

**MILFORD BOARD OF SELECTMEN: AGENDA**  
**July 22, 2019– 7:00PM, ROOM 03, TOWN HALL**

- A.) SIGNING OF WARRANT, APPROVAL OF Minutes, 7/8/2019**  
**Executive Session Minutes, 7/8/2019**
- B.) INVITATION TO SPEAK**
- C.) PUBLIC HEARINGS\***
- D.) SCHEDULED APPOINTMENTS**
  - 1. 7:00PM Mariza Arsenault d/b/a Garden Restaurant, re: Common Victualler License/Amendment.
  - 2. 7:05PM Lucky Danny d/b/a Sweet Mango, re: New Common Victualler License.
  - 3. 7:10PM Powerless Inc. d/b/a The Tradesman, re: One-Day Licenses.
  - 4. 7:15PM Library Trustees/Board of Selectmen, re: Appointment.
  - 5. 7:30PM Town Engineer, re: Advanced green light at intersection of Medway Road and Beaver Street.
- E.) TOWN ADMINISTRATOR'S REPORT**
- F.) OLD BUSINESS**
- G.) NEW BUSINESS**
  - 1. Milford 4<sup>th</sup> of July Parade, re: Acceptance of Gift.
  - 2. Celebrate Milford, re: Acceptance of Gift.
  - 3. Milford Youth Commission, re: Acceptance of Gift.
  - 4. Cafe Sorrento, re: One-Day License
- H.) CORRESPONDENCE**
- I.) EXECUTIVE SESSION**
  - 1. Discussion with Counsel regarding Heller et al v. Town of Milford et al pursuant to G.L. c. 30A, s. 21(a)(3), (7) and Suffolk Construction v. DCAM, 449 Mass. 444(2007)
  - 2. Town Counsel, re: Verizon
  - 3. Town Counsel, re: Litigation

The listing of matters above are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



0-1  
7/22/19

## MILFORD BOARD OF SELECTMEN

Room 11, Town Hall, 52 Main St. (Route 16), Milford, Massachusetts 01757-2679

508-634-2303

Fax 508-634-2324

[www.milford.ma.us.com](http://www.milford.ma.us.com)

### LICENSE APPLICATION

(CHECK ONE)

- ☐ APPLICATION FOR A NEW LICENSE  
☐ TRANSFER OF AN EXISTING LICENSE  
☒ AMENDMENT TO EXISTING LICENSE (Change of operating days/hours, change of location, etc.) *describe on reverse*

- |   |   |
|---|---|
| 1. <input type="checkbox"/> AUCTIONEER                          | 11. <input type="checkbox"/> LIVE ENTERTAINMENT ( <i>describe on reverse</i> )                    |
| 2. <input type="checkbox"/> BOARDING HOUSE                      | 12. <input type="checkbox"/> AUTOMATIC AMUSEMENT<br>(Coin-Operated Games)                         |
| 3. <input type="checkbox"/> BOWLING ALLEY(S)                    | 13. <input type="checkbox"/> TRANSIENT VENDORS  |
| 4. <input checked="" type="checkbox"/> COMMON VICTUALLER        | 14. <input type="checkbox"/> CARNIVAL/CIRCUS<br>Location: _____                                   |
| 5. <input type="checkbox"/> FORTUNE TELLER                      | 15. <input type="checkbox"/> CHRISTMAS TREE SALES   |
| 6. <input type="checkbox"/> HAWKERS/PEDDLERS                    | \$ <input type="checkbox"/> VALUE OF GOODS  |
| 7. <input type="checkbox"/> INN HOLDERS                         | 16. <input type="checkbox"/> CLASS I (NEW CARS)   |
| 8. <input type="checkbox"/> POOL TABLES                         | <input type="checkbox"/> CLASS II (USED CARS)   |
| 9. <input type="checkbox"/> 2 <sup>ND</sup> HAND/ANTIQUE DEALER | <input type="checkbox"/> CLASS III (JUNK CARS) - Public Hearing Required<br>(Describe on Reverse) |
| 10. <input type="checkbox"/> PAWNBROKER                         | 17. <input type="checkbox"/> WORKERS COMPENSATION IF NEEDED                                       |

### SEE ADDITIONAL INFORMATION REQUIRED BELOW

BUSINESS NAME: The Garden Restaurant

BUSINESS ADDRESS: 156 West St.

DAYS/HOURS OF OPERATION: 7 days Mon-Sat. 6-2 Sun 6-12pm.  
(Some Sunday licenses may require approval of State DPS)

I/We, the undersigned, apply for this license in accordance with the provisions of all Statutes relating thereto. I/We further certify, under penalties of perjury, that, to the best of my/our knowledge and belief, I/We have filed all state tax returns and paid all state taxes required under law.

