

***Town of Milford***  
**ECONOMIC DEVELOPMENT ADVISORY COUNCIL (EDAC)**  
**APPROVED Meeting Minutes**  
**Town Hall Select Board Meeting Room**  
**Wednesday, November 13, 2024**

**Present:**

Paul Amato  
Samantha Belcourt  
Kevin Boette  
Liz Calabria  
Chris Costantino  
Cynthia Dokmo  
Steve Desmarais  
Scott Kimball  
Doug Knott  
Andrea Kokko  
Todd Leo  
John Morison  
Tina Philbrick  
Chip Pollard  
Tom Quinn  
Mike Thornton  
Tom Quinn  
Dale White

**Staff Present:**

Lincoln Daley, Town Administrator  
Camille Pattison, Director, Office of Community Development  
Terrence Dolan, Town Planner, Office of Community Development

**Not Present:**

Jane Hesketh, Recording Secretary, Office of Community Development

**Additional Attendees:**

Suzanne Fournier, Scott Kimball

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**MEETING AGENDA**

1. Welcome and Introductions
  2. Public Input
  3. Bylaws
  4. Prioritized Recommendations for the Next Year
  5. CTE Program Follow-Up - Does the board want to take a position on it?
  6. Minutes – Approval of the October 9th Minutes
  7. Public Input
  8. Meeting Adjourns by 9:00 am
- Next Meeting - December 11, at 7:30 am - Town Hall, BOS Meeting Room

1 ECONOMIC DEVELOPMENT ADVISORY COUNCIL (EDAC)  
2 **MEETING MINUTES November 13, 2024**  
3

4 **1. Welcome and Introductions**

5 Andrea Kokko opened the meeting and went around the table for everyone to introduce themselves. After  
6 introductions, A. Kokko explained the agenda calls for public input which the meeting then started with.  
7

8 **2. Public Input**

9 Suzanne Fournier:

- 10 - Noted the EDAC Ethics Policy has not been thoroughly discussed.
- 11 - Feels there has been a misunderstanding of the policy; then quoted the policy from the Bylaws.
- 12 - Feels membership should be changed in regards to resident representation and business representation.

13 Scott Kimball:

- 14 - In regards to the Bylaw's Goals, would like to add a goal to be the overall prosperity of the Town.

15  
16 A. Kokko asked if there was any one else from the public and hearing none this part of the meeting was closed.  
17

18 **3. Bylaws**

19 A. Kokko asked for any further edits to the Bylaws.

20 The following changes were brought up:

- 21 - Officer Section should eliminate reference to a Secretary position and then add that staff will take on  
22 the role of Secretary.
- 23 - Select Board Member will serve in an advisory role and will be a non-voting member.
- 24 - Other changes concerned the makeup/community representation of the membership.

25  
26 A. Kokko asked if there were any further changes and hearing none asked for approval as amended. The Bylaws  
27 were approved as amended. A vote was taken and all were in favor.  
28

29 After this vote, and towards the end of the meeting, part of the Bylaws was questioned regarding Conflict of  
30 Interest and the wording "No ex-parte communications are permitted". A discussion began about this wording.  
31 It was recommended this wording be deleted. In view of the previous vote, A. Kokko asked for a motion on this  
32 change; Tom Quinn made a motion to approve this change and it was seconded by Dale White. A vote was  
33 taken and all were in favor of this change.  
34

35 **4. Prioritized Recommendations for the Next Year**  
36

37 Camille Pattison addressed this topic:

- 38 - Top priorities are: School CTE Center due to its urgency and Housing.
- 39 - Brox needs to have utilities extended to this area.
- 40 - Invest New Hampshire funding has been applied for (\$200,000).
- 41 - Evaluate the cost of the permit process for housing.
- 42 - Encourage affordable starter homes.
- 43 - Noted the 2009 Master Plan Action items.

44 Discussions about housing, School CTE and density:

- 45 - There will need to be another plan if the School Warrant Article does not pass since State Funding will  
46 no longer be available.
- 47 - Planning Board is in the process of evaluating changes to density.
- 48 - Changes should be evaluated for Residential Zoning in regards to housing needs.
- 49 - Agreed the downtown existing commercial spaces should retain commercial on the ground floor, while  
50 residential units can be developed on the upper levels.
- 51 - Mixed use in the downtown area allows non-conforming properties to be made conforming.
- 52 - Could areas just outside the downtown have less density than the downtown oval?
- 53 - Outlying areas need to have utilities expanded to these locations for additional housing.

