

**MILFORD BOARD OF SELECTMEN: AGENDA**  
**March 7, 2019 - 7:00PM, ROOM 03, TOWN HALL**

**A. SIGNING OF WARRANT, APPROVAL OF February 25, 2019 MINUTES**

**B. INVITATION TO SPEAK**

**C. PUBLIC HEARINGS**

**D. SCHEDULED APPOINTMENTS**

1. Police Chief and Fire Chief, RE: Department Updates
2. GeneCSII dba 19<sup>th</sup> Golf & Grill, RE: Change of Manager
3. Waters Corp, RE: CH. 148 License amendment – 34 Maple St  
Waters Corp, RE: CH. 148 License amendment – 5 Technology Dr
4. Imperial Hyundai, RE: Class I Dealer's License Amendment
5. HR Director, Maureen Giffin, RE: HR Policies

**E. TOWN ADMINISTRATOR'S REPORT**

**F. OLD BUSINESS**

1. Town Administrator, RE: Town Meeting Article Submissions

**G. NEW BUSINESS**

1. Town Administrator, RE: Appointment of Technology Support Technician
2. Greenleaf Garden Club, RE: Annual Plant Sale
3. Town Administrator, RE: Award Fireworks Contract
4. Town Administrator, RE: Seasonal Club License Renewals
5. Town Administrator, RE: Elected Officials/FY 20 Salary Recommendations
6. Police Department, RE: Gift Acceptance
7. Fire Department, RE: Gift Acceptance

**H. CORRESPONDENCE**

**I. EXECUTIVE SESSION**

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.

**MILFORD BOARD OF SELECTMEN: AGENDA**  
**March 4, 2019 - 7:00PM, ROOM 03, TOWN HALL**

*CANCELLED - SPOWSPORT.*

**A. SIGNING OF WARRANT, APPROVAL OF February 25, 2019 MINUTES**

**B. INVITATION TO SPEAK**

**C. PUBLIC HEARINGS**

**D. SCHEDULED APPOINTMENTS**

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2. GeneCSII dba 19<sup>th</sup> Golf & Grill, RE: Change of Manager
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Waters Corp, RE: CH. 148 License amendment – 5 Technology Dr
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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.



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*239 Causeway Street Boston, MA 02114*  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.paybill.com/mass/abcc/retail/>

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

070600032

ENTITY/ LICENSEE NAME Genecsii, LLC

ADDRESS 350 East Main Street

CITY/TOWN Milford

STATE MA

ZIP CODE 01757

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input checked="" type="checkbox"/> Change of Manager                  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  | <input type="checkbox"/> Other  |   | <input type="checkbox"/> Change of DBA                                |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS  
TRANSMITTAL FORM ALONG WITH  
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION  
239 CAUSEWAY STREET  
BOSTON, MA 02241-3396

**Your Payment Has Been Approved****License Number** 070600032**License Type** Retail License Filing Fee**Method Of Payment** Checking**Bank Account Number** \*\*\*\*6752**Your Confirmation Number Is 051003.**[Exit](#)[Make Another Payment](#)[Print](#)



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
*239 Causeway Street, Boston, MA 02114*  
*[www.mass.gov/abcc](http://www.mass.gov/abcc)*

**AMENDMENT-Change of Manager**

☐ **Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Genecsi, LLC	Milford	070600032

**2. APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
A. Eli Leino, Esq.	Counsel	eli@majhlip.com	508-473-2203

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Virginio C. Sardinha, Jr.	Date of Birth	6/5/77	SSN	
Residential Address	3 Willowbrook Lane, Mendon, MA 01756				
Email	genesardinha@gmail.com		Phone		
Please indicate how many hours per week you intend to be on the licensed premises	20	Last-Approved License Manager	Michael A. Hicks		

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?\*

☒ Yes ☐ No \*Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
1993	Current	Franchisee	SF Management, LLC	Self-Employed

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

Date

2/19/19

## APPLICANT'S STATEMENT

I, Virginio C. Sardinha, Jr. the: ☐ sole proprietor; ☒ partner; ☐ corporate principal; ☐ LLC/LLP manager  
Authorized Signatory

of Genecsi, LLC  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

[Signature]

Date:

2/19/19

Title:

Genecsi

**CORPORATE VOTE**

The Board of Directors or LLC Managers of

Genecsii, LLC

Entity Name

duly voted to apply to the Licensing Authority of

Milford

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager

☐ Other

"VOTED: To authorize

Virginio C. Sardinha, Jr.

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Virginio C. Sardinha, Jr.

