



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

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STAFF MEMORANDUM

Date: December 15, 2022
To: Planning Board
From: Lincoln Daley, Community Development Director
Terrey Dolan, Town Planner
Subject: Master Plan Subcommittee

The purpose and intent of this item is to provide the Board with a brief update of the Master Plan Subcommittee and discuss potential interested individuals and outreach efforts. To help outline the Committee's purpose, responsibilities, and composition attached please find the draft Milford Master Subcommittee Scope for review and consideration.

1 **Milford Master Plan Subcommittee**

2 ***Mission***

3 To guide the development of a comprehensive strategy for Milford’s future by engaging the community
4 and directing the process of preparing a comprehensive update to the Milford Master Plan, last adopted
5 in 2016, and in accordance with RSA 674:2. In so doing, the Master Plan Subcommittee (MSP) will
6 partner with the Planning Board, Office of Community Development, the consultant selected to prepare
7 the Master Plan with the full involvement of various stakeholders and the community at large.

8 ***Committee Composition***

9 The Committee will be comprised of 11-15 members and shall represent a cross section of the
10 community. Some members will serve as representatives of various Town boards and committees or
11 community organizations. Others will serve as “at-large” members. Town staff will not be appointed as
12 committee members, but will be actively involved in the project. Membership on the Committee will be
13 by appointment of the Planning Board for a term of two years. Members must be sworn in by the Town
14 Clerk.
15

16 ***Time Frame*** – The MP Committee will perform its charge through the completion and adoption of
17 the Master Plan. We anticipate this to be an 18-20 month process with the intention of completing the
18 plan and obtaining PEDB approval by the end of _____, 2024.
19

20 ***Committee Responsibilities:***

21 ***Develop Plan***

22 Working with the Master Plan consultant, the Planning Board, and the Office of Community
23 Development Staff, the MSP Committee will produce a draft Master Plan update for the Town of
24 Milford for review and approval of the Planning Board and Board of Selectmen.

25 ***Engage Stakeholders***

26 It is important that a broad cross section of the community provide input and comment throughout the
27 process. Stakeholders should be representative of, but certainly not limited to, all age groups,
28 ethnicities, various economic means, religious and secular associations, family structures, business
29 community, etc.

30 The Master Plan consultant will spearhead the community engagement process. The overall
31 engagement strategy and schedule will be reviewed and approved by the MSP Committee early in the
32 process.

33 MP Committee members are expected to participate in various community engagement events, forums,
34 activities, etc.

35 The MP Committee shall seek out the advice, counsel, assistance, input and comments from:

- 36 • Volunteer elected officials including the Board of Selectmen, , Housing Authority, Board of
- 37 Library Trustees, School Board,.....
- 38 • Volunteer appointed boards and committees including, but not limited to: Capital
- 39 Improvements Committee, Conservation Commission, Recreation Commission, Energy
- 40 Committee, Budget Advisory Committee, Historical Society, Heritage Commission, Land Use
- 41 Boards,.....

- Key Town staff including personnel of the Office of Community Department, Department of Public Works, Finance, Town Administrator's office, Library, Milford Public Schools, Parks and Recreation Department, Police and Fire Departments,

Promotion and Buy-In

- Build interest, excitement and awareness of the master planning process and its value
- Interact with stakeholders, other entities, and the public at large
- Help identify and outreach to segments of the community that may not be readily engaged
- Ensure public participation retains a key place in the comprehensive planning process
- Members may be asked to use their own social media to circulate information about the master plan update process and various community engagement activities

Process

- Confirm milestones and deliverable due dates
- Ensure work is proceeding on schedule
- Establish guidelines for composition of subcommittees to study and report on specific topics as needed
- Identify obstacles and roadblocks to progress and help to resolve
- Provide guidance for the creation and review of data, findings, and draft documents and provide comments and input
- Build consensus. The MSP Committee shall strive, at all times, to reach a consensus among its members. Voting should not be the default action taken by the Committee.
- Where appropriate, serve as liaison between the MSP Committee and the board, committee or organization which the member represents, providing regular updates and soliciting input and comments.

Other Duties

- Serve as a sounding board for the MP consultant and staff
- The Committee shall publicly report its activities to the Planning Board at least monthly. Reports shall be made to the Board of Selectmen upon request of the Selectmen or Planning Board.

Implementation

- Lay the groundwork for a program to implement the Master Plan recommendations
- Establish a schedule and process for monitoring the Town's on-going progress on Master Plan implementation

Meetings - The MSP Committee will meet at least monthly at a regularly scheduled time. The schedule for meetings will be established by the Committee. At its first meeting the Committee will elect its own Chair and Vice- Chair. Sub-committees may be established which may include non-MSP Committee people. All meetings of the Committee will be public and will be posted and records will be kept of all Committee and sub-committee proceedings according to the Open Meeting and Public Right To Know laws.

Approved by Milford Planning Board _____, 2023

DRAFT