**ECONOMIC DEVELOPMENT ADVISORY COUNCIL (EDAC)**  
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**4. Prioritized Recommendations for the Next Year**

Discussions about housing, School CTE and density:

- Could consider reducing density in the R Zone.
- Look at the Zoning Ordinance from the late 90's to see what was in place then.
- Apartments may not be the right choice for Milford (over 43% now); families in apartments add to the schools and residency changes a great deal in apartments.
- There needs to be a better definition of Affordable Housing and does the Town actually need more of this type of housing. Conceptually it sounds good but how does that promote the economy and benefit residents and based on this what does affordable housing look like in terms of density, cost and the numbers.
- How much affordable housing does the town actually need? How many affordable housing units are needed? Affordable needs to be defined and if it's feasible, how does this get done and where?
- There is a Work Force Housing shortage.
- Affordable has been defined as \$1533 for a one bedroom unit which means an income of approximately \$45,000.
- A and B Districts are fairly developed but Zone R has flexibility.
- There are added infrastructure costs with additional housing; can this be passed on to the developer.
- Perhaps obtain a grant for Work Force Housing.
- There is a need for smaller less expensive houses.
- Define a Goal around Affordable Housing; how much is it? In Amherst it is considered to be 120% of median income.
- Noted that there is probably more involvement with the Town from home owners than there is with renters.

Discussions about Businesses:

- There is a need to attract new businesses, but where to put them.
- Brox is an area to consider. It is owned by the Town and the Town could benefit from extending utilities to that area since it will increase the value of the property. There needs to be a strong driving force to get this going.
- Hendrix and Hitchiner are already tight on space.
- More immediate need is Work Force housing.
- There is a barrier to attracting new people since there is no housing in the town for new hires.
- Develop/attract a hotel. Various ideas were discussed on this subject.
- Parking garage should be looked at to promote further development; more parking is needed. This topic was discussed. It was noted that 6 years ago this was looked at and there was an estimated cost of \$3 million. Further discussions continued about locations in town and how to go about development.

Discussions on Branding and Marketing:

- This would attract businesses but there needs to be housing.
- A grant could be obtained to assist with this cost.
- Make Milford not just a place to live, but a destination to visit.

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2 **MEETING MINUTES November 13, 2024**  
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5 **4. Prioritized Recommendations for the Next Year**  
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7 Recommendations to Work On:

- 8 - Support the School CTE Center  
9 - Housing – re-evaluate and define affordable housing;  
10 What are we looking for and how feasible is it?  
11 - Parking Plan – Parking Garage/Parking Lots.  
12 - Branding and Marketing; make Milford a destination. Liz Calabria will provide information on  
13 grant opportunities.  
14 - Report to the Planning Board that the EDAC is focused on affordable housing and supports single  
15 family homes; look at Residential Zones.  
16

17 Andrea Kokko addressed what the committee should focus on for the next meeting:

- 18 - EDAC position on the CTE Program support; a vote will be taken.  
19 - Housing.  
20

21 **5. CTE Program Follow-Up - Does the board want to take a position on it?**

- 22 - What is the tax impact? EDAC needs this information.  
23 - Needs to be “sold” to the residents by providing information on the program and the benefits for  
24 students and the Town. A big part is the Automotive/Motor Sports Bays. Various ideas were discussed  
25 on how to get the information out on this program.  
26 - Materials on the CTE so EDAC can vote at the next meeting.  
27 - If EDAC is providing support, does this go to the Select Board and can this be shown on the Warrant  
28 Article?  
29 - To move forward to the Select Board, information is needed and a vote is needed regarding the  
30 position of the EDAC Committee.  
31 - A vibrant forward looking school system is an excellent selling point for attracting new people to the  
32 community.  
33

34 **6. Minutes – Approval of the October 9<sup>th</sup> Minutes**  
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36 **Minutes of October 9, 2024**

37 Changes: add attendee Tom Quinn and name changes.

38 Motion made by Mike Thornton to approve minutes as amended and seconded by Doug Knott. A vote  
39 was taken and all were in favor. Those not in attendance at this meeting abstained from voting.  
40

41 **7. Public Input**

42 Scott Kimball:

- 43 - Regarding the “Ex-parte” feels it needs to be determined if it is allowed to be deleted.  
44 - Provided information about a website that can assist with determining housing affordability for  
45 residents in Milford based on income; information was given to Terrey Dolan.  
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47 **8. Next Meeting**

48 December 11, at 7:30 am - Town Hall, BOS Meeting Room  
49

50 **9. Adjournment**

51 Motion made by Mike Thornton to adjourn and seconded by Kevin Boette. All were in favor.

52 Meeting adjourned.  
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