NAME OF APPLICANT: Mariza Arsenault

HOME ADDRESS: 940 Highway Lane Uxbridge, Ma. 01569

APPLICANT'S SIGNATURE: [Signature] DATE: 7-8-19  
(Individual or Corporate Officer)

The name signed above must be typed or printed on this line

Weekday Telephone Number

APPLICANT'S MAILING ADDRESS: \_\_\_\_\_  
No. & Street Town State Zip

Social Security No. (Voluntary)

Or

Federal Identification No. (Mandatory)

**IMPORTANT:** Read this section carefully. Provide required information on reverse side.

Additional Information Required:

License # Above

- |              |   |
|--------------|---|
| 1            | Provide copy of State and/or County Auctioneer's License                              |
| 3, 8, 12     | Indicate number of alleys, pool tables and number and types of coin-operated games    |
| 6, 9, 10, 13 | Request Town By Laws, which states applicant's responsibility                         |
| 6, 13        | Describe in detail: type, quantity, and cost (to you) of goods to be offered for sale |
| 11           | Describe in detail: type of live entertainment to be licensed                         |
| 14           | Applicant must request and agree to abide by established policy                       |

**CONTINUE APPLICATION PROCESS ON REVERSE SIDE OF THIS FORM**

## DEPARTMENT HEAD REVIEW FORM

1. The following Applicant: **Mariza Arsenault d/b/a Garden Restaurant**
  2. Has applied for: **Amendment to Existing Common Victualler License, Change of location from 156 West Street to 138 South Main Street**
  3. Selectmen will take action on: **Monday July 22, 2019 at 7:00 PM**
  4. Hearing Continued/Postponed/MGL Deadline: \_\_\_\_\_
  5. Abutters Notified:   N/A   Published:   N/A
  6. Inquiry Routed To Dept. Heads: **X Please Respond By: July 16, 2019**
  7. License Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ On \_\_\_\_\_
- .....

**Building Commissioner** (Zoning, Occupancy, Building/Handicap Access, Restroom Handicap Access)  
**Occupancy Load 70, No Violations, Accessible Building**

**Town Planner:**

(Site Plan Review/Waiver; Other Requirements/Stipulations)     
**OK, no change in actual use**

**Tax Collector:** (Outstanding Taxes) **No outstanding taxes**

**Town Treasurer:** (Outstanding Tax Liens) **None**

**Fire Chief** (Information/Comment) **Approved- Proper fire protection will be needed at new facility in regards to cooking operations**

**Police Chief** (Information/Comment) **No Issues**

Criminal Offense Record Info: (CORI) Approved ☐ Disapproved ☐

**Board of Health:** (Information/comment) **Moving no other info**

**Sewer Commission:** (Information/comment) \_\_\_\_\_

**Milford Water Company:** (Information/comment) \_\_\_\_\_

**Commission on Disability:** (Information/comment) \_\_\_\_\_

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Applicant: \_\_\_\_\_ D.O.B. \_\_\_\_\_ SS Number: \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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7/22/19

## MILFORD BOARD OF SELECTMEN

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### LICENSE APPLICATION

(CHECK ONE)

- ☒ APPLICATION FOR A NEW LICENSE  
☐ TRANSFER OF AN EXISTING LICENSE  
☐ AMENDMENT TO EXISTING LICENSE (Change of operating days/hours, change of location, etc.) describe on reverse

- |  |  |
|--|--|
| 1. _____ AUCTIONEER                                      | 11. _____ LIVE ENTERTAINMENT (describe on reverse)                             |
| 2. _____ BOARDING HOUSE                                  | 12. _____ AUTOMATIC AMUSEMENT<br>(Coin-Operated Games)                         |
| 3. _____ BOWLING ALLEY(S)                                | 13. _____ TRANSIENT VENDORS  |
| 4. <input checked="" type="checkbox"/> COMMON VICTUALLER | 14. _____ CARNIVAL/CIRCUS<br>Location: _____                                   |
| 5. _____ FORTUNE TELLER                                  | 15. _____ CHRISTMAS TREE SALES   |
| 6. _____ HAWKERS/PEDDLERS                                | \$ _____ VALUE OF GOODS  |
| 7. _____ INNHOLDERS                                      | 16. _____ CLASS I (NEW CARS)   |
| 8. _____ POOL TABLES                                     | _____ CLASS II (USED CARS)   |
| 9. _____ 2 <sup>ND</sup> HAND/ANTIQUE DEALER             | _____ CLASS III (JUNK CARS) - Public Hearing Required<br>(Describe on Reverse) |
| 10. _____ PAWNBROKER                                     | 17. _____ WORKERS COMPENSATION IF NEEDED                                       |

SEE ADDITIONAL INFORMATION REQUIRED BELOW

BUSINESS NAME: SWEET MANGO.  
BUSINESS ADDRESS: 206 E. MAIN ST. UNIT 1 MILFORD MA 01757.  
DAYS/HOURS OF OPERATION MONDAY - SATURDAY FROM 11:00 A.M. - 9:00 P.M.  
(Some Sunday licenses may require approval of State DPS)

I/We, the undersigned, apply for this license in accordance with the provisions of all Statutes relating thereto. I/We further certify, under penalties of perjury, that, to the best of my/our knowledge and belief, I/We have filed all state tax returns and paid all state taxes required under law.

NAME OF APPLICANT: RAUNGET TITISUTIKUL.

HOME ADDRESS: 735 ELM ST. MANSFIELD, MA 02048 USA.