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

For Corporations ONLY

A true copy attest,

Corporate Officer /LLC Manager Signature

Virginio Sardinha Jr.  
(Print Name)

Corporation Clerk's Signature

(Print Name)

## DEPARTMENT HEAD REVIEW FORM

1. The following Applicant: **GeneCSII, LLC DBA 19<sup>th</sup> Golf & Grill**  
**350 E Main St**
2. Has applied for: **Amendment to AA License – Change of Manager**
3. Selectmen will take action on: **March 4, 2019**
4. Hearing Continued/Postponed/MGL Deadline: \_\_\_\_\_
5. Abutters Notified: N/A Published: N/A
6. Inquiry Routed To Dept. Heads: ☒ Please Respond By: **02/27/2019**
7. License Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ On \_\_\_\_\_

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**Building Commissioner** (Zoning, Occupancy, Building/Handicap Access, Restroom Handicap Access) **IB, Occupancy 258, Handicap Accessible**  
**Matt Marcotte – 2/21/19**

**Town Planner:** (Site Plan Review/Waiver; Other Requirements/Stipulations)\_  
**Ok, No change is actual use – Larry Dunkin 2/21/22**

**Tax Collector:** (Outstanding Taxes)

**No outstanding taxes – Theresa Dias 2/25/19**

**Town Treasurer:** (Outstanding Tax Liens)

**None – Chris Pilla 2/20/19**

**Fire Chief** (Information/Comment)

**Approved – Matt Denman 2/22/19**

**Police Chief** (Information/Comment)

**No Issues or concerns – Police Chief O'loughlin 2/28/19**

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

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

**The Board of Health has no issues with the change of manager at this establishment. Paul Mazzuchelli 2/21/19**

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

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

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

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Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant: **GeneCSII, LLC DBA 19<sup>th</sup> Gold & Grill**



D-3  
3/7/19



FP-002A  
(Rev. 1.2018)

*The Commonwealth of Massachusetts*  
*City/Town of* Milford

## Application For License

Massachusetts General Law, Chapter 148 §13

☐ New License ☒ Amended License

### GIS Coordinates

LAT. \_\_\_\_\_

LONG. \_\_\_\_\_

License Number \_\_\_\_\_

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 34 Maple Street Parcel ID 45-0-10A

Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: Waters Corporation

Address of Land Owner: 34 Maple Street, Milford, MA 01757

Use and Occupancy of Buildings and Structures: Office / Industrial / R&D

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments  
4/4/1979

Attach a copy of the current license

### **Flammable and Combustible Liquids, Flammable Gases and Solids**

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
Diesel Fuel	II	270	gal	AST
Various solvents	I	2,500	gal	drums / 1-5 gal containers
Various solvents (diluted with water)	II	3,000	gal	drums / 1-5 gal containers
Flammable gases		3,200	cubic feet	cylinders

Total quantity of all flammable liquids to be stored: 2,500 gal

Total quantity of all combustible liquids to be stored: 3,270 gal

Total quantity of all flammable gases to be stored: 3,200 cf

Total quantity of all flammable solids to be stored: NA

**LP-gas** (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: \_\_\_\_\_

List sizes and capacities of all aboveground containers used for storage: \_\_\_\_\_

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: \_\_\_\_\_

List sizes and capacities of all underground containers used for storage: \_\_\_\_\_

Total aggregate quantity of all LP-gas to be stored: \_\_\_\_\_

**Fireworks** (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.3G: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.4G: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.4: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

Total aggregate quantity of all classes of fireworks to be stored: \_\_\_\_\_

**Explosives** (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class 1.1: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.2: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.3: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.4: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.5: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class 1.6: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

I, THOMAS A. WESLEY hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature Thomas Wesley Date 8 Feb 19 Name THOMAS A. WESLEY

**Fire Department Use Only**

I, William J. Tachy JR, Head of the Milford Fire Department endorse this application with my

☒ Approval ☐ Disapproval

Signature of Head of the Fire Department [Signature]

Date 2/02/19

Recommendations: \_\_\_\_\_



# MILFORD FIRE DEPARTMENT

21 BIRCH STREET  
MILFORD, MASSACHUSETTS 01757

WILLIAM J. TOUHEY, JR., CHIEF  
MARK A. NELSON, DEPUTY

Telephone: 508-473-1214 • Fax: 508-473-4858 • Inspections: 508-473-2256

February 21, 2019

Richard Villani, Town Administrator  
52 Main Street  
Milford, Massachusetts 01757

RE: Amended License Application for Waters Corporation, 34 Maple Street

Dear Mr. Villani:

The Fire Department approves the proposed amended quantities of flammable and combustible liquids. The license application indicates an increase in flammable and combustible liquids and new storage for flammable gases.

- Proposed storage for Class I flammable liquids is 2,500 gallons.
- Proposed storage for Class II combustible liquids is 3,270 gallons.
- Proposed storage for flammable gases is 15 cylinders equating to 3,200 cubic feet.

