through the Assessor's Office

2 S. Whitman: recommended S. Campbell provides input on this subject for the next meeting with the topic of
3 Economy; the team can do the research and organize the information.

4
5 Member Janet Langdell to Camille Pattison: has a list been compiled of potential resources and contact people
6 from the various groups?

7 C. Pattison: a "brainstorming list" is available and will be distributed.

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11 **MASTER PLAN STEERING COMMITTEE**
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15 **OVERVIEW OF THE EXISTING CONDITIONS PHASE AND MONTHLY TOPIC DISCUSSIONS**

16
17 Member Susan Smith: questioned the topic of **infrastructure** and noted it may be addressed in a few places; her
18 thoughts were in regards to water, waste water, aging water pipes, and road repairs. S. Smith added that she feels
19 the topic of "Community Services and Facilities" may not totally cover the major infrastructure issues that are
20 being addressed every year in the Warrant Articles.

21 Liz Kelly: agrees; this is spread between "Community Services and Facilities", "Transportation", and "Land
22 Use" and the information Susan Smith provided is an important topic that will be focused on.

23
24 S. Whitman: applauded the information provided and emphasized this is the type of input the team will need.

25
26 S. Smith: added the infrastructure issues are being dealt with as best as can be, but there is a lot to cover on this
27 subject and it is an ongoing concern.

28
29 J. Langdell: under the topic of "Community Services and Facilities" how does the Resilience team interpret this
30 in terms of broadband and schools?

31 S. Whitman: there is nothing in terms of infrastructure that will not be researched. It will be spread out with the
32 3 topics L. Kelly previously spoke about.

33
34 Member Suzanne Fournier: for the topic "Natural Hazards" what is covered?

35 S. Whitman: State Data and Local Data will be researched; this covers wild fire risk, flooding, winter storms,
36 droughts, etc.

37 C. Labonte: there is information that has recently been documented under the Hazardous Litigation Plan as well
38 as documents just accepted within the past 6 weeks.

39 J. Langdell: the Hazardous Litigation Plan has been updated recently.

40 S. Fournier: does "Natural Hazards" also cover Water Treatment Plants in terms of the potential risks to the
41 plants/wildlife?

42 S. Whitman: if invasive's come up they are often addressed in "Natural Resources". If there is a wide spread
43 concern, he noted information will be appreciated. This is a good topic and will be addressed/researched.

44 C. Pattison: this is a subject that the Conservation Commission could address with the team.

45
46 J. Langdell: feels some topics are missing, i.e. Schools, Boys and Girls Club

47 S. Whitman: noted the work they did with the Town of Pelham; there was a School Board Member and Student
48 Representative that attended some of the meetings.

49 Zak Brohinsky: interjected by saying having a School Board Member or Student involved will assist with the
50 outreach to the community in terms of providing a network of families.

51 J. Langdell: emphasized her feelings that there should be a School Representative who can sit in on the Steering
52 Committee meetings in a high level consultant role.

53 C. Pattison: acknowledged this is a good idea.

1 The meeting moved to the next item on the agenda.

2 3 4 **QUESTIONS ON BACKGROUND DOCUMENTS AND DATA**

5
6 Crystal Kidd began the presentation. As mentioned previously, C. Kidd noted the Resilience team will be
7 looking to collect documentation such as plans, studies, reports, transportation studies, Annual Reports, Capital
8 Improvement Reports, etc. In addition, information will be pulled from resources the team has become familiar
9 with from working with other communities; census, DOT Traffic Count Data, State Resources such as the
10 Wildlife Action Plan and others that Zak Brohinsky will address.

11 12 **MASTER PLAN STEERING COMMITTEE** 13 **MEETING MINUTES APRIL 2, 2024**

14 15 16 **QUESTIONS ON BACKGROUND DOCUMENTS AND DATA**

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18 Ms. Kidd informed the committee a folder/drop off link has been established and sent to C. Pattison. C. Kidd
19 asked the committee to please send to this link documents they feel are relevant. In addition to state and local
20 resources, the team will look at regional plans and studies.

21 S. Whitman: if a document cannot be sent, please just send information on where the information can be found
22 or you can simply send a copy to the team. Crystal Kidd organizes all the data and forwards it to the rest of the
23 team.