APPLICANT'S SIGNATURE: Raunget Titisutikul DATE: 7-9-2019.  
(Individual or Corporate Officer)

RAUNGET TITISUTIKUL. ( )

The name signed above must be typed or printed on this line

Weekday Telephone Number

APPLICANT'S MAILING ADDRESS: 206 E. MAIN ST. UNIT 1 MILFORD MA 01757

No. & Street

Town

State

Zip

Or

Social Security No. (Voluntary)

Federal Identification No. (Mandatory)

**IMPORTANT:** Read this section carefully. Provide required information on reverse side.

Additional Information Required:

License # Above

- |              |   |
|--------------|---|
| 1            | Provide copy of State and/or County Auctioneer's License                              |
| 3, 8, 12     | Indicate number of alleys, pool tables and number and types of coin-operated games    |
| 6, 9, 10, 13 | Request Town By Laws, which states applicant's responsibility                         |
| 6, 13        | Describe in detail: type, quantity, and cost (to you) of goods to be offered for sale |
| 11           | Describe in detail: type of live entertainment to be licensed                         |
| 14           | Applicant must request and agree to abide by established policy                       |

**CONTINUE APPLICATION PROCESS ON REVERSE SIDE OF THIS FORM**

## DEPARTMENT HEAD REVIEW FORM

1. The following Applicant: **Lucky Danny D/B/A Sweet Mango**  
206 East Main Street Unit 1 Milford
  2. Has applied for: **A New Common Victualler License**  
**(Mango Tree, was previous license at this location)**
  3. Selectmen will take action on: **Monday July 22, 2019 at 7:05 PM**
  4. Hearing Continued/Postponed/MGL Deadline: \_\_\_\_\_
  5. Abutters Notified:   N/A   Published:   N/A
  6. Inquiry Routed To Dept. Heads:   X   **Please Respond By: July 18, 2019**
  7. License Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ On \_\_\_\_\_
- .....

**Building Commissioner** (Zoning, Occupancy, Building/Handicap Access, Restroom Handicap Access)  
**Occupancy Load 34, No Violations, Accessible Building**

**Town Planner:**

(Site Plan Review/Waiver; Other Requirements/Stipulations)     
**OK, no change in actual use- NO OUTDOOR SEATING ALLOWED**

**Tax Collector:** (Outstanding Taxes) **Mango Tree has outstanding 2019 personal property taxes \$76.55)**

**Town Treasurer:** (Outstanding Tax Liens) **None**

**Fire Chief** (Information/Comment) **Approved- Will need an inspection in conjunction w/building to determine appropriate and up-to-date fire protection for cooking operations**

**Police Chief** (Information/Comment) **No issues**

Criminal Offense Record Info: (CORI) Approved ☐ Disapproved ☐

**Board of Health:** (Information/comment) \_\_\_\_\_

**Sewer Commission:** (Information/comment) \_\_\_\_\_

**Milford Water Company:** (Information/comment) \_\_\_\_\_

**Commission on Disability:** (Information/comment) \_\_\_\_\_

.....  
Applicant: \_\_\_\_\_ D.O.B. \_\_\_\_\_ SS Number: \_\_\_\_\_



D-3  
7/22/19

APPLICATION FOR ONE DAY ENTERTAINMENT LICENSE  
SUBMIT AT LEAST 30 DAYS PRIOR TO THE PROPOSED EVENT

APPLICANT NAME: The Tradesman  
ADDRESS: 284 West St  
DATE OF BIRTH: 10/14/72 DRIVERS LICENSE NUMBER: \_\_\_\_\_  
TYPE OF EVENT: Outside music

LOCATION OF THE EVENT: 284 West St

EVENT DATE(S): 9/1/2019 HOURS: 11am - 11pm  
IN OR OUT SIDE \_\_\_\_\_ IS THIS A FOR PROFIT OR \_\_\_\_\_ NON-PROFIT EVENT  
AMPLIFIED ENTERTAINMENT YES \_\_\_\_\_ NO  
D.J., KARIOKE OR LIVE ENTERTAINMENT: YES \_\_\_\_\_ NO

PLEASE PROVIDE THE NAME OF THE D.J.('S) AND/OR BAND(S) AND ATTACH  
A COPY OF ANY FLIERS, ADVERTISEMENTS OR PROMOTIONAL MATERIALS  
CONCERNED WITH OR DESCRIBING THE DJ'S OR BANDS (If no flyer is available,  
please provide a detailed description of DJ or Band: Tony Soul Project, Vegas Wedding

Carolyn & Re Rumors, Set to one, Wearing stars, Project Phoe  
Templetons Holiday

(ATTACH ADDITIONAL PAGES IF NECESSARY)

DESCRIBE THE TYPES OF INSTRUMENTS AND MUSIC:  
All associated with: Rock, classic, Top 40, Blue, country

(ATTACH ADDITIONAL PAGES IF NECESSARY)

ENTERTAINMENT LICENSE REQUEST: YES \_\_\_\_\_ NO

DESCRIBE THE PLANNED EVENT ACTIVITIES IN DETAIL: \_\_\_\_\_

(ATTACH ADDITIONAL PAGES IF NECESSARY)

