

4 **Members Present:**

5 Doug Knott, Chairman  
6 Janet Langdell, Vice Chairman  
7 Peter Basiliere, Member  
8 Dave Freel, Selectmen's Rep  
9 Paul Amato, Member  
10 Susan Smith, Alternate  
11 Susan Robinson, Member  
12 Elaine Cohen, Member  
13

**Staff:**

Terrey Dolan, Director Comm. Development  
Darlene Bouffard, Recording Secretary  
Andrew Kouropoulos, Videographer

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15  
16 **1. Call to order:** Chairman Knott called the meeting to order at 6:30 p.m. indicating that tonight's  
17 agenda includes a continued public hearing that was continued April 18, 2023. The Draft RFP for  
18 the Town Master Plan will also be reviewed this evening.  
19

20 **2. Public Hearings:**

21  
22 **a. Continuation of the Application for Minor Site Plan Amendment SP2022-10. Souhegan Valley**  
23 **Boys & Girls Club Inc. for the property located at 56 Mont Vernon St. located at Tax Map 21,**  
24 **Lot 23.** J. Langdell moved to continue the application based on the request made by the applicant to  
25 continue to June 20, 2023. P. Basiliere seconded. All were in favor with P. Amato abstaining. Motion  
26 passed.  
27

28 **3. Other Business:**

29 **a. Envision Milford (Master Plan Update) Process:** T. Dolan indicated that Susan Smith  
30 and Elaine Cohen, both Planning Board members, stepped up to re-work the RFP for the  
31 Master Plan update; they did a lot of great work. T. Dolan has reviewed the draft and has  
32 come up with some questions for tonight. First, T. Dolan indicated that the RFP states a  
33 new website would be created and maintained by town staff for the Master Plan process.  
34 He indicated that this project will go well into 2025 and it is a long road. J. Langdell noted  
35 there were also notations of staff services and departmental services, so that needs to be  
36 taken out as well; those comments were taken directly from the previous template for the  
37 RFP and do not apply to the Milford RFP.  
38

39 S. Smith asked if the NRPC web page should also have been taken out? T. Dolan stated  
40 that the consultant will review the draft RFP and remove it if necessary. E. Cohen asked  
41 who will move the information from the NRPC website to the town website? J. Langdell  
42 said that information will be collected and taken out or archived as needed. The Steering  
43 Committee might want to get involved at that point. T. Dolan added the consultant needs  
44 to research that. S. Smith asked some questions about the language on Page 2. It was  
45 estimated it would take 120 days to get to a draft Visions statement to be presented to the  
46 Steering Committee and BOS. It was determined that the chosen consultant will determine  
47 the length of time it will take for the Vision Statement.  
48

49 S. Smith asked if the town wants to have a theme-based Master Plan? The Steering  
50 Committee will go to the Planning Board with any recommendations and then go to the  
51 BOS.  
52

53 The RFP notice will be put in the newspaper May 25 and the RFP will be advertised on the  
54 town website, Plan Link; NHMA, and with other points of contact. The deadline for RFP

55 questions will be June 8, through e-mail to T. Dolan, and a response to the RFP will be due  
56 June 22. It was asked if T. Dolan could come up with a list of the possible discussions for  
57 the June 6 Work Session, for example possible ordinances to talk about for 2024 and how  
58 they have come about to be a possible amendment. T. Dolan will come up with  
59 recommendations.

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61 **4. Meeting Minutes:**

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63 P. Basiliere moved to approve the minutes of 4/4/23 as presented. E. Cohen seconded. P. Amato abstained,  
64 with all others in favor. Motion passed.

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66 Janet Langdell moved to table the minutes of 4/17/22 to the next meeting to review the video. D. Freel  
67 seconded. All were in favor.

68  
69 E. Cohen moved to approve the minutes of 5/2/23 as amended. D. Freel seconded. All were in favor.

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71 **5. Upcoming Meetings:**

72 6/6/23 – Planning Board Work Session

73 6/20/23- Planning Board Meeting

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75 **6. Adjournment.** The meeting was adjourned at 8:54 p.m. on a motion made by D. Freel and seconded by  
76 P Basiliere. All were in favor. The motion passed unanimously.

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80  
81 \_\_\_\_\_ Date: \_\_\_\_\_

82 Signature of the Chairperson/Vice-Chairperson:

83  
84 The Planning Board minutes of 05-16-23 were approved \_\_\_\_\_