

MILFORD PLANNING BOARD WORK SESSION MINUTES ~ APPROVED
NOVEMBER 1, 2022 Board of Selectmen Meeting Room, 6:30 PM

Members Present:

Doug Knott, Chairman
Janet Langdell, Vice Chair
Tim Finan, Selectmen's Rep
Elaine Cohen, Member
Pete Basiliere, Member
Susan Smith, Alternate Member
Susan Robinson, Member (arrived 6:40)

Staff:

Camille Pattison, Interim Town Planner
Lincoln Daley, Community Dev. Director

Staff Excused:

Paul Amato, Member
Darlene Bouffard, Recording Secretary

1. **Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight is a Work Session of the Planning Board focusing on the Master Plan. Planning Board members and staff were introduced by D. Knott and the meeting was turned over to Camille Pattison, Interim Town Planner.

2. **Work Session Items:**

- a. **Help Envision Milford's Future Projects Update:** C. Pattison indicated tonight should be quick, she will provide an update of where the Master Plan is and talk about setting up a Steering Committee. The website is up, we will be doing Social Media posts looking for input, eventually having a Charette after the holidays. P. Basiliere looked at the website today and he did not go as far down as the photos, but he asked if they are credited to the photographer? C. Pattison responded that they credited except for the photos the Town already had. C. Pattison asked if L. Daley is working with Granite Town Media on an intro video? L. Daley said it is in development. C. Pattison noted once that video is available, that will also be put out there to encourage people to take the survey.

J. Langdell asked if a slide could be put on Channel 21 so residents can be familiar? C. Pattison and L. Daley both agreed they could work with Chris Gentry and Andy to make that happen.

C. Pattison said that the survey is out there and so far 67 responses have been received, she encouraged Board members to all take the survey. E. Cohen indicated she tried to do the survey but survey monkey kicked her out and it went back up to the top of the survey. J. Langdell noted if the survey was done on a phone it sometimes does not work correctly. C. Pattison suggested to try to do the survey on a laptop instead, she has not heard it timing out. P. Basiliere also noted that when he filled out the survey, he was able to click off more than the allotted number of answers. There should be a parameter of how many are the minimum or the maximum. J. Langdell had asked that question in the beginning, there should be a setting in survey monkey. C. Pattison will check that. P. Basiliere would like to know when those changes are made so then other Board members can take the survey.

- b. **Help Envision Milford's Future Subcommittee:** There are now postcards available, J. Langdell asked what is the plan for them? C. Pattison said she does not have a plan for them, she is hoping the Steering Committee will come up with a plan. L. Daley said the postcards are at Town Hall, the Library and other businesses. L. Daley indicated to do a mailing for the entire town it would cost about \$2000 which is not feasible. J. Langdell noted that the postcard does not have the December 1 date. C. Pattison intentionally left that off the postcard for the Steering Committee to work with. E. Cohen said a deadline should be included so someone does not try to do this next July.

L. Daley met with the Budget Advisory Committee and they asked the status of the Master Plan and he mentioned a Subcommittee was needed to be formed and some members

offered to sign up. He has three individuals who want to sign up for the Steering Committee; now we need to take a step back so this committee is formed under the guidance of the Planning Board and members will be a part of the Steering Committee and the balance would be made up of residents up to 8-10 people total. The role of this subcommittee would be to delve into the details, with the Planning Board at the 10,000 foot level, much like the CIP process. That way, the Planning Board reps could make a presentation to the Board of Selectmen with any updates.

J. Langdell said one thing to consider is the diversity of the Steering Committee; we have seen recently in the development of another committee that it is all the same people; this is really important to reach out to our business community, property owners who may not be residents and non-affiliated persons in addition to people involved in zoning and planning and the BAC. L. Daley indicated that is a very good point, but he was excited about their enthusiasm when the importance of the Master Plan was mentioned; the BAC sees the importance of the overall document and felt it is a needed part of the process, he feels people will be engaged and want to be a part of this process. J. Langdell suggested if this is a long-haul type committee, more than 10 members may want to be considered, not 20, but more than 8 because not everyone will be able to attend every meeting.

L. Daley indicated back when there was a Steering Committee for the new Police Station, there were about 20 members and it was a fun committee to be on and he hopes we will get that type of energy for this Steering Committee. T. Finan was a part of that committee and remembers closer to 30 people on it that met in the Town Hall Auditorium. J. Langdell thinks we should look for at least 15 people. C. Pattison asked Janet about her referring to this committee as a long-haul committee, are you seeing this as carrying forward with the Master Plan? J. Langdell agreed, or a significant portion of them. E. Cohen asked if the postcards are in the Town Clerk's office and in the Lobby? L. Daley said they are and there is a large poster in the Lobby.

P. Basiliere asked if there will be anything done with the postcards at the Election? J. Langdell said there will be a table with a large poster to hand out the postcards. But where will the table be? P. Basiliere said if you just want to get the postcard in their hand, it can be given after they vote but if a conversation is wanted, they should be out front. J. Langdell asked if a small table could be set up right near the entrance, but away from candidates for people to ask questions? T. Finan noted that there is a risk of people thinking this is on the ballot. All agreed the postcards should be given out after voting near where the Dollars For Scholars sell food. There needs to be some volunteers at that area to hand out the postcards before people exit. L. Daley said he will be available for Election afternoon only. This table will be active 6:30 am to 8 pm, J. Langdell indicated we can have people sign up for this based on their schedule. S. Robinson asked if an email could be sent identifying when people can be there, she can fill in some time. P. Basiliere stated the busiest times are first thing in morning about 6:30, then around noon then 5:00 till close.

L. Daley asked if the Board could consider who will be on the Steering Committee, he thinks 2-3 members from this Board would be ok. S. Smith and S. Robinson both would be interested. L. Daley to coordinate who will stay at this table during Election next week.

- c. **CIP Capital Improvements Plan Update:** L. Daley explained the first CIP Public Hearing for the Planning Board will be on November 15, it has been advertised and is to solicit input from the public and then move forward to adopt it. J. Langdell asked if there have been any changes to the CIP since it was last reviewed by the Planning Board? L. Daley said there were only some minor corrections, the Library was moved to 2024 at the

request of the Library Trustees and a bond for Water Utilities was amended. L. Daley indicated tomorrow night, November 2, the CIP Committee will be meeting for the last time to finalize the document and it will be forwarded to Planning Board members by next Thursday or Friday.

J. Langdell stated the previous Milford Town Administrator having left a little while ago, there is an opening for an NRPC rep for Milford that needs to be filled, it could be a member of Planning Board, Zoning Board or Board of Selectmen, they meet Quarterly and the Executive Commission meets monthly in the evening in Nashua. C. Pattison indicated the quarterly meetings are what is expected of a member. D. Knott expressed interest.

L. Daley explained that there are a number of large plans that will be coming before the Planning Board that will require additional needs for transportation and sidewalks. P. Basiliere asked how far will a sidewalk extend up Ponemah Hill Road with this? L. Daley indicated that is in the ongoing discussions and yet to be determined.

4. Meeting Minutes: no minutes to review this evening

5. Upcoming Meetings: 11/15/22 - Planning Board meeting
12/6/22 – Planning Board Work Session
12/15/22 – Planning Board meeting

6. Adjournment. The meeting was adjourned at 7:15 p.m. on a motion made by T. Finan and seconded by J. Langdell. All were in favor. Motion passed unanimously.

Date: _____

Signature of the Chairperson/Vice-Chairperson:

The Planning Board minutes of 11-01-22 were approved 12-20-22