

Town of Milford
ECONOMIC DEVELOPMENT ADVISORY COUNCIL (EDAC)
DRAFT Meeting Minutes
Milford Town Hall – Select Board Meeting Room
Wednesday, October 8, 2025 – 7:30 am
<https://us02web.zoom.us/j/83873671606> Meeting ID: 838 7367 1606

Members

Present:

Kevin Boette
Liz Calabria
Justin DeMontigny
Cynthia Dokmo
Andrea Kokko
Todd Leo
Chip Pollard
Mike Thornton
Sean Trombly
Dale White

Staff Present:

Camille Pattison, Director, Office of Community Development
Terrence Dolan, Town Planner, Office of Community Development

Non-Members

Present:

Chris Labonte – Select Board Representative
Craig Frye
Chris Costantino
Suzanne Fournier – via Zoom

Members

Not Present:

Doug Knott
John Morison
Paul Amato
Samantha Belcourt

Staff

Not Present:

Kathryn Parenti, Secretary, Office of Community Development

MEETING AGENDA

1. Welcome and Introductions
2. Public Input
3. Input on Proposed Winter Parking Ban
4. Summary of Draft Zoning Updates
 - Groundwater Update
 - Accessory Dwelling Units –
<https://www.milford.nh.gov/planningboard?def2=98klPdZybma7pQaPIz9srQ%3D%3D>
 - Backlots -
<https://www.milford.nh.gov/planningboard?def2=98klPdZybma7pQaPIz9srQ%3D%3D>

- 55 • Cottage Courts –
- 56 <https://www.milford.nh.gov/planningboard?def2=98klPdZybma7pQaPlz9srQ%3D%3D>
- 57 • Downtown Housing
- 58
- 59 5. Updates from EDAC Members
- 60
- 61 6. Minutes – Approval of the September 10, 2025 Minutes
- 62
- 63 7. Public Input
- 64
- 65 8. Meeting Adjourns by 9:00 am
- 66
- 67

68 *Next Meeting – November 12, at 7:30 am - Town Hall, BOS Meeting Room*

69 **ECONOMIC DEVELOPMENT ADVISORY COUNCIL (EDAC)**
 70 **MEETING MINUTES October 8, 2025**

71

72

73 **1. Welcome and Introductions:**

74 Chair Andrea Kokko was called away but returned later in the meeting. Dale White made the motion to appoint
 75 Kevin Boette to be temporary chair. Todd Leo seconded. All were in favor with none opposed. K. Boette opened
 76 the meeting at 7:32 a.m. with introductions around the table. After introductions, C. Pattison moved to the first
 77 agenda item.

78

79 **2. Public Input:**

80 No input provided by the public present or on Zoom.

81

82 **3. Input on Proposed Winter Parking Ban:**

83 C. Pattison noted this was brought up and discussed by the select board.

84 C. Frye stated they had installed a yellow light on the town hall in 2012 for the parking ban alert for the
 85 downtown; the alert was for the entire town. This was brought about when the Red Arrow Diner was open 24
 86 hours and staff parked on the Oval.

- 87 • Parking tickets were issued beginning November 15 and by the first snowstorm, no one was parking on
- 88 the roadways
- 89 • Towing costs \$400, storage starts at \$100.
- 90 • The PD goes to great effort to find the owners of the cars parked in violation; if unsuccessful, they call for
- 91 a tow.
- 92 • They would like to bring back the ordinance prior to 2012, to ban all town wide roadside parking from
- 93 November 15-April 15.
- 94 • There were comments from the mainly the downtown area residents at the September 22, 2025
- 95 selectboard meeting.
- 96 • The PD then decided, after the public comments, to change the ban back to only when it snows.
- 97 • The PD will not call or make any effort to contact owners – the cars will be towed.
- 98 • The reason for the change is to lower DPW overtime costs and for the safety of the plow drivers.
- 99 • The time change for the ban is now 10pm to 6am, a change from 1am to 5am.
- 100 • Milford is the only town in the area without a parking ban.
- 101 • The Putnam Street lot is included due to the difficulty of removing the snow from it.

