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**Town of Milford**  
**MASTER PLAN STEERING COMMITTEE**  
**APPROVED MEETING MINUTES**

**Milford Police Department – Community Room**  
**MAY 28, 2024**

*Zoom Meeting*  
*<https://us02web.zoom.us/j/89603511049?pwd=ZWNRtnl2eGVdVlVkbWVtaHZoRFBidz09>*  
*Meeting ID: 896 0351 1049*  
*Passcode: 289147*

**Present in STAFF**

**Person:** Camille Pattison, Director Community Development  
Terrey Dolan, Town Planner Community Development

**CONSULTANTS**

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

**REPRESENTATIVES**

Erin Bradley, Envision Milford  
Karen Facques, Envision Milford  
Stephen Facques, Envision Milford  
Suzanne Fournier, Resident  
Scott Kimball, Resident  
Patti Kenyon, Envision Milford  
Andrea Kokko, Zoning Board  
Janet Langdell, Planning Board  
Marie Nickerson, Conservation Commission  
Kathy Parenti, Library Trustee Chair  
Susan Smith, Planning Board  
Michael Thornton, Zoning Board  
John Yule, Conservation Commission

**Present via CONSULTANTS**

**Zoom:** Liz Kelly, Resilience Planning and Design (Co-Project Manager)

**REPRESENTATIVES**

Patricia Kenyon, Resident

**Not Present:** Jane Hesketh, Recording Clerk Community Development

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**MASTER PLAN STEERING COMMITTEE  
MEETING MINUTES MAY 28, 2024**

**MEETING AGENDA**

- Welcome and Introductions
  
- Existing Conditions Discussions:
  - Milford and the Region - Jay Minkarah, NRPC
  - Population and Housing - Crystal Kidd, RP&D
  - Economy - Crystal Kidd, RP&D
  
- Outreach and Engagement Plan:
  - Review Draft Plan - Liz Kelly, RP&D
  - Updates of Recent Efforts
  - Next Steps - Identify Upcoming Events
  
- Minutes - Approval of the April 2nd Minutes
  
- Next Meeting
  - June 25th at 5:30 pm in the BOS Meeting Room
  - Topics will include: Natural Resources and Natural Hazards
  
- Next Steps

1 **MASTER PLAN STEERING COMMITTEE**  
2 **MEETING MINUTES MAY 28, 2024**

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5 **WELCOME AND INTRODUCTIONS**

6  
7 Camille Pattison, Director of Community Development opened the meeting by introducing herself and asked  
8 those present in person to introduce themselves as well as those present via Zoom. She continued by saying Jay  
9 Minkarah of the Nashua Planning Commission would be attending the meeting later on. C. Pattison did a brief  
10 review of the agenda items before moving ahead to the first item for discussion.

11  
12 **EXISTING CONDITIONS DISCUSSION**

13  
14 C. Pattison: the meeting will start with Population and Housing then Economy. There has been data obtained  
15 about Milford from a 2018-2022 American Community Survey and United States Census Data. Once the data is  
16 presented, the meeting will be open for discussion on Existing Conditions. Using a power point presentation,  
17 Camille Pattison began the presentation.

18  
19 **Population and Housing – Crystal Kidd, RP&D**

20  
21 C. Pattison: The following facts were obtained from the American Community Survey. Milford has been  
22 greatly impacted by its geographical location and economic region.

23  
24 **Facts on Milford Population:** has grown steadily since 1990 but plateaued recently; growth is stable right now  
25 but is less than what growth was prior to 2010; according to the 2023 Nashua Planning Commission Regional  
26 Housing assessment Milford exceeded regional growth between 2010-2020 (the Region consists of 13  
27 Communities); median age 37 years old which indicates it is in the prime working age bracket; approximately  
28 11% are considered disabled which indicates a need for transportation; largest group is 18% under 15 years old;  
29 median income is \$74,755 for families; approximately 83% commute alone by car; school enrollment has  
30 plateaued across all grades(working with SAU to obtain more data).

31  
32 Meeting was then open to discussion by addressing the discussion questions.

33  
34 **1. How has the population changed since 2010?**

35 M. Thornton: Cemetery Trustee; interested in the death rate. Noted some increases in the population. Need for  
36 available burial plots.