ESTIMATED NUMBER OF PEOPLE ATTENDING 500 all in  
NUMBER & COST OF TICKETS 0  
ALCOHOL: ✓ ALL ALCOHOL OR \_\_\_\_\_ BEER/WINE  
FOOD: ✓ YES \_\_\_\_\_ NO, IF YES DESCRIBE: Food Trucks

**TOWN OF MILFORD  
APPLICATION FOR ONE-DAY LICENSE  
PER MGL, C138, S14**

**This application must be returned at least two (2) weeks prior to a scheduled Board of Selectmen Mtg.**

Name of Organization The Tradesman  
Address 224 West St  
Contact Person Rob Weekday Telephone 774-277-0380  
Signature [Signature] Title Owner

**License is requested for the sale of: (check one) Fee = \$100.00 per day**

All-alcoholic Beverages ☒ Wine Only ☐  
Wine & Malt Beverages Only ☐ Malt Beverages Only ☐

Purpose of Event Music, Food

Name of Applicant/Organization Tradesman

Address 284 West St

Telephone 11 Email Robbyd69@verizon.net

Non-Profit Organization Yes ☐ No ☒

Date of Event Sept 1 2019

Event will take place at the following location: 284 West St, in & out  
side

Between the hours of 11AM - 11PM

Is the event held by, or held for the benefit of, a business or non-profit group? Yes ☒ No ☐

Will there be a cash bar? Yes ☒ No ☐

Is there an entrance fee or donation required? Yes ☐ No ☒

Is the event open to the general public? Yes ☒ No ☐

If the answer to ANY of these questions is YES:

A One-Day Special license is required. License applications must go before the Board of Selectmen. **ALL** alcohol must be purchased by the licensee from a **wholesaler**. (List can be found at [www.mass.gov/abcc](http://www.mass.gov/abcc))

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Milford.

Applicant's Signature: [Signature]

Youth Ctr. Director Signature: \_\_\_\_\_ (If Applicable)



**PAID**

7-15-19 CLK#

2996

0-4  
7/22/19



## MILFORD BOARD OF SELECTMEN

Room 11, Town Hall, 52 Main St. (Route 16), Milford, Massachusetts 01757-2679  
Phone 508-634-2303 Fax 508-634-2324

William D. Buckley, Chairman  
William E. Kingkade, Jr.  
Michael K. Walsh

Richard A. Villani  
Town Administrator

---

TO: William D. Buckley, Chairman  
William E. Kingkade, Jr.  
Michael K. Walsh

FROM: Richard A. Villani

RE: Milford Library Board of Trustees Vacancy

DATE: June 17, 2019

As confirmed by the Election Counsel at the State House, the Board of Selectmen are required, pursuant to MGL ch 41, section 10, to ***VOTE to place this office on the ballot for the April 7, 2020 Local election*** as this position is for an unexpired term. The Board vote must occur before the Town Clerk can make nomination papers available for each office. In addition, the Board must file with the Town Clerk Notice of an Election for the office not less than fifteen (15) days before the last day to submit nomination papers to the Registrars of Voters for certification, before the election.

Further, regarding the filling of the position of the Milford Library Board of Trustees, should the Board fill this position on June 17, 2019, pursuant to MGL ch 41, section 11, the individual so appointed will serve on the Library Board of Trustees only until April 6, 2020.

Should you have any questions please feel free to contact me.

Thank you.

cc Files



----- Forwarded message -----

From: **Jeremy Delorey** <[delorey@gmail.com](mailto:delorey@gmail.com)>

Date: Thu, Jun 20, 2019 at 11:55 AM

Subject: Library Trustee

To: <[ebertorelli@verizon.net](mailto:ebertorelli@verizon.net)>

Mr. Bertorelli,

My name is Jeremy Delorey and I was given your name as a contact about the open Library Trustee position. I would like to throw my name in for consideration

I am in my third year of volunteering at the Milford Town Library. I have been volunteering through the state's SERV program through my employer, Bridgewater State University. I visit the library on most Thursday mornings and straighten shelves, prepare crafts, or whatever tasks are needed that day. I enjoy my time at the library and giving back to the community.

In addition, my partner and I have four boys at home, and three of them use the library's services on a regular basis - they are especially excited each week to visit on Wednesdays for the chess club. They boys enjoy visiting the young adult's room for games, socializing, computers, and movies. They enjoy all these programs and have even read to a dog through the library! I have seen their language and social skills improve over the time they've been there.

I have never been a trustee before, nor have I ever held any political office. I am interested more as an advocate for the library; I enjoy volunteering as a way to give back to the community and this position seems like it could be the natural progression of that interest.

Thank you for your consideration. Please let me know if I can answer any questions and how I can help.

Best regards,

Jeremy Delorey  
190 Purchase Street  
774-292-1346

## Richard Villani

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**From:** Susan Edmonds <sedmonds@cwmars.org>  
**Sent:** Friday, July 12, 2019 12:24 PM  
**To:** Richard Villani  
**Cc:** Ed Bertorelli  
**Subject:** Library Trustee -7-12-19  
**Attachments:** Al Spittler Application.pdf; Jeremy Deloyer-Email.pdf

Hello Rick:

The Board of Library Trustees has selected Al Spittler at fill trustee Ron Auger's position. The Board would also like to Jeremy Deloyer for volunteering to also fill the position.