102 Discussion: J. DeMontigny asked if the town was able to add an ordinance prohibiting long term parking in the
 103 other municipal lots. Would it even help? He felt the municipal lots shouldn't be for people to park indefinitely.
 104 K. Boette thought a public information session would be helpful in getting the message out. C. Labonte said the
 105 selectboard had a 5th Monday session and one person came. That would have been a good time for the public to
 106 bring up any issues. He felt if residents choose to live in the downtown area without securing parking, it is not the
 107 town's problem. J. DeMontigny felt the visitors who were unaware of the parking ban will be the ones being
 108 towed.

109 C. Frye noted many of the people using the municipal parking lots provide the PD with their information so they
110 can be contacted as necessary. K. Boette asked if the committee had anything to pass along to the selectboard or
111 to C. Frye. L. Calabria said good communication is key – putting information on the resident’s Facebook page or
112 on the town Facebook page. J. DeMontigny thought the compromise was good. D. White was in support of
113 putting the parking ban into effect when the light comes on and not calling anyone to move their cars. T. Leo felt
114 this was a good solution and safer for all. C. Labonte clarified this is not just a snow ban – it’s for all inclement
115 weather.

116
117 A. Kokko made the motion to support the proposed winter parking ban. J. DeMontigny seconded the motion. All
118 were in favor with none opposed and no abstentions. Motion passed.

119
120 **4. Summary of Draft Zoning Updates:**

121 ***Ground Water Protection Map:***

122 Chair Kokko resumed duties. C. Pattison then gave a high-level review:

- 123 • The planning board will next discuss these items at the November 4, 2025 meeting
- 124 • The groundwater subcommittee has had 5 meetings.
- 125 • Several local engineers have looked at it and all the regulations are clear.
- 126 • There was also input from the DES.
- 127 • They are trying to be consistent with DES as no one had looked at the ordinance in years.
- 128 • This required a higher level of detail than could be done at a regular planning board meeting.
- 129 • The goal is to present this to the voters in March.
- 130 • T. Dolan noted development regulations were finally approved by the planning board last night after 18
131 months of revisions. These things take time and are now in effect.

132
133 ***Zoning Changes – Accessory Dwelling units:***

134 C. Pattison said the consultants have been working on this through the HOP grant.

- 135 • The consultants are helping with language changes and coming up with wording for the voter’s guide.
- 136 • The current ordinance size requirements stay, as they comply with the new state requirements.
- 137 • The planning board is discussing increasing the size to 1100sf.

138 K. Boette felt the ADU’s could definitely help with younger and also older people afford housing. There are a lot
139 of benefits to these units – help with mortgage, general help around the house, etc. A. Kokko recommended the
140 planning board increase the ADU size to 950sf at a minimum because nearly every ADU the ZBA has granted has
141 been over 750sf. They are used to allow parents to remain living with the family, whether it is in a renovated
142 garage or a small outbuilding. Most of the condominiums built in the 1980’s were around 900sf and this is about
143 the same and allows people to live comfortably whether they are retired or just starting out.

144
145 T. Dolan clarified this has to be prepared as a warrant article for March 2026. By right, you are allowed an ADU
146 of up to 750sf; you only need a building permit. A variance is still required for anything above 750sf until the
147 zoning change is approved. He has worked on 26 ADU’s in the past 3 years. There was a brief discussion
148 regarding tiny homes; there really hasn’t been much interest in that type of housing in town to this point. D. White
149 noted he was in the process of building an ADU and it is meeting the intent of that type of unit – allowing his
150 child and family to maintain the larger home while he and his wife to age in place in the new, smaller unit. He
151 would, however, support the increased size of 1100sf going forward.

152
153 ***Back Lots:***

154 C. Pattison noted this was formerly in the ordinance as development on private roads.

- 155 • 20’ of frontage on a road for one lot with a shared driveway.
- 156 • Various lot size requirements to allow for more creativity.
- 157 • Varying lot sizes can also address lot limitations.
- 158 • There will be one house in front, with others buffered in the rear – for a better visual appearance.
- 159 • Changes were proposed to eliminate these types of lots due to disagreements over maintenance of shared
160 driveways.
- 161 • The idea is to make owners of this type of property very clear on what they are getting into.

162 • The planning board was open to this as a potential way to create additional housing.
163 Discussion: A. Kokko asked if there has been discussions regarding easements or driveway requirements to
164 access the lots in the rear. C. Pattison said they are trying to figure out what will work, what size would be the
165 best. J. DeMontigny thought at least one lot should be a minimum of 2 acres. C. Pattison agreed – you have to
166 have a big enough parcel to create that.