Waters Corporation, 34 Maple Street, has a license to keep 500 gallons of Class I flammable liquids and 770 total gallons of Class II combustible liquids. A recent inventory conducted by Waters Corporation identified 2,063 gallons of Class I flammable liquids and 2,743 gallons of Class II combustible liquids. No flammable gas storage is included on the license.

Based upon their current inventory, Waters Corporation seeks to store an additional 437 gallons of Class I flammable liquids, 527 gallons of Class II combustible liquids, and 3,200 cubic feet of flammable gases.

Two (2) 15,000 gallon underground storage tanks were removed from the site.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Nelson", is written over a horizontal line.

Mark Nelson

## DEPARTMENT HEAD REVIEW FORM

1. The following Applicant: **Waters Corporation**  
**34 Maple Street**
2. Has applied for: **Amendment to CH. 148 license**  
**Store an additional 437 gallons Class I flammable liquids, 527 Gal. of class II combustible liquids and 3,200 cubic ft. of flammable gases.**
3. Selectmen will take action on: **March 4, 2019**
4. Hearing Continued/Postponed/MGL Deadline: \_\_\_\_\_
5. Abutters Notified: N/A Published: N/A
6. Inquiry Routed To Dept. Heads: X Please Respond By: **02/26/2019**
7. License Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ On \_\_\_\_\_

.....  
**Building Commissioner** (Zoning, Occupancy, Building/Handicap Access, Restroom Handicap Access)

**No concerns, building is accessible – Matt Marcotte 2/28/19**

**Town Planner:** (Site Plan Review/Waiver; Other Requirements/Stipulations)\_

**Ok, no change in actual use – Larry Dunkin 2/26/19**

**Tax Collector:** (Outstanding Taxes)

**No outstanding taxes – Theresa Dias 2/27/19**

**Town Treasurer:** (Outstanding Tax Liens)

**None, Chris Pilla 2/26/19**

**Fire Chief** (Information/Comment)

**The Fire Department has no objections – Mark Nelson 3/1/19**

**Police Chief** (Information/Comment)

**No issues or concerns – Police Chief O'loughlin 2/28/19**

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

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

**The Board of Health has no issues with this applications. It is expected that necessary local, state & federal requirements will be followed.**

**Paul Mazzuchelli 2/26/19**

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

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

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

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Applicant:

Date:



FP-002A  
(Rev. 1.2018)

*The Commonwealth of Massachusetts*

*City/Town of* Milford

## Application For License

Massachusetts General Law, Chapter 148 §13

☐ New License ☒ Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 5 Technology Drive Parcel ID 55-0-2A  
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: Waters Corporation

Address of Land Owner: 34 Maple Street, Milford, MA 01757

Use and Occupancy of Buildings and Structures: Office and R&D

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments  
June 6, 2005

Attach a copy of the current license

### **Flammable and Combustible Liquids, Flammable Gases and Solids**

*Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 1.00 Table 1.12.8.50; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.*

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
Diesel Fuel	II	2,500	gal	AST
Various solvents	I	2,000	gal	drums / 1-5 gal containers
Various solvents (diluted with water)	II	1,500	gal	drums / 1-5 gal containers
Flammable gases		3,200	cubic feet	cylinders

Total quantity of all flammable liquids to be stored: 2,000 gal

Total quantity of all combustible liquids to be stored: 4,000 gal

Total quantity of all flammable gases to be stored: 3,200 cf

Total quantity of all flammable solids to be stored: NA

**LP-gas** (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers.  
(See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: \_\_\_\_\_

List sizes and capacities of all aboveground containers used for storage: \_\_\_\_\_

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: \_\_\_\_\_

List sizes and capacities of all underground containers used for storage: \_\_\_\_\_

Total aggregate quantity of all LP-gas to be stored: \_\_\_\_\_

**Fireworks** (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class **1.3G**: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class **1.4G**: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class **1.4**: \_\_\_\_\_ Type/class of magazine used for storage: \_\_\_\_\_

Total aggregate quantity of all classes of fireworks to be stored: \_\_\_\_\_

**Explosives** (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 1.00 Table 1.12.8.50)

- ❖ Maximum amount (in pounds) of Class **1.1**: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class **1.2**: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class **1.3**: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class **1.4**: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class **1.5**: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

- ❖ Maximum amount (in pounds) of Class **1.6**: \_\_\_\_\_ Number of magazines used for storage: \_\_\_\_\_

I, THOMAS A. WESLEY, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature Thomas A. Wesley Date 8 Feb 19 Name THOMAS A. WESLEY

**Fire Department Use Only**

I, William J. Welch Jr, Head of the Milton Fire Department endorse this application with my

☒ Approval ☐ Disapproval

Signature of Head of the Fire Department

Date

Recommendations: \_\_\_\_\_



# MILFORD FIRE DEPARTMENT

21 BIRCH STREET  
MILFORD, MASSACHUSETTS 01757

WILLIAM J. TOUHEY, JR., CHIEF  
MARK A. NELSON, DEPUTY

Telephone: 508-473-1214 • Fax: 508-473-4858 • Inspections: 508-473-2256

February 21, 2019

Richard Villani, Town Administrator  
52 Main Street  
Milford, Massachusetts 01757

RE: Amended License Application for Waters Corporation, 5 Technology Drive

Dear Mr. Villani:

The Fire Department approves the proposed amended quantities of flammable and combustible liquids. The license application indicates an increase in flammable and combustible liquids and new storage for flammable gases.