Please add the joint meeting to the July 22, 2019 Select men's agenda.

Thank you,

Sue

--

Susan L. Edmonds  
Director Milford Town Library  
80 Spruce St, MA 01757  
508-473-2145 ext.210  
[sedmonds@cwmars.org](mailto:sedmonds@cwmars.org)  
Fax: 508 473 8651

## **Alfred Spittler**

20 Jionzo Road, Milford, MA 0175 ▲ [Alfred.spittler@gmail.com](mailto:Alfred.spittler@gmail.com) ▲ 774-573-4715

---

Mr. Rick Villani, Administrator  
Town of Milford  
Milford, MA 01757  
June 13, 2019

Dear Mr. Villanii:

I am interested in filling the vacant seat on the Board of the Milford Town Library. I am very active in the Milford Community and have worked on various projects and activities with the Library in the past.

have extensive knowledge of non-profit rules/regulations as well the resources available in Milford. I believe that my leadership skills, knowledge of the community and willingness to help make my community better for all makes me a good candidate for the vacant seat.

I look forward to meeting with you and the possibility of joining the board to help the Library continue to prosper and flourish in Milford.

If you need further information or would like to reach me, please do not hesitate to contact me at 774-573-4715 or by email at [Alfred.spittler@gmail.com](mailto:Alfred.spittler@gmail.com)

Sincerely,

Al Spittler

# Alfred Spittler

20 Jionzo Road, Milford, MA 0175 ▲ [Alfred.spittler@gmail.com](mailto:Alfred.spittler@gmail.com) ▲ 774-573-4715

## Career Summary

An extraordinary provider of exceptional customer service with a deep understanding of how to mix the needs of the company and the customers. As well as a solid knowledge base of Human Resources and benefits and how to build profit while keeping expenses down. HR experience with extensive experience as a hands-on manager in on-boarding, employee relations, safety, performance evaluation, job descriptions, back ground checks and confidentiality. With the ability to make the tough decisions when needed that will keep company successful and solvent. In addition to this I have the knowledge and leadership abilities to help employees be the best that they can be. A very active community leader that has helped me enabled me to hone my leadership abilities, time management and organizational skills, and become the person people go to get things done.

## Accomplishments

- Consulted, trained, mentored, and coached supervisors/employees on HR trends; with new training/ up to date safety/HR requirements that promoted business and customer service success.
- Successfully recruited, trained and prepared volunteers on all areas of board governance, budget, fund raising and event planning.
- Started a successful daycare that is thriving and well respected and known in the community
- Overcame 8 years in foster care to be the first in my biological family to graduate from high school and college.

## Professional Experience

**Human Resource Coordinator**, (Contract) April 29, 2019-current **Spencer Technologies**, Medway MA

- Responsible for supporting the day-to-day operations associated with HR processes, and administration of HR programs.
- Assist with benefit program administration including new employee and annual open enrollment processes
- Assist with reporting/tracking/administration of 401(K), COBRA, LOA (FMLA/STD/LTD) H&W, Life, AD&D
- Process new hires and terminations in payroll system
- Manage accuracy of employee data and paperwork requirements within our HR systems
- Any other duties as may be assigned

**Human Resource Coordinator**, May 2014-current **Creative Community Childcare/First Unitarian Universalist Church**, Milford, MA

- Maintained and wrote job descriptions, safety specifications, and employee evaluations;
- Review, edit and write policies for non-profit day care center that will help the center flourish and meet all state requirements.
- Conduct new hire orientation, set up employee files, check references, submit and schedule background checks and review all information pertaining to back ground checks returned by the state.
- Partner with Director to post jobs, screen applicants, schedule interviews, and process onboarding information.
- Compile and prepare reports and documents pertaining to personnel activities

**HR Compliance Specialist**, (Contract) 6/12-2018-9/12-2018 **East Cambridge Savings Bank**, (Cambridge, MA

- Ensure that bulletin board postings in all locations are compliant with state and federal laws.
- Maintain personnel policies within the Master Policy Manual. Revise and create policies to ensure that they accurately reflect state and federal laws when applicable.
- Assist with maintaining the budget for the division. Create monthly variance reports and submit to accounting in a timely manner.
- Maintain Affirmative Action/Diversity and Inclusion Compliance manuals that support their policies and programs.
- Prepare reports and gather requested information for internal and external audits and exams. Ensure compliance with established policies, procedures, laws and regulations.

**Site Coordinator**, Sept. 2016- July 17 **Creative Community Childcare**, Milford, MA

- Assist director in with supporting teachers and students with their classroom behavior and management by developing goals and role modeling best practices.
- Design and implement family events in conjunction with the Director to promote and build relationships between families, staff and the greater community.