167
168 ***Cottage Court Housing:***

169 C. Pattison highlighted a few points:

- 170 • The intent is the units are small and 1.5 stories.
- 171 • There were discussions about the distance between the units – 10’ was too little and where would utilities
172 go (propane tanks).
- 173 • The ground floor can be up to 1000sf, 1.5x the second floor.
- 174 • They are clustered around open space.
- 175 • There will be offsite parking.
- 176 • Still in development and discussion.

177
178 ***Downtown Housing:***

179 C. Pattison said this was discussed at last night’s planning board meeting.

- 180 • Mark Fougere started this discussion last year with the planning board.
- 181 • He would like to see greater density in the downtown area.
- 182 • Items that came up for discussion were: where to park, what area should this be in, how will it work.
- 183 • Density bonuses would be employed. The current formula is confusing so it will be reworked.
- 184 • Base density can be increased with onsite parking.
- 185 • Reconstruction of sidewalk will increase the density allowed.
- 186 • Adding workforce housing will do so as well.
- 187 • This will allow for more creative options in developing the downtown area.
- 188 • An example is the senior housing in the old Cabinet building. It is allowed 34 units per acre due to onsite
189 parking.
- 190 • Conditional use permits will be required.

191 J. DeMontigny said the heights and characteristics of the construction have to be similar to the surrounding
192 construction. C. Pattison noted this was a work in progress. J. DeMontigny also said there was a discussion on
193 how many bonuses to allow a developer, or have them select the ones they want to follow. The total would be 2
194 bonuses, maximum. C. Labonte felt it was ironic to include the former Rite Aid site, since they are an economic
195 development committee. He felt they should try to keep that a business. T. Dolan said it was 1.3 acres and 3
196 multi-family units could go on that property. A. Kokko understood C. Labonte’s concern but that would be an
197 excellent area for small condos where people can walk downtown. She felt it was important to prevent the lower-
198 level units on the Oval from becoming residential units. Condo’s do offer a good tax basis to the town. J.
199 DeMontigny thought the Rite Aid would have to keep its commercial use on the ground floor with residential uses
200 above. C. Dokmo said she would love to convert a couple of her 2nd floor units on South Street to residential but
201 parking is an issue. She would love to convert the barn at the Colonel Shepard but the cost is astronomical. A.
202 Kokko noted it was a serious investment to change any of the downtown buildings. This won’t happen overnight.
203 J. DeMontigny said providing parking for any downtown units would be a challenge. T. Dolan noted 1 parking
204 space is required in the development regulations.

205
206 **5. Updates from EDAC Members**

207 C. Pollard said he is working on a proposal for restaurant week with Emma from Unwined; he’ll have more to
208 report next meeting. J. DeMontigny noted A&D Computers on the Oval is being converted into a bakery. C.
209 Pollard is opening an Italian restaurant in the former Greenleaf space. He will be working with John Goldberg of
210 the River House.

211
212 T. Dolan thought the committee should try to bring in the empty storefronts on the Oval. A. Kokko felt there were
213 some issues with fire code and who was responsible for various requirements in several of the units. L. Calabria
214 said there had been a “vacant spaces” tour in the town. She wasn’t sure where or what the outcome of that was. K.

215 Boette said they need to look at what they are offering small business owners – can they offer waivers from some
216 requirements. What can EDAC do to help? Working with state representative could be a step as well to encourage
217 economic development. C. Pattison noted there are grants available for façade improvements. There are others as
218 well, they just need to be promoted more. Most business owners on the committee were unaware of them until
219 after their projects were completed or had just begun - the grants needed to be applied for before the project
220 began.

221
222
223 **6. Minutes – Approval of the September 10, 2025 Minutes**

224 Chair asked if there were any corrections. D. White said on page 2: there is water should be there “may be” water.
225 Also, 300-400 gpd should be “3000-4000 gpd”. He made the motion to accept the minutes as amended; L.
226 Calabria seconded. All were in favor with none opposed and no abstentions. Motion passed.

227
228 **8. Public Input**

229 S. Fournier, via Zoom, wished them a happy day.

230
231 **9. Adjournment**

232 Chair asked for a motion to adjourn. K. Boette made the motion to adjourn; L. Calabria seconded. All were in
233 favor with none opposed. Meeting adjourned at 8:53 a.m.