24 T. Dolan: how many years of Annual Reports will be needed?

25 C. Kidd: normally between 6-8 years; examples trends for Police and Fire Statistics, School Enrollment, etc.

26 J. Langdell: all of that is available on the Town Website or Granit.

27 Zak Brohinsky: appreciated the mention of Granit; C. Kidd spends time analyzing documents and Z. Brohinsky
28 analyzes spatial data. All the regular data is pulled from the New Hampshire GIS Clearing House and then
29 analyzed for Milford; Climate Resilient Land in Town, Recreation Data, etc. Z. Brohinsky informed the
30 committee he will be doing numerous internet searches to obtain the information from his side which will then
31 be analyzed; C. Kidd will be searching for documents to obtain information from her side which will then be
32 analyzed. The tandem work assists in establishing the necessary information needed to establish topics to
33 proceed with.

34
35 Zak Brohinsky encouraged anyone with ideas or suggestions to please reach out to the team.

36
37 Z. Brohinsky explained that Granit is the New Hampshire State Clearing House for all GIS publicly available
38 data; transportation, natural resources, hazards, recreation and any other items needed. He noted that New
39 Hampshire's Clearing House is excellent in comparison to other states. There are other regional resources that
40 are accessed for information.

41 S. Whitman: NRPC (Nashua Regional Planning Commission) is another source.

42 Z. Brohinsky: the team works with a number of Planning Commissions and data is shared; the searches done
43 will be extensive. In addition, as mentioned before about the Assessor's Office, this information will be
44 thoroughly investigated.

45
46 Noting the time, S. Whitman moved to the next agenda item.

47 48 49 **INITIAL DISCUSSION OF OUTREACH AND ENGAGEMENT STRATEGIES**

50
51 S. Whitman referred to a handout titled:
52 ***"Outreach and Engagement Planning"***

Liz Kelly began this presentation. She started by saying Outreach and Engagement is a core part of this project and it is one of the factors that drives the development of this Master Plan. Discussions with the Steering Committee will assist in developing a draft of the Outreach Plan. It is anticipated this will be available in May. She emphasized ideas and thoughts on the outreach are welcome. In view of the fact there are limited resources so creativity will be needed to decide what the best way is to reach out to the community. She moved on to the handout.

L. Kelly noted some outreach has already been completed on this project, therefore the focus will be to create a plan that builds off of what has been done; Community Survey, Community Workshop have already been conducted 2022-2023 with good responses.

MASTER PLAN STEERING COMMITTEE MEETING MINUTES APRIL 2, 2024

INITIAL DISCUSSION OF OUTREACH AND ENGAGEMENT STRATEGIES

There are 3 major categories on the handout.

1. Who Are We Engaging

L. Kelly emphasized it is important to reach out to a variety of residents in the community who have a vested interest in the Town of Milford for the future. This would include:

- Residents (renters and homeowners)
- Property owners
- Youth and families
- Working adults
- Older adults
- Developers
- Business owners
- Non-profit/advocacy organizations
- Municipal boards and commissions

This is the initial list developed by Resilience. L. Kelly acknowledged there may be groups that are missing and really wants to hear from the committee on groups that should be added.

Mike Thornton noted Noah Beadreaault, School Board Member may be a good contact.

Janet Langdell to Mike Thornton: feels it may be best to address this with the Chair of the School Board, Judy Zaino; she noted she will contact Judy Zaino about this.

2. Getting the Word Out

Liz Kelly moved to the next major category which is how to publicize the project. This is to encourage community involvement with the project as well as educate them on the Master Plan project.

- Project webpage on Town of Milford website (clearinghouse for all things Envision Milford)
- Print fliers and postcards (posted/distributed in public places like library, town hall, transfer station, post office, etc.)

- Digital media (project promotion through social media platforms and groups, SAU News. etc.)
- Email updates (to town staff, boards/commissions, etc.)
- Local TV - Public Access Channel
- Informational Video to Promote Project and emphasize important of planning for Milford's future

C. Pattison provided information on this topic. Ms. Pattison noted she has a list of about 200 people who are interested in assisting with the project; these people could be utilized with this part of the outreach for future events. In addition, there is a private website for the project as well as a GTM video C. Pattison presented that introduces the project to the community. C. Pattison noted she would like to have additional videos made with members from the town's committees. She wants to book times to get this done.

