

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ **APPROVED**

2 APRIL 4, 2023 Board of Selectmen Meeting Room, 6:30 PM

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4 **Members Present:**

5 Doug Knott, Chairman
6 Janet Langdell, Vice Chairman
7 Tim Finan, Selectmen's Rep
8 Elaine Cohen, Member
9 Susan Robinson, Member
10 Pete Basiliere, Member (via Zoom)

Staff:

Terrey Dolan, Community Development Director
Andrew Kouropoulos, Videographer

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12 **Excused:**

13 Paul Amato, Member (via Zoom)
14 Susan Smith, Alternate
15 Darlene Bouffard, Recording Secretary

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18 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight is
19 a work session. Planning Board members and staff were introduced by D. Knott who noted S.
20 Smith and P. Amato are excused tonight and P. Basiliere is attending via zoom this evening
21 therefore there will be a role call vote.

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23 **2. Public Meeting:** Nomination for NRPC Representative. T. Dolan, indicated that the Board needs
24 to make a nomination for an NRPC representative for Milford. John Yule has been nominated and
25 the Planning Board needs to make a recommendation to the Board of Selectmen if it is inclined.
26 John Yule stepped up to the Board. J. Langdell explained that NRPC is a Regional Planning
27 Commission with several items they are required to do, one of which is to have member
28 representatives in the surrounding towns. In the past, there was a Selectmen in the position,
29 however, fast forward to today, Mr. Yule has much local experience and knows what is going on
30 in the community. S. Robinson asked why he would like to be the representative. J. Yule
31 explained he is a land surveyor and has worked with NRPC and Milford has had a seat at the table
32 for a long time; it has always interested him and he pays attention to what is going on in Milford
33 and feels he can add to the group, be a good fit and he has the time to dedicate to it. P. Basiliere
34 had no questions and is certain John will be a welcome member to NRPC as a Milford
35 representative. J. Langdell moved that the Planning Board recommend to the BOS that John Yule
36 be appointed to NRPC as a representative for Milford. T. Finan seconded. Role call vote: S.
37 Robinson yes, E. Cohen yes; T. Finan yes; J. Langdell yes, P. Basiliere yes; D. Knott yes. Motion
38 passed unanimously. J. Langdell said a memo will be sent to the for BOS approval. J. Langdell
39 will send a template memo to Terrey for Doug to sign to get this on the BOS agenda.

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41 **3. Work Session Items:**

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43 a. **Annual Election for Planning Board Chair and Vice Chair.** T. Dolan indicated the
44 2023/2024 Chair and Vice Chair elections are due; T. Finan nominated D. Knott as Chair.
45 S. Robinson seconded. D. Knott said he is willing to be Chair. There were no other
46 nominations. Role call vote: S. Robinson yes; E. Cohan yes; P. Basiliere yes; J. Langdell
47 yes; T. Finan yes; vote was unanimous. D. Knott indicated nominations for Vice Chair are
48 open. E. Cohan asked if this is done every year? D. Knott answered yes. J. Langdell said
49 the annual Planning Board elections are held after Town Election is done each year. T.
50 Finan asked if Janet Langdell is willing to be Vice Chair again? J. Langdell answered she
51 is. E. Cohan nominated J. Langdell to be Vice Chair. Seconded by S. Robinson. Role call
52 vote: P. Basiliere yes; T. Finan yes; E. Cohan yes; S. Robinson yes; D. Knott yes. Vote
53 was unanimous. J. Langdell asked T. Finan if he will be continuing as a BOS

Representative on the Planning Board? T. Finan responded that is not determined and will be discussed Monday at the BOS meeting. J. Langdell indicated that the Planning Board would love for T. Finan to continue on the Planning Board if possible.