- Proposed storage for Class I flammable liquids is 2,000 gallons.
- Proposed storage for Class II combustible liquids is 4,000 gallons.
- Proposed storage for flammable gases is 15 cylinders equating to 3,200 cubic feet.

Waters Corporation, 5 Technology Drive, has a license, but the current quantities are not accurate. The fire department has been working with Waters Corporation to get a correct inventory. As a result, 1,609 gallons of Class I flammable liquids and 3,630 gallons of Class II combustible liquids were identified at 5 Technology Drive. There is currently a license for 2,500 gallons of Class II combustible liquids and 1,130 gallons would be new storage. No flammable liquids or gas storage is identified on the license.

Based upon their current inventory, Waters Corporation seeks to store an additional 391 gallons of Class I flammable liquids, 370 gallons of Class II combustible liquids, and 3,200 cubic feet of flammable gases.

The underground storage tanks were removed from the site.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Nelson", is written over a horizontal line.

Mark Nelson

## DEPARTMENT HEAD REVIEW FORM

1. The following Applicant: **Waters Corporation**  
**5 Technology Dr**
2. Has applied for: **Amendment to CH. 148 license**  
**Store an additional 2,000 gallons Class I flammable liquids, 1,500 Gal. of class II combustible liquids and 3,200 cubic ft. of flammable gases.**
3. Selectmen will take action on: **March 4, 2019**
4. Hearing Continued/Postponed/MGL Deadline: \_\_\_\_\_
5. Abutters Notified: N/A Published: N/A
6. Inquiry Routed To Dept. Heads: Please Respond By: **02/28/2019**
7. License Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ On \_\_\_\_\_

.....  
**Building Commissioner** (Zoning, Occupancy, Building/Handicap Access, Restroom Handicap Access)

**No concerns, building is accessible – Matt Marcotte 2/28/19**

**Town Planner:** (Site Plan Review/Waiver; Other Requirements/Stipulations)

**Ok, no change in actual use – Larry Dunkin**

**Tax Collector:** (Outstanding Taxes)

**No outstanding taxes – Theresa Dias 2/27/19**

**Town Treasurer:** (Outstanding Tax Liens)

**None- Chris Pilla 2/26/19**

**Fire Chief** (Information/Comment)

**The Fire Department has no objections – Mark Nelson 3/1/19**

**Police Chief** (Information/Comment)

**No issues or concerns – Police Chief O'loughlin 2/28/19**

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

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

**The Board of Health has no issues with this application. It is expected that necessary local, state, and federal requirements will be followed.**

**Paul Mazzuchelli 2/26/19**

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

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

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

Applicant:

Date:



5-4  
37-19



# 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 (describe on reverse)                             |
| 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 type="checkbox"/> COMMON VICTUALLER                   | 14. <input type="checkbox"/> CARNIVAL/CIRCUS  |
| 5. <input type="checkbox"/> FORTUNE TELLER                      | Location: _____   |
| 6. <input type="checkbox"/> HAWKERS/PEDDLERS                    | 15. <input type="checkbox"/> CHRISTMAS TREE SALES   |
| 7. <input type="checkbox"/> INNOLDERS                           | \$ <input checked="" type="checkbox"/> VALUE OF GOODS   |
| 8. <input type="checkbox"/> POOL TABLES                         | 16. <input checked="" type="checkbox"/> CLASS I (NEW CARS)  |
| 9. <input type="checkbox"/> 2 <sup>ND</sup> HAND/ANTIQUA DEALER | <input type="checkbox"/> CLASS II (USED CARS)   |
| 10. <input type="checkbox"/> PAWNBROKER                         | <input type="checkbox"/> CLASS III (JUNK CARS) - Public Hearing Required<br>(Describe on Reverse) |
|   | 17. <input type="checkbox"/> WORKERS COMPENSATION IF NEEDED                                       |

SEE ADDITIONAL INFORMATION REQUIRED BELOW

BUSINESS NAME: Imperial Hyundai d/b/a Genesis of Milford

BUSINESS ADDRESS: 154 E. Main St. Milford, MA. 01757

DAYS/HOURS OF OPERATION M-F 9:00 - 9:00 Sales Sun - 10:00 - 6:00 Sales  
M-F - 7:30 - 6:00 SERVICE Sat. 7:30 - 5:00 SERVICE  
Sat: 8 - 6 - Sales  
(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: KEVIN P. MEEHAN

