

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ DRAFT

2 AUGUST 2, 2022 Board of Selectmen Meeting Room, 6:30 PM

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4 **Members Present:**

5 Janet Langdell, Vice Chairman
6 Tim Finan, Selectmen’s Rep
7 Elaine Cohen, Member
8 Paul Amato, Member
9 Susan Robinson, Member

Staff:

Lincoln Daley, Comm. Dev. Director (via Zoom)

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11 **Members Excused:**

12 Doug Knott, Chairman
13 Pete Basiliere, Member

Staff Excused:

Darlene Bouffard, Recording Secretary

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16 **1. Call to order:** In the absence of Chairman Knott, Vice Chairman Langdell called the meeting to order at
17 6:30 p.m. indicating that tonight is a Work Session of the Planning Board; Planning Board members and
18 staff were introduced by J. Langdell. J. Langdell invited Susan Smith, a prospective Alternate
19 member of the Planning Board, to join them at the table.

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21 **2. Work Session Items:**

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23 a. **Master Plan Update:** L. Daley indicated this is follow up to the previous meeting at which the
24 Board introduced that the Master Plan will receive an update in 2022; the Board is at the point
25 where public engagement is being sought as it is a very important part of the update since it sets
26 the stage for what the town is looking to incorporate, to accomplish and to identify what it wants
27 going forward for goals in each section of the Master Plan. At that meeting, Camille Pattison,
28 NRPC, presented a Scope of Services and the Board provided input at that meeting. Of note was to
29 incorporate deliverables into the scope of work and also provide different examples of outreach
30 materials to the public as we go through this process. This would include flyers, surveys and other
31 items to solicit input from the general public. L. Daley is hoping that through this, the town can
32 actually engage NRPC with the budgetary items and then plan out the rest of the year with potential
33 meetings with stakeholder involvement.

34 Janet Langdell asked if the Master Plan process could be explained for the viewing public for those
35 that may not have seen the previous meeting. J. Langdell went on to further explain that the Master
36 Plan is the foundation for the development of the Town. L. Daley explained the Master Plan is
37 broken down in several chapters of which there are many, but there are core chapters that are
38 required as part of the State RSA that towns need to identify and produce. Milford has a Master
39 Plan in place that was last updated in 2016 and the general consensus of the Planning Board is to
40 re-vamp it or update it depending upon the level of work, ideas and thoughts moving forward. L.
41 Daley stated right now the town is in the initial phase when we are soliciting input to get the
42 foundation for us to generate each chapter. J. Langdell added if anyone is interested in the current
43 status of the Master Plan, it is available on the Town Website both on the Planning Board page and
44 the Zoning Board page under reports and documents. L. Daley said it is on the Planning Board
45 webpage and also Community Development.

46
47 On Page 3 of the Scope and Services, L. Daley said it is broken down for each element. NRPC
48 would work with the town to develop a series of surveys out of which the deliverable would be an
49 analysis/summary report. This also includes several Charettes to gather information both in person
50 and also online. The deliverable for that would be a summary report. There would be targeted civic
51 group meetings to identify stakeholders and then have meetings to solicit their input. To capture
52 the information being collected, there will be a project website that people can follow as the
53 Planning Board goes through this process. The outreach would be done through marketing flyers,
54 social media outreach under Facebook, Twitter and other forms of social media and the information

55 would be collected by a Steering Committee made up of Planning Board members and other
56 individuals. A summary report of the data would be generated by NRPC.

57 J. Langdell indicated the Planning Board would be soliciting from various groups and
58 volunteers from the community. The Board hopes that there will be public interest from folks who
59 aren't involved in Zoning or Planning or Heritage or Conservation. J. Langdell asked for any input
60 from other Board members. E. Cohen asked about the cost for printing materials, it seems low. L.
61 Daley indicated the town has the ability to do major/multiple printing efforts in house, so that
62 budget was low for a reason and the town would take care of the printing costs in-house. L. Daley
63 will confirm with Camille that he is seeing this as a late-fall or early-winter project to get this
64 process in place and then would need to think about the next phases of this process. The Board
65 needs to consider if it wants to do some of this in-house, use a consultant or a hybrid. J. Langdell
66 indicated we should be considering that now for the 2023 budget. L. Daley agreed the 2023 budget
67 process is beginning now; he would like to take a look at the next phase of this process such as a
68 warrant article. J. Langdell would like for the Board to be sure that for any surveys, flyers or data
69 collection, that it can be migrated to whoever is assisting in the process, she is very concerned with
70 people that want to be involved having to get to another website or link, however, she understands
71 that NRPC will manage it. L. Daley has similar concerns and said the town is a part of this process
72 and any data collected is owned by the town and used utilizing the town website and server which
73 he needs to discuss with Camille to be sure it can be transferred. L. Daley believes the data would
74 be housed on the town website.

75 J. Langdell said with the survey, the scope of work mentions an on-line survey, she feels there
76 definitely will need to be a paper survey as well, there are enough people in this community that
77 either do not have access to a computer or are not comfortable with one and we want their input.
78 That may come down to having a couple volunteers getting together to key in the information from
79 paper surveys. Susan Smith noted that some on line surveys have a "pin drop" feature that not all
80 people know how to use it, that should be considered when the survey is structured. J. Langdell
81 agreed that might be a new concept to people but how it is structured is getting a little into the
82 weeds. E. Cohen asked if the survey portion is proprietary, to which J. Langdell responded there
83 are platforms available to them and it is not proprietary.

