

MILFORD PLANNING BOARD MINUTES ~ APPROVED
MAY 16, 2023 Board of Selectmen Meeting Room, 6:30 PM

Members Present:

Doug Knott, Chairman
Janet Langdell, Vice Chairman
Peter Basiliere, Member
Dave Freel, Selectmen's Rep
Paul Amato, Member
Susan Smith, Alternate
Susan Robinson, Member
Elaine Cohen, Member

Staff:

Terrey Dolan, Director Comm. Development
Darlene Bouffard, Recording Secretary
Andrew Kouropoulos, Videographer

1. Call to order: Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight's agenda includes a continued public hearing that was continued April 18, 2023. The Draft RFP for the Town Master Plan will also be reviewed this evening.

2. Public Hearings:

- a. Continuation of the Application for Minor Site Plan Amendment SP2022-10. Souhegan Valley Boys & Girls Club Inc. for the property located at 56 Mont Vernon St. located at Tax Map 21, Lot 23.** J. Langdell moved to continue the application based on the request made by the applicant to continue to June 20, 2023. P. Basiliere seconded. All were in favor with P. Amato abstaining. Motion passed.

3. Other Business:

- a. Envision Milford (Master Plan Update) Process:** T. Dolan indicated that Susan Smith and Elaine Cohen, both Planning Board members, stepped up to re-work the RFP for the Master Plan update; they did a lot of great work. T. Dolan has reviewed the draft and has come up with some questions for tonight. First, T. Dolan indicated that the RFP states a new website would be created and maintained by town staff for the Master Plan process. He indicated that this project will go well into 2025 and it is a long road. J. Langdell noted there were also notations of staff services and departmental services, so that needs to be taken out as well; those comments were taken directly from the previous template for the RFP and do not apply to the Milford RFP.

S. Smith asked if the NRPC web page should also have been taken out? T. Dolan stated that the consultant will review the draft RFP and remove it if necessary. E. Cohen asked who will move the information from the NRPC website to the town website? J. Langdell said that information will be collected and taken out or archived as needed. The Steering Committee might want to get involved at that point. T. Dolan added the consultant needs to research that. S. Smith asked some questions about the language on Page 2. It was estimated it would take 120 days to get to a draft Visions statement to be presented to the Steering Committee and BOS. It was determined that the chosen consultant will determine the length of time it will take for the Vision Statement.

S. Smith asked if the town wants to have a theme-based Master Plan? The Steering Committee will go to the Planning Board with any recommendations and then go to the BOS.

The RFP notice will be put in the newspaper May 25 and the RFP will be advertised on the town website, Plan Link; NHMA, and with other points of contact. The deadline for RFP

questions will be June 8, through e-mail to T. Dolan, and a response to the RFP will be due June 22. It was asked if T. Dolan could come up with a list of the possible discussions for the June 6 Work Session, for example possible ordinances to talk about for 2024 and how they have come about to be a possible amendment. T. Dolan will come up with recommendations.

4. Meeting Minutes:

P. Basiliere moved to approve the minutes of 4/4/23 as presented. E. Cohen seconded. P. Amato abstained, with all others in favor. Motion passed.

Janet Langdell moved to table the minutes of 4/17/22 to the next meeting to review the video. D. Freel seconded. All were in favor.

E. Cohen moved to approve the minutes of 5/2/23 as amended. D. Freel seconded. All were in favor.

5. Upcoming Meetings:

6/6/23 – Planning Board Work Session

6/20/23- Planning Board Meeting

6. Adjournment. The meeting was adjourned at 8:54 p.m. on a motion made by D. Freel and seconded by P Basiliere. All were in favor. The motion passed unanimously.

Date: _____

Signature of the Chairperson/Vice-Chairperson:

The Planning Board minutes of 05-16-23 were approved 6-20-23