HOME ADDRESS: 60 Causeway St. Millis, MA. 02054

APPLICANT'S SIGNATURE: KEVIN P. MEEHAN  
(Individual or Corporate Officer)

DATE: \_\_\_\_\_

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

(508) 473-3100  
Weekday Telephone Number

APPLICANT'S MAILING ADDRESS: 154 E. Main St. Milford MA. 01757  
No. & Street Town State Zip

Social Security No. (Voluntary) n/a

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**

**TRANSFERS:** Proposed new owner should complete application form. Current license holder must sign below, indicating agreement to transfer of license.

I/We, the undersigned, agree to the transfer of existing license(s) to the applicant named on the face of this form.

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

10-19-18

\_\_\_\_\_**AMENDMENTS:** specific changes desired should be explained below in detail.

\_\_\_\_\_**LIVE ENTERTAINMENT:** explain below, times and location

Change from Imperial Hyundai to  
Imperial Hyundai d/b/a  
Genesis of Milford

**ADDITIONAL REQUIREMENTS:**

\* This application must be returned with all required documents at least two weeks prior to Selectmen's Meeting

\*License will not be issued unless Tax Certification Clause is signed by the applicant.

\*License will not be issued unless all local (Town of Milford) taxes and assessments are paid by the business entity and/or all principals involved in the business activity.

\*License will not be issued without Workers Compensation Affidavit

\*Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Chapter 62A, Section 49A of the Massachusetts General Laws.

## DEPARTMENT HEAD REVIEW FORM

1. The following Applicant: **Imperial Hyundai Corp**  
**154 E. Main St, Milford**
2. Has applied for: **Amendment to Class I License (add DBA Genesis of Mil**
3. Selectmen will take action on: **3/4/2019**
4. Hearing Continued/Postponed/MGL Deadline: \_\_\_\_\_
5. Abutters Notified: \_\_\_\_\_ Published: \_\_\_\_\_
6. Inquiry Routed To Dept. Heads: ☒ Please Respond By: **2/28/2019**
7. License Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ On \_\_\_\_\_

.....  
**Building Commissioner** (Zoning, Occupancy, Building/Handicap Access, Restroom Handicap Access)

**No concerns, building fully accessible – Matt Marcotte 2/28/19**

**Town Planner:** (Site Plan Review/Waiver; Other Requirements/Stipulations)\_

**Subject to amended site plan approval by the Planning Board**

**Larry Dunkin 2/26/19**

**Tax Collector:** (Outstanding Taxes)

**No Outstanding Taxes – Theresa Dias 2/27/19**

**Town Treasurer:** (Outstanding Tax Liens)

**None – Chris Pilla 2/26/19**

**Fire Chief** (Information/Comment)

**Approved – Matt Denman 2/28/19**

**Police Chief** (Information/Comment)

**No issues or concerns – Police Chief O'Loughlin 2/27/19**

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

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

**The Board of Health has no concerns with the adding of DBA Genesis of Milford as an amendment to their Class 1 License.**

**Paul Mazzuchelli 2/26/19**

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

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

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

Applicant: **Imperial Hyundai**

Date:



## Department of Human Resources

Town of Milford, MA

52 Main Street – Room 10

Milford, MA 01757

**MAUREEN GIFFIN**

HUMAN RESOURCES DIRECTOR

Telephone: (774) 462-330

Fax: (508) 634-2324

E-mail: [mgiffin@townofmilford.com](mailto:mgiffin@townofmilford.com)

February 27, 2019

Richard A. Villani, Town Administrator  
Board of Selectmen  
52 Main Street  
Milford, MA 01757

RE: New Town policies and HR update

Dear Rick,

At the March 04, 2019 meeting of the Board of Selectmen, I request the opportunity to present four new policies for Town of Milford employees, who are not otherwise covered by Collective Bargaining agreements or employment contracts with contrary provisions.

The four policies I would like to discuss are: Anti-Harassment, Confidentiality (general), Confidentiality (payroll-specific), and CORI. I have reviewed each of these policies with both you and Town Counsel and have incorporated all recommendations. There are no decision points for the Board – these new policies were drafted to ensure compliance with state and federal laws, and/or represent best practices.

Below is a brief overview of each of the enclosed policies:

- **Anti-Harassment:** The Town currently has an approved Sexual Harassment policy which is posted on the Town website. I have expanded this policy to include all forms of harassment, and included the new process for addressing any concerns employees may have.
- **Confidentiality:** While our job descriptions clearly acknowledge the level of confidentiality employees will be exposed to, we do not currently have a policy which addresses the consequences for employees who do not maintain discretion and confidentiality. We have also written a second confidentiality policy for any employee who has access to payroll records. This policy calls out the specific requirements associated with payroll information.
- **CORI:** As you know, we are centralizing CORI checks for the Youth Center, Senior Center, and Town Library under the HR Department going forward. Although the Town has followed the

CORI guidelines, there was no documented CORI policy, as required by the Department of Justice.