**Assistant Manager**, Sept. 2013-July 2016 **Panera Bread**, Milford MA

- Successfully managed shift to ensure customer satisfaction, order accuracy, and on time delivery while coaching, motivating and building a strong team to ensure a positive work environment that would deliver positive results to enhance the customer experience.
- Direct the work force and managed the performance of associates in a fast paced and ever- changing environment to make sure that they are meeting the requirements set forth in their training.
- Using the corporate training manual designed and facilitated quarterly training meetings that were fun, educational and inspirational by including employees in the process.

**Assistant Manager**, March 2012-August 2013 **Wendy's International, Inc.**, Natick, MA

- Trained, monitored and reinforced food safety procedures to Shift Supervisors, Crew Members, and Trainees. Ensured all food safety procedures were executed in according to Company policies and health/sanitation regulations; take corrective actions, as appropriate and needed.
- Worked with restaurant management team to meet sales goals versus budget for prior year, including participating in local store marketing programs. Executed appropriate plans that recognize unfavorable trends and enhance sales while working with the GM and DM to establish store priorities and execute store plans.
- Executed company policies and procedures for the control of cash, property, product and equipment to help monitor inventory levels. At the same time created and executed recruiting plan, including sourcing, interviewing, recommending, selecting and orienting employees.

### **Non-profit Experience**

**Executive Director**, MA Sept. 2010-Feb.2011. **Learning First Foundation**, Worcester

- First Executive Director of the Foundation with responsibility of setting up office, hiring staff and creating marketing materials to spread awareness while developing strong working relationship with Business and community leaders.
- Successfully recruited 3 people to serve on the foundation board and developed an orientation process for new members.
- Established and directed organizational goals through the development of work plans, strategic plans, staff training and effective internal communication vehicles.

**Executive Director**, May 2010-February 2011 **Cultural Arts Alliance of Hopkinton, Inc.** Hopkinton, MA

- Directed the operations of the office, ordered supplies, maintained files and wrote newsletter.
- Coordinated and conducted an annual appeal that increased our membership by 20 percent which resulted in increased funding.
- Wrote and submitted corporate sponsorship packets that resulted in 3 new sponsors.

**President, Board of Trustees**, May 2006 -April 2009, May 2016-present-**First Unitarian Universalist Church of Milford**, Milford, MA

- Supervised staff and volunteers and held them accountable to goals and objectives stated by the board.
- Oversaw daily operations of the congregation during a transitional period in which there was no Minister.
- Represented congregation at all state-wide conventions and meetings and recruited new members.
- Successfully kept expenses to a minimum while managing a 1.7 million dollar budget and 200+ year old building.
- Planned special events and activities that increased revenue and membership by15%.
- Coordinate building rentals, create contracts, establish rental policies and procedures, maintain rental calendar.

### **Leadership Experiences**

- President**, *FUUM BOT* 2008-2012, & 2014-2015, 2017-Present, •**Board member**: Milford Daily Food Pantry: 2009-2011
- Coordinator of the Community Supper program**: *First UU Church of Milford*: 2008-2016, 2019
- VP** (2018-present), 2015-2018 Milford Area Humanitarian Coalition •**Master Freemason** Montgomery Lodge 2017
- VP**, ( 2018-present), Children Across America, •**Member** 2019 Celebrate Milford planning Committee

### **Certifications**

- **Certified CPR/First Aid/AED instructor**
- **Public Notary**

### **Education**

**Framingham State College**

BA in Political Science Concentration in Public Administration

## **Alfred Spittler**

---

20 Jionzo Road, Milford, MA 0175 ▲ [Alfred.spittler@gmail.com](mailto:Alfred.spittler@gmail.com) ▲ 774-573-4715

Mr. Ed Bertorelli, Chairman  
Milford Town Library Board  
Spruce Street  
Milford, MA 01757  
June 13, 2019

Dear Mr. Bertorelli:

I am interested in filling the vacant seat on the Board of the Milford Town Library. I am very active in the Milford Community and have worked on various projects and activities with the Library in the past.

have extensive knowledge of non-profit rules/regulations as well the resources available in Milford. I believe that my leadership skills, knowledge of the community and willingness to help make my community better for all makes me a good candidate for the vacant seat.

I look forward to meeting with you and the possibility of joining the board to help the Library continue to prosper and flourish in Milford.

If you need further information or would like to reach me, please do not hesitate to contact me at 774-573-4715 or by email at [Alfred.spittler@gmail.com](mailto:Alfred.spittler@gmail.com)

Sincerely,

  
Al Spittler



**Alfred Spittler**  
**20 Jionzo Road**  
**Milford, MA 01757**  
[Alfred.spittler@gmail.com](mailto:Alfred.spittler@gmail.com)  
**774-573-4715**

## **Career Summary**

More than 20 years of non-profit leadership, fund raising and board development with a strong commitment to meeting goals, setting priorities and understanding the needs of not for profit businesses. In addition to this is a person of high moral integrity, very compassionate and empathetic to those in need. An extraordinary provider of exceptional customer service with a deep understanding of how to mix the needs of the company and the customers. As well as a solid knowledge base of Human Resources and benefits and how to build profit while keeping expenses down. Very active in the community which has enabled me to hone my leadership abilities and become the person people go to get things done. Beginning the process of learning how to do payroll through Quick Books and Paychex and participating in training opportunities to become more skilled at processing and executing all areas of payroll.