84 L. Daley mentioned the output of this work would be a report from NRPC, he would prefer to
85 see a brief compilation and report of the data, he is looking for a summary of about two pages. J.
86 Langdell was focusing on the end result Master Plan, not just this survey piece. Maybe an
87 Executive Summary in the end would be appropriate and in the end the town not have a Master
88 Plan that is 150 pages long that nobody looks at but instead, make it usable. S. Smith asked if the
89 survey data is a part of the Master Plan? J. Langdell responded that the information is provided as
90 an Appendix in the Master Plan. L. Daley feels that in his budget for this NRPC portion of the
91 project, he just needs consensus of the Board on this proposal in order to move forward. J. Langdell
92 noted the Town is behind on this so we need to get started, in the recent past the Planning Board
93 has looked at the Master Plan chapter by chapter and sometimes it was excruciating to get through
94 one chapter. If we identify the vision which this will set the stage for and then just jump in, there
95 are some chapters in our Master Plan that really need to get updated.

96 L. Daley indicated this (Master Plan) process will not be an expensive venture yet, but we need
97 to plan ahead, it won't fly on his budget so he is envisioning a Warrant Article. It will take him a
98 little time to put together an RFP so there is a basis of what the Board decides to do. J. Langdell
99 suggested calling colleagues to get a sense of the cost; she doesn't even want to think what it would
100 cost for a full-blown Master Plan, but because of that we may need to consider breaking this apart.
101 T. Finan asked if it was said to cost \$10,000 or was it tens of thousands? L. Daley said it would be
102 tens of thousands. T. Finan said depending on what it is and how much, it could go in the budget,
103 similar to the Assessing that needs to be done every six years cause it's something that has to be
104 done. L. Daley said he will get the RFP together. T. Finan noted that if there is a Warrant Article,
105 it could fail, then there needs to be another plan in case it fails. L. Daley also noted the budget could
106 fail as well. J. Langdell does not think there is grant money out there for Master Plans. L. Daley
107 agreed and will develop an RFP for this process.

108 E. Cohen asked when the Board will decide on when this part of the project will be and is it
109 one section, or one chapter? J. Langdell responded that right now we are setting the platform
110 information to get the initial input from the community that could become Chapter One, the Vision
111 Chapter. E. Cohen said okay so this is for the Vision Chapter. The reality is, it has been such a
112 long time since we asked the basic questions of our community and stakeholders of what vision do
113 they see for the future of the community, this is to bring us up to date and then define what the
114 goals could be. Chapter One as it exists, was a solid chapter for the time when it was first put
115 together, according to J. Langdell. The Social Media piece to gather information from the public,
116 which will be done by NRPC, needs to be done through the Town of Milford social media page,
117 not the Milford Residents Page, or Milford Happenings, but on the Town website page and Town
118 Facebook Page.

119 L. Daley does not think a formal vote is required, but he would like to get endorsement from
120 the Planning Board to move forward. Unanimous consensus of the Board for L. Daley to move
121 forward was given. L. Daley noted for the two sidewalk projects the town received money for in
122 the past were on the 10-year plan but were removed last year. Why is that relevant? When the town
123 has two major residential developments that will occur off Ponemah Hill Road, that pedestrian
124 traffic will flow onto Nashua Street, and one of those sidewalk plans that was funded was to
125 complete the Nashua Street sidewalks; that will need to be addressed in some shape as part of those
126 projects which may result in a request being submitted for sidewalks on Nashua Street once again.
127 P. Amato asked what that price tag is? L. Daley responded two years ago it was about \$880,000
128 then increase that about 3% per year, so easily over a million dollars now.

129 J. Langdell asked if some of the money available for the Oval and surrounding areas could be
130 used toward the pedestrian crosswalk for pedestrian safety? L. Daley answered yes the oval
131 crosswalks need to be possibly re-designed or at least provided increased visibility; part of the effort
132 going on with VHB is for improving pedestrian safety. Clare Brewer asked about having sidewalks
133 and crosswalks more visible to drivers without it being too costly; as a previous Amazon driver in
134 Massachusetts, she has seen what they have there that works, possibly solar-lit. Traffic signals that
135 actually work should be checked, as she witnessed a crossing in Milford being activated but the
136 light never changed. J. Langdell agrees there are some other methods that can improve pedestrian
137 safety, the pedestrian “humps” on Main Street in Wilton have worked. Clare Brewer continued
138 that the downtown is also very dark so illumination is an idea. Clare Brewer asked if crosswalks
139 are part of infrastructure and didn't the town get infrastructure money? J. Langdell said there is
140 funding available for crosswalks. P. Amato said the blinking light was added to the Union Square
141 and Nashua Street which people use as a pause light not a stop light. L. Daley said VHB has been
142 working on the downtown area and it will include pedestrian safety and crosswalks.

- 143 3. **Other Business:** There was discussion regarding pedestrian crossings and that mid-block crossing
144 is discouraged; any light that allows these crossings would be more expensive. P. Amato suggested
145 that Milford wants to be a pedestrian town, but at what point are there too many signs etc. L. Daley
146 indicated there is a balance of how many lights, or signs, etc. J. Langdell feels it is a good idea to
147 do some outreach so the public knows what is happening.
148

149 The Planning Board will be working with Camille Pattison to handle any Planning applications for
150 the next few months through NRPC. J. Langdell asked if L. Daley has talked with D. Knott about
151 recommending S. Smith as a member of the Planning Board? J. Langdell suggested that the next
152 Planning Board agenda should have a discussion with Susan Smith on that topic so that a
153 recommendation to appoint her as an Alternate Member may be forwarded to the Board of
154 Selectmen at their next meeting.
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- 156 4. **Meeting Minutes:** no minutes to review this evening
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- 158 5. **Upcoming Meetings:** 8/16/22 – *Planning Board Public Hearing*
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