b. **Discussion of RFP for Master Plan.** T. Dolan said he reviewed the summer 2022 minutes about the RFP and they were very vague. What does the Planning Board want for the RFP? J. Langdell said there were some examples provided by Lincoln in 2022. T. Dolan said the handout can be discussed at the next meeting 4-18-23. J. Langdell asked for the RFP draft to be sent to members for review. T. Dolan will send out the draft RFP as soon as he receives it. P. Basiliere said he has the RFP at home that was sent to him. T. Dolan said the Exeter Master Plan was reviewed and it looks like Milford would like to go the holistic route. J. Langdell asked if Pete has the Exeter RFP electronically? P. Basiliere said he will check on that. T. Dolan explained at the next meeting there is the Boys & Girls Club application continuation, meeting minutes, and an Envision Milford update. There are no other applications on April 18.

c. **Annual CIP Process.** T. Dolan is hoping to get an earlier start on the CIP than in 2022; at the next meeting and until the May work session, Terrey hopes to have additional details; we also need two Planning Board members, and the CIP Committee will meet weekly. J. Langdell said in previous years the CIP was done to use during budgeting. T. Dolan hopes to get that memo out to Department Heads in the next ten days to hear back from them by June. P. Basiliere (via Zoom) noted that the School District last year did not provide information for the Bales School, they only spoke about the High School. In the end the School District did not meet the 60% in favor, the community needs to know earlier. S. Robinson suggested if the CIP process is started sooner as Terrey seems to want to do, this year that could help with that situation. T. Finan said they have to engage the residents sooner. J. Langdell indicated that last year Lincoln made progress with starting earlier but the School District seems to feel they were not part of the process. E. Cohen said there was only one member of the School Board that only attended one CIP meeting last year.

J. Langdell said that was better than some years ago. When Peter Bragdon was on the School Board, we had a school board representative, and how long ago was that? D. Knott asked why is it this way? J. Langdell said it is the culture of NH, School and Municipal are separate budgets and have separate governance. J. Langdell knows that Lincoln made a lot of attempts last year to work and build some bridges with the new SAU/Superintendent; she asked P. Basiliere if there is any sense that that has been positive and have we been able to do that? P. Basiliere answered that it was an improvement but then they brought out the Bales proposal at the last minute, so that's disappointing. He thinks the CIP Committee needs to attend the School Board early on. Keep in mind too, that the Committee would be talking about items at least 9 months before voters will take action. It's one thing to have a five-year plan for ambulance replacement or other vehicles for DPW, it's another thing when it's a building that comes around once every 20 years. We need to bear that in mind, but maybe to give the Committee ideas early on would be helpful. It is also helpful to keep in mind the capital expenditures for the town. Another frustration is that sometimes those weekly CIP meetings turn out for not. There are times when the information is presented and the Selectmen feel that it is not the time for an item. The CIP Committee is Advisory and there are times when the Committee puts in a lot of time preparing and justifying and it is therefore sometimes difficult to get citizen members and at times Planning Board members to be on the CIP Committee.

D. Knott said he does not understand why the CIP is considered a Planning Board document. J. Langdell answered that is because the RSA states it is a Planning Document. T. Finan feels it is more of a budgetary tool. J. Langdell said it also fits in with the Master Plan. The CIP is an advisory tool that attempts to bring in people on the outside to represent the Community. E. Cohen said in reality it is the usual people. P. Basiliere stated it would be good if we could alter the range of people that are involved and perhaps who expressed an interest, if they are on the Steering Committee or not, to be involved in the Master Plan. The reports produced by the CIP Committee should be streamlined, it is a monster document and maybe Terrey can bring in his experience from elsewhere for this kind of document. The CIP Committee needs to have clearly defined definitions for the different rankings so that all members use the same framework. In the last couple years there have been people that did not follow the definitions we had, and still voted where they thought they should.

