

1 MILFORD PLANNING BOARD WORK SESSION MINUTES ~ DRAFT
2 MAY 2, 2023 Board of Selectmen Meeting Room, 6:30 PM
3

4 **Members Present:**

5 Doug Knott, Chairman
6 Janet Langdell, Vice Chairman
7 Elaine Cohen, Member
8 Susan Smith, Alternate
9 Pete Basiliere, Member
10 Dave Freel, Selectmen's Rep (arrived 6:35)
11

Staff:

Terrey Dolan, Director Comm. Dev.
Andrew Kouropoulos, Videographer

12 **Excused:**

13 Paul Amato, Member
14 Darlene Bouffard, Recording Secretary
15 Susan Robinson, Member
16

17
18 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight is
19 a work session. Planning Board members and staff were introduced by D. Knott. D. Knott asked
20 that S. Smith vote in the absence of S. Robinson.
21

22 **2. Work Session Items:**

23 A. Summary of Community Public Input Sessions: D. Knott asked that Camille Pattison, NRPC
24 Representative for the Envision Milford Steering Committee, join the Board for this update. C.
25 Pattison explained the findings from the two sessions with the Steering Committee and the next step.
26 April 11 was the first Zoom Steering Committee meeting with break out rooms. Strengths and
27 weaknesses were identified. The in-person Charette event had over 40 people in addition to the
28 Steering Committee. Tonight's handout is the results of those meetings in a condensed format.
29

30 Strengths primarily included the small-town feel, rural, oval events and shops, swing bridge and
31 Drive-In theater, proximity to Nashua and Manchester, a lot of volunteering.

32 Weaknesses include lack of sidewalks, communication for everyone; lack of affordable housing,
33 deferred maintenance of infrastructure and town buildings. With all the communications we now
34 have, there are still people that are unaware. J. Langdell said in her break out group the
35 communication was more that it is fragmented. S. Smith said another issue with communication is a
36 lot of negative information being passed around.
37

38 In the discussion, Camille Pattison clarified that most of the comments were made by people in the
39 groups and she tried hard to keep the comments to what the group provided and keep it un-biased. P.
40 Basiliere questioned some of the focus items that were discussed, inside or outside. C. Pattison
41 explained the guide was available for participants to use. Some of the information can be used and
42 some of it cannot. We had a lot of different people and getting them to discuss the topics is a good
43 thing. J. Langdell said the diversity in the people that participated was also interesting, we have input
44 from about 400 people total between the Charette, the survey and the zoom meeting. C. Pattison
45 emphasized that when going into the Master Plan, these people may want to be involved in the future.
46 If there are any further questions or comments, please reach out to Camille at NRPC, her information
47 is on the Envision portion of the website.
48

49 When the NRPC portion of this exercise is complete and a consultant is hired to do the Milford
50 Master Plan, the town will need to decide how the information will be shared, for now it will be on
51 the NRPC and Town website.
52

53 Camille mentioned the Master Plan RFP will be going out in the next week or so. There are four
54 volunteers on the Steering Committee that are not Planning Board members but want to be involved
55 in the Master Plan process. Keeping volunteers engaged was discussed at the Steering Committee,
56 with about 8-10 weeks to go. Education on the Master Plan should be shared with members. J.

57 Langdell said the RFP will be posted on the town website. Keeping in contact with the persons
58 involved in this process is very important, said P. Basiliere, to keep people engaged, both with the
59 people involved and with the residents and public. Who will do that? C. Pattison said to start NRPC
60 will continue to be involved for now, and we can talk about getting a video to send out or put on the
61 website so that everyone understands. J. Langdell stated something like a video should go through
62 town staff before it gets sent out. D. Knott asked if the town has the infrastructure to carry this all
63 out, can it be executed? There are also weekly town podcasts that are being created about updates
64 around the town, by the Town Administrator Lincoln Daley, and the Master Plan can be weaved into
65 those as well. The final results of this effort will be at the June Steering Committee, Camille said she
66 will see the Board at that meeting.
67

68 **B. RFP Search Criteria:** There was discussion about the Draft Master Plan RFP, T. Dolan said the next
69 Planning Board meeting is May 16 which has the Boys and Girls Club continued application on the
70 agenda. T. Dolan will send everyone the Word document, get comments to Elaine Cohen and Susan
71 Smith to update and provide all members a revised Draft RFP for review prior to the May 16 meeting.
72 P. Basiliere wants to make sure all RFP responses come back in the same format for all to review. J.
73 Langdell pointed out on page 5 of the draft RFP, it does not reflect what the initial review entails. T.
74 Dolan commented that there is a lot of Master Plan work being done around the State, so we may not
75 get many responses. J. Langdell thinks town staff should be included in that review, currently they
76 are not identified in the RFP and should be.
77

78 **3. Other Business:**

79 There was discussion on what is coming up on the May 16 agenda, which is the continuation of
80 the Boys and Girls Club application. The applicant is still working on a solution. D. Freel is
81 hoping there is additional information on this application to be presented. T. Dolan said that it is
82 not up to him to determine if the application information is sufficient or insufficient to bring to the
83 Planning Board.
84

85 **4. Upcoming Meetings:**

- 86 5/16/23 – Planning Board Meeting
 - 87 6/6/23 – Work Session
- 88

89 **5. Adjournment.** The meeting was adjourned at 7:45 p.m. on a motion made by P. Basiliere. J. Langdell
90 seconded. The motion passed unanimously.
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95 _____ Date: _____
96 Signature of the Chairperson/Vice-Chairperson:
97

98 The Planning Board minutes of 05-02-23 were approved _____