37 J. Langdell: is there information on those who are non-residents, but previous residents who are requesting  
38 burial plots?

39 M. Thornton: that data is not available, but a person must have been a resident for 10 years for internment.

40  
41 Erin Bradley: is the town running out of space, i.e. housing, new developments, etc.?

42 Suzanne Fournier: agrees, town has grown since 2010 and feels the town is crowded; concern for town services,  
43 being unable to maintain facilities; population of about 16,000 and town is only 4 miles across.

44 Terrey Dolan, Town Planner: has received a number inquiries about Elm Street and development there for  
45 businesses and/or multi-family housing; recently no applications for larger housing developments; other  
46 inquiries have been for cell towers and solar panels (both commercial and residential).

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1 **MASTER PLAN STEERING COMMITTEE**  
2 **MEETING MINUTES MAY 28, 2024**

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4 M. Thornton: asked about creating affordable housing. T. Dolan: right now there have not been any direct  
5 applications for that; cost of land makes it prohibitive.

6  
7  
8 **EXISTING CONDITIONS DISCUSSION**

9  
10 **Population and Housing – Crystal Kidd, RP&D**

11  
12 Steve Whitman then addressed the second question open for discussion. He asked about the trend towards a  
13 younger population and what the thoughts are on that.

14  
15 **2. How has the age distribution of the Town’s population changed over the past decade, and what**  
16 **implication does this shift have for community services, infrastructure, and other resources?**

17 Andrea Kokko: is surprised by the trend; good community with a good school system with families always  
18 wanting to move here; noted since 2010 there have been more developments for elderly housing but the ability  
19 to get that housing is difficult and because of that thought the elderly population percentage would have been  
20 higher.

21 Susan Smith: based on attending School Board meetings and Budget sessions her observation has been the  
22 population is more transient due to rentals in the community resulting in the schools needing to provide more  
23 social services for the children who have been moving from town to town. She noted there has been a decrease  
24 in the higher grades but an increase with the younger age group which shows there are families moving in with  
25 elementary age children.

26 Mike Thornton: increased social service in the schools is due to the homelessness of some students and food  
27 insecurities.

28 Janet Langdell: Share Outreach will have perspective on that as well as the current data.  
29 There was discussion about this.

30 Scott Kimball: stated a community consists of people who have common interests, cultures and traditions but  
31 with so many transient families what is the effect on the town (noted recent projects that were not voted in);  
32 what is the motivation in the town to attract a different type of business (sited retail that has been taken over by  
33 Amazon); in order to revitalize there is a need to attract new revenue and people to live in Milford; if the schools  
34 are not going to be funded then there needs to be a new high school but there is only about 60% of the residents  
35 who are actually settled and invested in the community.

36  
37 This led into the next topic which Camille Pattison started.

38  
39 **Facts on Milford Housing:** about 55% of homes are single family and 40% multi-family which consists of  
40 approximately 6,884 housing units; majority of the housing structures are older being built before 1980; 22%  
41 were built before 1939; most renters are in or around the downtown area; majority of housing units are owner  
42 occupied with 38% being renters; Milford has the lowest share of owner occupied housing; median value of an  
43 owner occupied home in 2023 was \$332,300 and a median purchase price of \$430,500; median gross rent about  
44 \$1250 (probably less than what is actually advertised).

45  
46 Goals of the 2023 Envision Milford outreach:  
47 - Retain young people and attract families to live in Milford

1 **MASTER PLAN STEERING COMMITTEE**  
2 **MEETING MINUTES MAY 28, 2024**

- 3
- 4 - Create more services for Seniors (transportation and Community Center)
- 5 - Use Milford’s mix of housing stock to provide affordable housing options to meet the wide range of
- 6 economic needs
- 7
- 8

