

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ DRAFT
2 NOVEMBER 1, 2022 Board of Selectmen Meeting Room, 6:30 PM
3

4 **Members Present:**

5 Doug Knott, Chairman
6 Janet Langdell, Vice Chair
7 Tim Finan, Selectmen's Rep
8 Elaine Cohen, Member
9 Pete Basiliere, Member
10 Susan Smith, Alternate Member
11 Susan Robinson, Member (arrived 6:40)
12

Staff:

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

13 **Staff Excused:**

14 Paul Amato, Member
15 Darlene Bouffard, Recording Secretary
16

17
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, Interim Town Planner.
21

22 **2. Work Session Items:**
23

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

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

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

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

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

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

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

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

81
82 P. Basiliere asked if there will be anything done with the postcards at the Election? J.
83 Langdell said there will be a table with a large poster to hand out the postcards. But where
84 will the table be? P. Basiliere said if you just want to get the postcard in their hand, it can
85 be given after they vote but if a conversation is wanted, they should be out front. J.
86 Langdell asked if a small table could be set up right near the entrance, but away from
87 candidates for people to ask questions? T. Finan noted that there is a risk of people thinking
88 this is on the ballot. All agreed the postcards should be given out after voting near where
89 the Dollars For Scholars sell food. There needs to be some volunteers at that area to hand
90 out the postcards before people exit. L. Daley said he will be available for Election
91 afternoon only. This table will be active 6:30 am to 8 pm, J. Langdell indicated we can
92 have people sign up for this based on their schedule. S. Robinson asked if an email could
93 be sent identifying when people can be there, she can fill in some time. P. Basiliere stated
94 the busiest times are first thing in morning about 6:30, then around noon then 5:00 till close.
95

96 L. Daley asked if the Board could consider who will be on the Steering Committee, he
97 thinks 2-3 members from this Board would be ok. S. Smith and S. Robinson both would
98 be interested. L. Daley to coordinate who will stay at this table during Election next week.
99

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

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

109
110 J. Langdell stated the previous Milford Town Administrator having left a little while ago,
111 there is an opening for an NRPC rep for Milford that needs to be filled, it could be a member
112 of Planning Board, Zoning Board or Board of Selectmen, they meet Quarterly and the
113 Executive Commission meets monthly in the evening in Nashua. C. Pattison indicated the
114 quarterly meetings are what is expected of a member. D. Knott expressed interest.

115
116 L. Daley explained that there are a number of large plans that will be coming before the
117 Planning Board that will require additional needs for transportation and sidewalks. P.
118 Basiliere asked how far will a sidewalk extend up Ponemah Hill Road with this? L. Daley
119 indicated that is in the ongoing discussions and yet to be determined.

120
121 **4. Meeting Minutes:** no minutes to review this evening

122
123 **5. Upcoming Meetings:** 11/15/22 - *Planning Board meeting*
124 12/6/22 – *Planning Board Work Session*
125 12/15/22 – *Planning Board meeting*
126

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

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130
131
132 _____ Date: _____
133 Signature of the Chairperson/Vice-Chairperson:

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135 **The Planning Board minutes of 11-01-22 were approved** _____