Janet Langdell suggested the CIP Chair and Vice Chair should work with staff to come up with that initial framework. J. Langdell asked if Pete is interested in being involved in the CIP again? P. Basiliere said he has not decided yet because of that frustration. This is expecting a lot of staff and a lot of volunteer committee members, it has to be done in a timely fashion. The last two or three years, after the CIP Committee has presented the final document, the Selectmen did not view it in a positive way, nor explain why that was the case. T. Finan agrees with Pete's statement that the CIP Report is looked at as just another opinion. T. Finan would like to have more Planning Board work sessions with the BOS to talk out the details of some of these items, instead of including them in a regular BOS meeting. Looking back, T. Finan said in the last year the BOS only had one work session on Storm Water plus the Budget Work Session. T. Finan feels if one topic will take up two hours in a BOS meeting, that discussion should be in a separate work session instead so everyone is focusing on just one topic. Point of clarification, T. Finan said the BOS did not reject the CIP plan, it accepted the plan. He would like to go back and see what was on the CIP and what did not get put on the Warrant for 2023.

E. Cohen has been on the CIP Committee for two years now and noted that P. Basiliere has made positive changes to the process. E. Cohen said Susan Smith has a lot of contacts at the school, but she is not sure if Susan would want to participate on the CIP Committee. T. Finan believes Susan Smith was on the School Budget Committee, so she might. J. Langdell agreed she might want to participate. E. Cohen indicated if she does, that might help the CIP Committee on the School side.

At this point, A. Kouropoulas noted the town internet connection was lost. T. Finan thinks Susan Smith is currently on the School Budget Committee. D. Knott indicated that year after year, it is stated that the CIP is a lot of work, but the process does not seem to change; it does not carry the weight that it should. J. Langdell said if the CIP was not done, what would assist Department Heads in doing long term planning and generating this kind of information? D. Knott said that could be in the job description. J. Langdell thinks it is (in the job descriptions) now but it isn't pushed when CIP is pushed, this is the tool that helps them do that.

D. Knott understands it has to be done, but it seems like a lot of work and it does not get used for much. T. Finan believes that this year it was taken more into consideration and what was recommended did get put on the Warrant. J. Langdell said the CIP also gets the longer-term items brought to the table. Many of those longer-term items are brought to the table in the CIP process. There are also projects on the horizon. J. Langdell needs to go

back to look at the CIP requirements. A. Kouropoulas said the internet is back on. E. Cohen said the items on the CIP are also spread out more so they are not all expenses in one year. J. Langdell agreed, it is a tool to level out the tax rate. Would the Finance Director take over that role if there was no CIP? T. Finan does not think it should be on the Finance Director, since he does not plan out expenses, he works with what money is taken in and what the Selectmen ask him to do, the CIP has an important role and that is why T. Finan does not think the CIP Committee should be prioritizing things.

J. Langdell said in the Bill Parker years, the CIP committee did not prioritize items. T. Finan agreed, stating that was when Paul Dargie was on the committee and wanted to do it. Before Paul Dargie became CIP Chair the committee fought him on that. T. Finan does not think items should be prioritized within the same year. J. Langdell said that piece came in with Paul Dargie. T. Finan said the CIP Committee looks at several years in order to keep the tax rate flat. J. Langdell asked what are the next steps? P. Basiliere was not back on Zoom. J. Langdell would like to have a conversation with P. Basiliere about who is on the CIP committee, and who might be a possibility to bring on, and how many people should be on the CIP Committee and can that be increased by a couple people? T. Finan just received the information that Susan Smith dropped off the School Budget Committee this year. Members tried contacting P. Basiliere via the zoom link on their phones. A. Koroupoulas stated the Town Hall does not have internet service at all right now.

T. Dolan asked if the Board wants to put it on the agenda 4-18-23 or on the May Work Session 5-2-23. It was decided to put in on the May 2 Work Session.

4. Other Business:

5. Upcoming Meetings:

4/18/23 – Planning Board Meeting
5/2/23 – Planning Board Work Session
5/16/23 – Planning Board Meeting

6. Adjournment.

The meeting was adjourned at 7:25 p.m. on a motion made by S. Robinson. T. Finan seconded. A role call vote was taken: T. Finan yes; J. Langdell yes; S. Robinson yes; E. Cohen yes; D. Knott yes. The motion passed unanimously.

Signature of the Chairperson/Vice-Chairperson: Date: _____

The Planning Board minutes of 04-04-23 were approved 5-16-23