## **Accomplishments**

- Consulted, trained, mentored, and coached supervisors/employees on HR trends; with new training/ up to date safety/HR requirements that promoted business and customer service success.
- Successfully recruited, trained and prepared volunteers on all areas of board governance, budget, fund raising and event planning.
- Overcame 8 years in foster care to be the first in my biological family to graduate from high school and college.

## **Professional Experience**

**Human Resource Coordinator, 2014-current CCC (Creative Community Childcare, DBA First Unitarian Universalist Church of Milford), Milford, MA**

- Maintained, current accurate job descriptions, safety specifications, and employee evaluations; also assured that staffing decisions performance was related to personnel actions based on the duties and job qualifications
- Review, edit and write policies for non-profit day care center that will help the center flourish and meet all state requirements.
- Conduct new hire orientation, set up employee files, check references, submit and schedule background checks and review all information returned by the state.

**HR Compliance Specialist, 6/12-2018-9/12-2018 East Cambridge Savings Bank, (Through Kforce) Cambridge, MA**

- Ensure that bulletin board postings in all locations are compliant with state and federal laws.
- Maintain personnel policies within the Master Policy Manual. Revise and create policies to ensure that they accurately reflect state and federal laws when applicable.
- Assist with maintaining the budget for the division. Create monthly variance reports and submit to accounting in a timely manner.
- Maintain Affirmative Action/Diversity and Inclusion Compliance manuals that support their policies and programs.
- Prepare reports and gather requested information for internal and external audits and exams. Ensure compliance with established policies, procedures, laws and regulations.

**.Site Coordinator, 2016- 17 CCC, Milford, MA**

- Assist director in with supporting teachers and students with their classroom behavior and management by developing goals and role modeling best practices.
- Plan and facilitate monthly staff meetings to keep ensure open communication about any issues and concerns regarding the operations of the center.
- Design and implement family events in conjunction with the Director to promote and build relationships between families, staff and the greater community.

• **Assistant Manager, 2013-2016 Panera Bread, Milford MA**

- Successfully managed shift to ensure customer satisfaction, order accuracy, and on time delivery while coaching, motivating and building a strong team to ensure a positive work environment that would deliver positive results to enhance the customer experience.
- Direct the work force and managed the performance of associates in a fast paced and ever- changing environment to make sure that they are meeting the requirements set forth in their training.
- Using the corporate training manual designed and facilitated quarterly training meetings that were fun, educational and inspirational by including employees in the process.

**Assistant Manager, Wendy's International, Inc., Natick, MA March 2012-August 2013**

- Trained, monitored and reinforced food safety procedures to Shift Supervisors, Crew Members, and Trainees. Ensured all food safety procedures were executed in according to Company policies and health/sanitation regulations; take corrective actions, as appropriate and needed.
- Worked with restaurant management team to meet sales goals versus budget for prior year, including participating in local store marketing programs. Executed appropriate plans that recognize unfavorable trends and enhance sales while working with the GM and DM to establish store priorities and execute store plans.
- Executed company policies and procedures for the control of cash, property, product and equipment to help monitor inventory levels. At the same time created and executed recruiting plan, including sourcing, interviewing, recommending, selecting and orienting employees.

### **Non-profit Experience**

**Executive Director, Learning First Foundation, Worcester, MA Sept. 10-Feb. 11.**

- First Executive Director of the Foundation with responsibility of setting up office, hiring staff and creating marketing materials to spread awareness while developing strong working relationship with Business and community leaders.
- Successfully recruited 3 people to serve on the foundation board and developed an orientation process for new members.
- Established and directed organizational goals through the development of work plans, strategic plans, staff training and effective internal communication vehicles.

**Executive Director, Cultural Arts Alliance of Hopkinton, Inc. Hopkinton, MA May 10-February 11.**

- Directed the operations of the office, ordered supplies, maintained files and wrote newsletter.
- Coordinated and conducted an annual appeal that increased our membership by 20 percent which resulted in increased funding.
- Wrote and submitted corporate sponsorship packets that resulted in 3 new sponsors.

**President of the Board of Trustees, First Unitarian Universalist Church of Milford, Milford, MA. May 2006 –May 2009**

- Supervised staff and volunteers and held them accountable to goals and objectives stated by the board.
- Oversaw daily operations of the congregation during a transitional period in which there was no Minister.
- Represented congregation at all state-wide conventions and meetings and recruited new members.
- Successfully kept expenses to a minimum while managing a 1.7 million dollar budget and 200+ year old building.
- Planned special events and activities that increased revenue and membership by 15%.
- Responsible for all building rentals, wrote guidelines, leases, and establish prices for rentals