I have attached a copy of the proposed policies for consideration by the Board of Selectmen. I will be seeking a vote from the Board members to approve these four policies at the March 4<sup>th</sup> meeting.

I have also included a brief update of the activities I've been working on. I have now been in my role for six months, and with this being a new role for the Town of Milford, I thought this might be an opportunity to confirm that I am aligned with the Selectmen's expectations for this position.

If you have questions about any of the information enclosed, I am available to meet at your convenience.

Regards,

A handwritten signature in cursive script, reading "Maureen Giffin".

Maureen Giffin  
Human Resources Director

CC: Michael K. Walsh, Chairman  
William D. Buckley, Selectmen  
William E. Kingkade, Jr., Selectmen  
Richard A. Villani, Town Administrator



## Department of Human Resources

Town of Milford, MA  
52 Main Street – Room 10  
Milford, MA 01757

**MAUREEN GIFFIN**  
HUMAN RESOURCES DIRECTOR

Telephone: (774) 462-3309  
Fax: (508) 634-2324  
E-mail: [mgiffin@townofmilford.com](mailto:mgiffin@townofmilford.com)

February 27, 2019

Michael K. Walsh, Chairman  
Board of Selectmen  
52 Main Street  
Milford, MA 01757

RE: Human Resources update

Dear Chairman Walsh,

As I reach the six-month mark in my new role, I wanted to take a minute to again thank the Board of Selectmen for the opportunity you have given me. When I accepted this position, it was my hope that my 20 years of HR experience would be a benefit to the Town. I also wanted to continue to learn and be challenged in this new role. I can certainly attest to the second point, and hope that I am also delivering on the first. Below is a brief summary of the areas I've been working on to-date.

- **Policies:** Having identified more than 50 policies/processes that will be included in the employee handbook, I am prioritizing those that require legal compliance and/or are a priority for the Town. Following those, I will be addressing policies that are intended to improve the work environment. With the approval of the proposed policies I am bringing to the Board tonight, we will have completed nine new policies. I am finalizing a number of others that I will be proposing at a future meeting.
- **Job Applications:** Updating application forms to ensure legal compliance
- **Job Descriptions:** Working with departments to ensure job descriptions are up-to-date and include all the essential functions of the job that are required. Once drafted and approved by Town Counsel and Town Administrator, they are review with Personnel Board.

- **Hiring Process:** Working with several departments to create job postings, interview questions, job descriptions. Partnering with hiring managers to help with interview process including resume reviews, phone pre-screens, interview prep, interviews, and post-interview follow-up.
- **CORI checks:** To ensure consistent practices that are required by the DOJ in managing CORI checks, we are centralizing those that are run in the Youth Center, Library, and Senior Center under the HR Department. The Police Department will continue to handle all CORI checks that fall under their responsibility, and the Town Administrator will continue to manage all licensing CORI checks.
- **Personnel Board:** Continuing to actively participate in all meetings, providing information and insight into a number of issues they address. (i.e.: compensation planning, minimum wage changes, job descriptions, etc.)
- **Employee/Management support:** Meeting with individuals across a number of departments to answer questions, address concerns, clarify roles and responsibilities, and provide support as needed.
- **Partnerships:** Working closely with the Town Administrator, Town Counsel, the Finance Director to address on-going and "one-off" topics as they arise. I have also attended a Finance Committee and Youth Commission meeting and am scheduled to attend the next Library Trustee meeting, to introduce myself and offer HR support wherever needed.

Going forward, I plan to continue all of the categories above, and will be proposing some additional areas as well. I am currently investigating anti-harassment training options for Town employees. There are a number of web-based and on-site options available. Though not required by law, it would certainly be a best practice to put such training in place.

I welcome the Board's suggestions if there are other areas you would like me to focus on, or if you would like me to prioritize my efforts in any particular way.

Regards,



Maureen Giffin  
Human Resources Director

CC: William D. Buckley, Selectmen  
William E. Kingkade, Jr., Selectmen  
Richard A. Villani, Town Administrator

**Town of Milford, MA**  
**ANTI-HARASSMENT POLICY**

**Issue Date:**

**Type of Policy:** New (X) Amendment ( )

**Effective Date:**

**Objective**

The Town of Milford strives to create and maintain a work environment where people are treated with dignity and respect. The Town will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and education of employees, the Town will work to prevent, correct and discipline any behavior that violates this policy.