9 **EXISTING CONDITIONS DISCUSSION**

10

11 **Population and Housing – Crystal Kidd, RP&D**

12

13 The meeting was then open to discussion by addressing the discussion questions.

- 14
- 15 **1. Does the housing in Milford currently meet the needs of all residents?**
- 16 **2 Are there types of housing that are clearly missing, or that you feel you have too much of?**
- 17 **3. Are there any housing development projects or initiatives underway in Milford?**
- 18 T. Dolan to A. Kokko noted the search for a home was very difficult and extremely competitive; is it any better?
- 19 A. Kokko: it has changed a bit but it depends on the property/property condition.
- 20 There was more discussion about this especially in view of interest rates for those who may sell but then need to
- 21 buy elsewhere. Also, the affordability is a problem for many.
- 22 C. Pattison: then it sounds like housing in Milford does not meet the needs of all residents.
- 23 A. Kokko: in addition to homes, she is also involved with rentals/property management; there is a definite need
- 24 for lower income housing (with lower income now considered to be around \$65,000); rentals are hard to find for
- 25 people in Milford; in addition there have not been recent developments of single family homes.
- 26 There was more discussion about starter homes and other types of housing for Milford along with different types
- 27 of housing models in other towns.
- 28 Steve Whitman stated his team will be looking at the different housing options/models.
- 29 A. Kokko offered her opinion on providing housing for those in a lower income who do not have transportation
- 30 which means they would be shopping locally, therefore providing income to the town.
- 31 Susan Smith: there are those that do not want more housing and others that need more housing; perhaps it
- 32 would be better to attract more industry in order to lower property taxes.
- 33 Scott Kimball: it would be a good idea for Milford to coordinate with other towns in the Region about housing;
- 34 Milford should not be responsible for housing all the workers from other towns; he cited RSA 674.
- 35 There was more discussion about housing for the workforce as well as the future housing growth needs and
- 36 housing growth desires by the community for Milford.
- 37 J. Langdell: she feels there is no sense of obligation from the community to be responsible for the workforce.
- 38

39 Discussions ended and the meeting moved to the next item on the agenda.

40

41

42 **Milford and the Region - Jay Minkarah, NRPC**

43

44 Jay Minkarah began his presentation by saying from his point of view he looks at the amount of land that is

45 available.

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1 **MASTER PLAN STEERING COMMITTEE**  
2 **MEETING MINUTES MAY 28, 2024**

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4 J. Minkarah: there are fixed notions of what people want for their community; Milford is a community with a  
5 lot of land to be developed or re-developed and the question is how should this land be developed and how the  
6 development will best benefit the community.

7  
8 In addition to the Nashua Region, there is the Boston MSA of which NRPC is part of.

9  
10 **EXISTING CONDITIONS DISCUSSION**

11  
12 **Milford and the Region - Jay Minkarah, NRPC**

13  
14 J. Minkarah displayed a **map** of the 13 communities in the **Nashua Regional Planning Region**: Lyndeborough,  
15 Wilton, Mason, Mont Vernon, Brookline, Milford, Hollis, Nashua, Merrimack, Amherst, Litchfield, Hudson,  
16 and Pelham. He then displayed another map of the **urbanized areas**; a good portion of Milford is part of this.

17  
18 J. Minkarah continued by showing **maps and graphs: Households per Acre** , the downtown area of Milford  
19 has a the most density; **Average Household Size**, downtown Milford has a household size of 3 or more (he  
20 found this to be unexpected for this area); **Household Income**, the downtown area of Milford shows the lowest  
21 income in the region; **Units Built before 1960**, Milford does not have the largest concentration of older homes  
22 (also unexpected); **Renter Occupied Households**, downtown Milford has the largest concentration of renters in  
23 the region; **Cost of Burden for Renters**, means more than 30% of income is for rent, the entire town of Milford  
24 is in the highest percentage (greater than 40%); **Growth 2010-2020** Milford did show a growth but less than  
25 other communities; **Households with No Vehicles**, Milford does have a concentration; **Population Projections**,  
26 with Milford showing an increase over the next few years; **Employment Projections**, shows Milford had an  
27 increase of 114 jobs between 2010-2020 (gains were offset by losses) and the region shows a decline;  
28 (J. Minkarah feels this should be looked into further especially if the numbers do not seem accurate.); **Commute**  
29 **Times in 2020**, Milford has the largest percentage of those who commute only 10 minutes or less which  
30 probably shows most people work in Milford or Amherst.

31  
32 J. Minkarah finished his presentation.

33  
34  
35 **Economy – Crystal Kidd, RP&D**

36  
37 Steve Whitman began the discussion on this topic. He noted that in the packet for the committee are the four  
38 questions that should be addressed. S. Whitman asked the committee to send their thoughts and questions on  
39 these to Camille for further discussion.