MASTER PLAN STEERING COMMITTEE MEETING MINUTES APRIL 2, 2024

INITIAL DISCUSSION OF OUTREACH AND ENGAGEMENT STRATEGIES

2. Getting the Word Out

C. Labonte: what about the sign board at the Transfer Station which he feels is under used? In addition, use the Town's Facebook page. A website is good for those who will actually search for it, but Facebook may show up on a person's feed.

The topic of Facebook continued to be discussed.

Scott Campbell: there are many people who access Facebook that may not be residents of Milford and how do we differentiate?

Janet Langdell: we will not be collecting information but just sharing information; collecting information will not be done through social media or Facebook. She noted there are a number of Town Departments that have their own email contact newsletters and they may be willing to send announcements of the Master Plan Project; Library, Recreation, SAU (also may have flyers).

C. Labonte: there is the digital sign in the oval. J. Langdell: something may be able to be arranged on this.

Other ideas were discussed i.e. donuts and coffee on Saturday at the Transfer Station; flyers at the Transfer Station; what to post on the digital sign; postcards at a town election.

S. Whitman: this is exactly the type of input Liz Kelly is looking for; Resilience can produce the information but it will be up to the committee/volunteers to distribute.

C. Pattison: ***Envision Milford*** was the name that was first given to the previous project and is the same name that is used by Amherst. She noted that to keep the momentum going, the name ***Envision Milford*** could still be used for the process of collecting information but name the plan something different. Right now, there are 2 sites: Envision Milford and Steering Committee.

J. Langdell: perhaps the two can be linked together and then decide on a better name for this Master Plan.

S. Whitman: there was town they worked with that had a contest to determine the name of their Master Plan.

C. Pattison: to the committee, should the ***Envision Milford*** be kept? It was acknowledged this is a good idea.

The meeting returned to Liz Kelly.

3. Mechanisms for Outreach

L. Kelly presented the next category. This category pertains to how the outreach will be conducted; the mechanisms.

In-Person Outreach:

- Community forum
- Pop-up events at local community spaces (i.e. Union Coffee, etc.)
- Tabling at community events (i.e. Pumpkin Festival, Farmers Market, etc.)
- Focus group meetings
- Presentations at key points (i.e. to Planning Board, local groups, etc.) To maximize the budget, selected outreach mechanisms would be a mix of consultant, staff, and committee led activities.

Digital Outreach:

- Online surveys (with print option)
- Online question/comment form
- Virtual meetings

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INITIAL DISCUSSION OF OUTREACH AND ENGAGEMENT STRATEGIES

3. Mechanisms for Outreach

L. Kelly finished by saying the idea is to be strategic in planning how to conduct an outreach and this topic will be discussed further at the next meeting.

J. Langdell: noted the *Pumpkin Festival*; discuss about having a booth at the festival and the location of the booth; planning for this event has already started.

C. Pattison: would this be useful in view of the fact there are a number of people from outside Milford who attend.

A. Kokko: feels there will be people who are interested but you need to be on the Oval with a good booth location and an enthusiastic group presenting the project.

The location of a potential booth was discussed and what should be included for materials which Resilience will compile. There were a number of ideas on the booth.

S. Whitman: the Outreach and Engagement Plan will be a spread sheet which can be changed as needed; this will be presented at the next meeting.

DAY AND TIME OF MONTHLY MEETINGS

C. Pattison began the next agenda item which is to determine meetings for the future.

It was decided the 4th Tuesday of the month for meetings with meetings lasting 1.5-2 hours. The time was discussed. It was decided to start at 5:30 p.m.

Meetings will start on (depending on the availability of the BOS Meeting Room):
May 28, 2024 at 5:30 p.m.

1 If the BOS Room is not available, the meeting will be held in the Banquet Hall; however, Zoom will not be
2 available in that location. Ideas were passed on regarding other locations in town with Zoom availability.
3 C. Pattison will check on the availability of the BOS Room.
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6 **MEETING ADJOURNED**
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DRAFT