All employees, regardless of their positions, are covered by, and expected to comply with, this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action, up to and including termination of employment, will be taken against any employee who violates this policy.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to Human Resources, Town Counsel and/or the Town Administrator, are in violation of this policy and subject to disciplinary action.

**Discrimination**

It is a violation of the Town of Milford's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, ancestry, genetics, age, religion, disability status, gender, sexual orientation, gender identity, or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.



## **Harassment**

The Town of Milford prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the Town.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status or other protected status.

## **Sexual Harassment**

Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Town of Milford takes allegations of sexual harassment seriously, the Town will respond promptly to complaints of sexual harassment, and where it is determined that such inappropriate conduct has occurred; will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Note that while this policy sets forth the goal of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the Town's authority to discipline or take remedial action for workplace conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

(a) submission to, or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal

definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness: unwelcome sexual advances - whether they involve physical touching or not; sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; inquiries into one's sexual experiences; and discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

### **Consensual Romantic or Sexual Relationships**

The Town of Milford strongly discourages romantic or sexual relationships between a manager or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may create the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department or other actions may be taken.

If any Town employee enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the HR director or Town Administrator. Because of potential issues regarding quid pro quo harassment, the Town of Milford has made reporting mandatory. This requirement does not apply to employees who do not work in the same department or to parties where neither one supervises or otherwise manages responsibilities over the other.

Once the relationship is made known, Human Resources, the Town Administrator and Town Counsel will review the facts of the situation (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the

one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the HR director and senior management will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization as a whole. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

## **Retaliation**

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

## **Confidentiality**

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR director will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

## **Complaint Procedure**

If any Town of Milford employee believes that he or she has been subjected to harassment, discrimination or retaliation, the employee has the right to file a complaint. This may be done in writing or orally. If you would like to file a complaint, you may do so by contacting:

Richard A. Villani, Town Administrator,  
Charles Boddy, Town Counsel, or  
Maureen Giffin, Human Resources Director

The following procedure has been established for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

When a complaint is received, it will be promptly investigated in a fair and expeditious manner. The investigation will be conducted in such a manner as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The investigator will also interview the person alleged to have committed sexual harassment. When the investigation is completed to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct would be informed of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the Town will act promptly to eliminate the offending conduct, and where it is appropriate the Town will also impose disciplinary sanctions.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The HR Director may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the HR Director will dictate the verbal complaint.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the HR Director will notify the Town Administrator and review the complaint with Town Counsel.
3. The HR Director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave. Either party may, at any time, be placed on administrative leave.
5. During the investigation, the HR Director, together with Town Counsel, will interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
6. Upon conclusion of an investigation, the HR Director or other person conducting the investigation will submit a written report of his or her findings to the Town Administrator and Town Counsel. If it is determined that a violation of this policy has occurred, the HR Director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
  - a) the severity, frequency and pervasiveness of the conduct;
  - b) prior complaints made by the complainant;
  - c) prior complaints made against the respondent; and
  - d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive, or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, the HR Director may recommend appropriate preventive or remedial action.

7. The Town Administrator will review the investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the HR Director, Town Counsel, and other management staff as appropriate, and decide what action, if any, will be taken.

Once a final decision is made by the Town Administrator, the HR director will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If

disciplinary or remedial action is to be taken, the respondent will be informed of the nature of the discipline or remedy and how it will be executed. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action, as the Town deems appropriate under the circumstances.

### **Alternative legal remedies**

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using the local complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

The United States Equal Employment Opportunity Commission (EEOC)  
1 Congress Street - 10111 Floor  
Boston, MA 02114  
(617) 565-3200

The Massachusetts Commission Against Discrimination (MCAD)  
Boston Office: One Ashburton Place - Room 601  
Boston, MA 02108  
(617) 727-3990  
Springfield Office: 424 Dwight Street - Room 220  
Springfield, MA 01103  
(413) 739-2145

**Town of Milford, MA**  
**CONFIDENTIALITY AGREEMENT**

**Policy Statement:**

**The Town of Milford's Confidentiality Agreement applies to all Article 2 employees, employees-at-will, and non-contractual employees, and to employees in a collective bargaining unit so long as consistent with the collective bargaining agreement. Nothing contained in this written policy contradicts or supersedes any contradictory provision of any Milford Collective Bargaining Agreement or any Milford employment contract. To the extent any contradictory terms exist, the contract terms shall apply.**

**Policy Description:**

This policy is intended to establish the importance of discretion and confidentiality for all Town of Milford employees. Records and information relating to the Town, its employees or its customers is confidential and must be treated accordingly. Employees must not disclose any confidential information, intentionally or inadvertently, to any unauthorized person inside or outside the Town, unless required for a specific and bona fide business purpose. Additionally, no Town information, including notes, documents, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the Town) may be removed from the Town's premises without permission from the Town Administrator or department head. Moreover, records released pursuant to a public records request must be done pursuant to an actual or legitimate request and through the supervision of the appropriate Records Access Officer.