- 40  
41 **1. Where do residents typically work? In town, in county, or out of state?**  
42 **2. Has there been a significant increase in remote workers since the pandemic? If so, what have you**  
43 **noticed?**  
44 **3. What do you see are the biggest improvements needed to support Milford’s local economy?**  
45 **4. What other resources should be reviewed?**

1 **MASTER PLAN STEERING COMMITTEE**  
2 **MEETING MINUTES MAY 28, 2024**

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5 **OUTREACH AND ENGAGEMENT PLAN**

6  
7 Liz Kelly via Zoom presented a chart included in the packet provided to the committee; “*Milford, NH: Master*  
8 *Plan Outreach and Engagement*”. This chart was displayed for the presentation.

9  
10 **Review Draft Plan – Liz Kelly, RP&D**

11  
12 The draft lists each task to assist in providing information on the progress of the Master Plan Outreach and  
13 Engagements. There are two categories:

- 14 - **Outreach Techniques:** different ways to communication with the community;  
15 how information is provided on the Master Plan; how to get the word out to the community  
16 (social media, project website, flyers, and videos); how to provide feedback on the Master Plan.

17  
18 Changes noted: Targeted outreach to youth/schools, businesses, etc. for winter 24/25.

19 There was information provided by Camille Pattison on how to involve older students and  
20 further information provided by Steve Whitman concerning events for outreach.

21 M. Thornton offered an idea that could involve the Marketing Class in the High School. There  
22 were other ideas discussed.

23  
24 L. Kelly pointed out “Image Folder on Dropbox” which is a link to send information, pictures,  
25 etc. which is open to committee members. There was discussion about the drop box in regards  
26 to access and what can be viewed by the members.

- 27  
28 - **Outreach Events:** different ways to get the public involved; interactive forum and then an  
29 online version of what was included in the forum; various types of events for participation;  
30 highlight specific events that are traditional events in Milford (tabling kit with a package of  
31 materials for information); way to provide feedback at events.

32  
33 L. Kelly asked if there were any questions.

34  
35 Janet Langdell offered an idea and her assistance with a flyer for an upcoming event. L. Kelly will get this  
36 printed for her.

37 There was discussion about how feedback can be done in an efficient way and not just an interactive forum;  
38 something that would be faster, easier and more flexible.

39  
40 **Updates of Recent Efforts**

41  
42 Steve Whitman asked if Liz Kelly could provide an update on the proposed logo. A copy was distributed to the  
43 committee members. The different versions were displayed and discussed. Changes were suggested.

44  
45 Camille Pattison stated there will be videos (short and long) on Granite Town Media to provide information on  
46 the Master Plan.

1 **MASTER PLAN STEERING COMMITTEE**  
2 **MEETING MINUTES MAY 28, 2024**

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5 **OUTREACH AND ENGAGEMENT PLAN**

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7 **Updates of Recent Efforts**

8  
9 Liz Kelly asked about the flyer information and if there were any questions. It was asked about using the logo  
10 on the flyer. This was discussed and changes suggested for the flyer.

11  
12 Steve Whitman suggested the committee email Camille Pattison with any other thoughts or ideas on the flyer  
13 and the logo.

14  
15  
16 **MINUTES**

17  
18 **Approval of the April 2<sup>nd</sup> Minutes**

19  
20 Changes were recommended and the minutes will be updated for distribution.

21 C. Pattison asked for a motion to approve as amended. Kathy Parenti made a motion to approve as amended and  
22 Stephen Facques seconded; all were in favor.

23  
24  
25 **NEXT MEETING**

26  
27 June 25<sup>th</sup>; 5:30 pm; BOS Meeting Room

28 Topics: Natural Resources and Natural Hazards  
29  
30

31 **NEXT STEPS**

32  
33 S. Whitman suggested members start sharing information with each other and the Consulting Team.

34  
35 The topic of video participants was discussed, and who would be best to have in the videos. The need for  
36 diversity was suggested and suggestions provided (seniors, students, residents from Farmers Market, etc.). The  
37 content and purpose of the videos was discussed.  
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40 **MEETING ADJOURNED**  
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