### **Leadership Experiences**

**Treasurer, CHNA 6, December 2016-2017 CHNA 6, Steering Committee member, 2016-17**

**President, FUUM BOT 2008-2012, & 2014-2015, 2017, Present Board member: Milford Daily Food Pantry: 2009-2011**

**Speaker for Adoption and Foster Care: MAPP Panels for DSS: 1996-2005**

**Coordinator of the Community Supper program: First UU Church of Milford: 2008-2016,**

**Baseball Coach, Milford Youth Baseball 2017, Milford Area Humanitarian Coalition (MAHC) 2015-2018 VP**

**Master Freemason Montgomery Lodge 2017-present, Children Across America (CAA) 2017-2019 VP**

**Education, Framingham State College: Bachelor of Arts in Political Science with a concentration in Public Administration**

G-1  
7/22/19

1127

**FUN ZONE MILFORD LLC**

DBA PINZ  
OPERATING ACCOUNT  
110 S MAIN ST  
MILFORD, MA 01757-3273

DATE 7-1-19

5-7017/2110

PAY  
TO THE  
ORDER OF

Town of Milford

\$ 1000.00

DOLLARS

**\*\*Citizens Bank®**

FOR

4th July parade sponsorship.

*[Signature]*



Details on back  
Security Features

**Bank of America**



7532

**Asphalt Engineering LLC**

190 Farm St.  
Bellingham, Ma. 02019  
508-541-8300

5-13/110

DATE 6/27/19

PAY  
TO THE  
ORDER OF

Town of Milford

\$ 50.00

DOLLARS

FOR

Yankee doodle  
Donation

*[Signature]*



Details on back  
Security Features

6-2  
7/22/19



## TOWN ACCOUNTANT

52 Main Street, Milford, MA 01757

Phone: 508-634-2309 \* Fax: 508-634-2324

Email to Accountant

Email to Town Admin.

### GIFT ACCEPTANCE FORM

Donor Name Celebrate Milford Address 155 Main St.

City, State. & Zip Milford, Ma 01757 Phone \_\_\_\_\_

Name of Gift Unsolicited donation

Purpose "Keep up the great work"

Total Amt. of Gift 1000.00

Contact Person Joe Soares

☒ Attached is a copy of correspondence received

☐ There was no written correspondence with this gift

☐ The Board of Selectmen/School Committee have been notified of this gift and have approved of the expenditures for the purpose stated

#### Board of Selectmen

Chairman \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### School Committee

Chairman \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

#### Town Accountant Use

Assigned Account Number \_\_\_\_\_

Date Received \_\_\_\_\_



United Way  
of Tri-County



TOWN OF MILFORD, MASSACHUSETTS

MILFORD YOUTH CENTER

24 Pearl St., Milford, MA 01757

(508) 473-1756 Phone

(508) 381-0759 FAX

[milforyouthcenter@comcast.net](mailto:milforyouthcenter@comcast.net)

[www.milforyouthcenter.net](http://www.milforyouthcenter.net)



July 12, 2019

Dear Town Administrator and Board of Selectmen,

I am writing to you on behalf of the Milford Youth Commission to inform the Board of recent donations made to the Youth Center. Every year we receive donations that help make camp available for local youth in need! It is possible to sponsor an individual camper or a family. We would like to extend a thank you to the following who have contributed:

1. UniBank - \$1,000.00
2. Milford Federal Bank -\$1,000.00
3. Milford Rotary Club - \$1,000.00
4. Jay's Classic Barbershop 2018 Basketball Tourney - \$700.00
5. 2 Anonymous donations from Milford residents: \$560.00
6. Homefield Credit Union - \$300.00
7. Grace Lavalley - \$53
8. Elaine McNanna - \$53

Total: **\$4,666.00** for scholarships!

It is due to the generosity of local individuals, organizations and businesses that we are able to continue to offer free after school programming, an affordable summer camp, and provide a safe and fun environment for the youth of Milford!

Thank you for your time,

Jen Ward  
Director  
Milford Youth Center

G-4  
7/22/19

Fax To: 508-634-2324

# TOWN OF MILFORD

## APPLICATION FOR ONE-DAY LICENSE

### PER MGL, C138, S14

This application must be returned at least two (2) weeks prior to requested date (s)

Please provide all information requested below:

Name of Organization

Caffe Sorrento

Address

143 Central St. Milford, Ma 01757

Contact Person

Louis ChesebroughWeekday Telephone Cell 508-889-1958

Signature

[Signature]Title President

Office - 508-473-2460

License is requested for the sale of: (check one) Fee = \$100.00 per day

All-alcoholic Beverages ☒Wine Only ☐Wine & Malt Beverages Only ☐Malt Beverages Only ☐

For the following date (s)

September 8, 2019 - (Sunday)

between the hours of

1:00 pm and 6:00 pm

Describe the premises where beverages will be dispensed:

Bow St Parking Lot

Describe the activity, which will take place when beverages are dispensed:

Clam Bake -

Check whether the activity is for Profit

NonprofitMarine Building fund

Check here if premises is a dining hall maintained by an incorporated educational institution authorized to grant degrees ☐

\*\*\*\*\*  
FOR OFFICE USE ONLY, DO NOT WRITE BELOW THIS LINE

APPROVED by the Board of Selectmen at meeting held on

Restrictions attached to license, if any

License #

Issued on

Fee of \$

Paid On

Notice of Approval mailed to ABCC on