

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ DRAFT  
2 OCTOBER 4, 2022 Board of Selectmen Meeting Room, 6:30 PM  
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4 **Members Present:**

5 Doug Knott, Chairman  
6 Janet Langdell, Vice Chair  
7 Tim Finan, Selectmen’s Rep  
8 Elaine Cohen, Member  
9 Paul Amato, Member  
10 Susan Robinson, Member  
11 Pete Basiliere, Member  
12 Susan Smith, Alternate Member  
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**Staff:**

Camille Pattison, Temporary Town Planner

14 **Staff Excused:**

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 a Work  
19 Session of the Planning Board focusing on the Master Plan. Planning Board members and staff were  
20 introduced by D. Knott and the meeting was turned over to Camille Pattison, Town Planner.  
21

22 **2. Work Session Items:**

23 C. Pattison indicated originally wanted to cover three items tonight, but only two will be covered. She  
24 would like to finalize the community engagement and talk about the roll out of the survey; she has a few  
25 updates on the Master Plan timing and she does not have anything for the Capital Improvement piece.

26 **3. Master Plan Update:** After the last work session, C. Pattison took the feedback and the survey is now at  
27 version 4. Tonight is the last night to make changes to the survey and she feels confident that it can be  
28 wrapped up. C. Pattison reminded everyone that the logo we are going with is either “Help Envision  
29 Tomorrow’s Milford” or “Help Envision Tomorrow’s Milford – Your Opinions Count”, there is an  
30 opportunity to divide it into two sections. She has already heard feedback about changing this logo. E.  
31 Cohen wants to modify it a little bit, because “tomorrow” is the next day, she would like it to say “Help  
32 Envision Milford’s Future” instead. J. Langdell said that is tighter. D. Knott agreed that it is a little  
33 smoother. D. Knott asked for a board poll. All agreed “Help Envision Milford’s Future”.

34 S. Smith suggested that surveys will be anonymous. J. Langdell said if we use Survey Monkey, it  
35 will tie the name with the email address, she feels it will not be anonymous because of that. C.  
36 Pattison said we are asking for email so that we can reach out to the individuals; the addresses will  
37 not be sold.

38 The survey questions were reviewed and refined. J. Langdell noted the capitalization is not  
39 consistent throughout. C. Pattison noted that will be corrected on the final survey. J. Langdell  
40 asked about the timeline, we need to be consistent. C. Pattison will make it 20 years instead of 10  
41 or 20. D. Knott asked if we should specifically identify a parking garage? P. Basiliere said to use  
42 downtown parking garage, to which all agreed. P. Basiliere asked for the definition of Mixed Use  
43 so the people taking the survey understand what that is (commercial, retail below and residential  
44 above). J. Langdell asked if bike lanes could be broken out from pedestrian. P. Amato indicated  
45 it costs the town less to build manufacturing buildings than it does to build residential.  
46

47 P. Amato asked if a definition of Town Services could be identified. Police, Fire, Ambulance,  
48 Public Works, Water Utilities, Library should be identified for town services. J. Langdell asked  
49 P. Amato if he sees any difference in manufacturing, commercial and industrial; P. Amato does  
50 not see a difference, but it can be interpreted differently and there are different categories.  
51

52 C. Pattison made sure the demographics falls in line with the census data. There was discussion  
53 about calling out race and ethnicity. J. Langdell feels that Milford should be consistent with  
54 whatever the Federal government is calling out. All agreed to remove the word “alone” on the

55 survey. S. Robinson asked if the ethnicity question would assist with federal or state grants  
56 somehow? J. Langdell said it is about representation. P. Amato asked if the survey does not have  
57 any of the ethnicity question completed, are we missing certain populations? J. Langdell said that  
58 question is important in the make up of the town. P. Basiliere said that question would give us a  
59 data cut for the town demographics. S. Robinson indicated the community is more diverse than it  
60 used to be.

61  
62 By 17<sup>th</sup> – 18<sup>th</sup> October Camille would like to get the survey out to people. She will get these  
63 changes made in Survey Monkey and then introduce it on Granite Town Media about October 19,  
64 to spread the word to participate in the survey. It will be put on the town website, but C. Pattison  
65 said we do not have a lot of current photos of Milford that she could use, she would like to populate  
66 the Milford website with recent photos. P. Basiliere asked if we could reach out to community  
67 members like Len Manino who has taken a few nice photos in the town. C. Pattison said if those  
68 photos could be sent to her next week, that would be helpful. P. Amato said the Milford Historic  
69 Society might have older pictures of the horse and buggy days and then we could use a current  
70 oval picture. She said she would like scenery and events but maybe not photos of people.  
71 Members said they will look at what they have and reach out to others to get some photos to  
72 Camille.

73  
74 E. Cohen asked about a paper survey. C. Pattison said that will also be done, and be distributed in  
75 different areas of the town such as the Library, Town Hall and businesses around town. J. Langdell  
76 asked if an information table could be located at the election, P. Basiliere will take that into  
77 consideration. J. Langdell indicated we are asking stakeholders to fill out the survey, a business  
78 owner may not live here but has the business here or owns property. C. Pattison will send out the  
79 flyers for members to comment on individually.

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81 C. Pattison asked if there is anything she has missed? J. Langdell asked if contact information can  
82 be addressed; and where will this survey be located on the website. J. Langdell said if a website  
83 could be purchased cheaply, that could be used as a link. T. Finan said he could look into that. C.  
84 Pattison indicated that in addition to the survey, a public outreach session could be done, to reach  
85 even further than a survey would reach. The survey piece of this plan should be out to the public  
86 before Thanksgiving, so that the data can be collected and organized. J. Langdell suggested it a  
87 public outreach could be held in the Auditorium and different stations could be set up to collect a  
88 variety of information. J. Langdell suggested that C. Pattison come up with a timeline for that  
89 session. C. Pattison is thinking about January for a public outreach session. To collect data from  
90 different groups, we could reach out to the various volunteers throughout town to weigh in and  
91 complete the survey or attend the public outreach session regarding what they see from their  
92 perspective in Milford.

93  
94 E. Cohen identified that there needs to be a date when the survey should be returned. C. Pattison  
95 had not included the date yet because it depends on when we finalize it but that is in her plan. The  
96 RFP for the Master Plan has not been talked about yet, Camille has talked to Lincoln about that.  
97 J. Langdell said the Planning Board could set up a Steering Committee to review any RFPs for the  
98 Master Plan work. D. Knott asked if historically the RFQs are numerous; P. Amato indicated that  
99 a lot of the RFQ work is boilerplate. C. Pattison said it is easier to compare an RFQ for one project  
100 even if there are numerous responses. S. Smith said that some responses can be ruled out, and it  
101 is not always the lowest price that wins the bid. C. Pattison suggested that T. Finan take a look at  
102 the town policies on RFQ and responses required, etc.

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105 **4. Meeting Minutes:** no minutes to review this evening

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5. **Upcoming Meetings:** *10/18/22 - Planning Board meeting*

*11/1/22 – Planning Board Work Session*

6. **Adjournment.** The meeting was adjourned at 8:00 p.m. on a motion made by T. Finan and seconded by J. Langdell. All were in favor. Motion passed unanimously.

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Signature of the Chairperson/Vice-Chairperson: Date: \_\_\_\_\_

The Planning Board minutes of 10-04-22 were approved \_\_\_\_\_