Nothing contained in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours or other terms and conditions of their employment. This policy is not intended to violate any applicable state or federal law (i.e.: MA Open Meeting Law, Public Records Law, Freedom of Information Act, etc.)

Any unauthorized disclosure of confidential information by employees may create unnecessary conflict and disputes in the Town. Unauthorized disclosure of the information could lead to disciplinary action up to and including termination of employment.

**Acknowledgement and Agreement**

I (print name), \_\_\_\_\_ acknowledge that I have read and understand  
(print name)

the Payroll Confidentiality Policy for the Town of Milford. Further, I agree to adhere to this Policy and will ensure that the employee working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face corrective action, up to and including termination of employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Town of Milford, MA**

### **PAYROLL CONFIDENTIALITY POLICY ACKNOWLEDGEMENT AND AGREEMENT**

**Issue Date:**

**Type of Policy:** New (X) Amendment ( )

**Effective Date:**

#### **Policy Statement:**

**The Town of Milford's Confidentiality Agreement applies to all Article 2 employees, employees-at-will, and non-contractual employees, and to employees in a collective bargaining unit so long as consistent with the collective bargaining agreement. Nothing contained in this written policy contradicts or supersedes any contradictory provision of any Milford Collective Bargaining Agreement or any Milford employment contract. To the extent any contradictory terms exist, the contract terms shall apply.**

#### **Policy Description:**

The Town of Milford strives to ensure that we provide appropriate and fair wages for all of Town employees in an effort to retain, motivate, and maximize benefits for our staff. These benefits are determined by multiple factors, including union contracts, article 2 compensation plans, employee contracts, and budget constraints.

Wages, benefits, hours, and working conditions are determined by a large array of factors. Many of these factors may not be immediately apparent to each employee. Certain employees, however, are charged with the duty of verifying wage payments, payroll deductions, tax withholdings, court-ordered alimony and child support payments, executions on judgments, court-ordered attachments and garnishments. The release of this sort of personal information is not only a possible violation of privacy, but may result in liability attaching to the Town and the employee for the unwarranted disclosure and publication of such information. While certain salary information is subject to the so-called Massachusetts Public Records Law, there is additional information which is statutorily exempt from disclosure and should not be communicated or disseminated without prior proper legal analysis.

To further protect each employee's reasonable expectations of privacy, to comply with any statutory exemption to the Massachusetts Public Records Law, to promote a professional workplace, to minimize confusion or doubt in regard to fairness in the levels of compensation, and to provide clear guidelines and expectations as to the handling of payroll information, the Town of Milford adopts this payroll confidentiality policy. It is the primary objective of this policy to establish the importance of discretion and confidentiality relative to payroll information.

All Town of Milford salary information (other than Gross Wages) is confidential and may not be disclosed by any employee for any reason, other than the furtherance of legitimate business objectives of the Town of Milford. The information may only be discussed with the individual, individual's department head, Treasurer's Office, Accounting Office, and/or Benefits/Retirement Office on a "need to know" basis. Employees may not share this information with any third-party that does not have a bona fide need to know.

Any unauthorized disclosure of confidential information by any employee may create unnecessary conflict and disputes in the Town. Unauthorized disclosure of the information may lead to corrective action, up to and including termination of employment.

### **Acknowledgement and Agreement**

I (print name), \_\_\_\_\_, acknowledge that I have received, read, and understand the Payroll Confidentiality Policy for the Town of Milford. Further, I agree to adhere to this Policy and will make every reasonable effort to ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face corrective action, up to and including termination of employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Town of Milford, MA

**POLICY ON CRIMINAL OFFENDER RECORD INFORMATION**

**Department of Criminal Justice Information Services (DCJIS)**

**Issue Date:**

**Type of Policy:** New (X) Amendment ( )

**Effective Date:**

**Policy Description:**

This policy is applicable to the criminal history screening of prospective and current employees, substitutes, subcontractors, volunteers and interns, and professional licensing applicants.

Under certain circumstances, the Town of Milford is required or authorized to conduct criminal history inquiries. Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work or licensing purposes, the Town has adopted the following practices and procedures for the purpose of obtaining and reviewing criminal offender record information (CORI):

**Conducting CORI Screening**

CORI checks will only be conducted as authorized by the DCJIS and MGL c. 6, §. 172, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy-two (72) hours' notice that a new CORI check will be conducted.

The applicant shall be informed in writing either on the face of the application or in an attached, written document that by completing the CORI Acknowledgement Form, the applicant is consenting to a criminal background inquiry, which shall be used to determine suitability for licensure or employment. The applicant shall be further informed on the face of the application or in an attached written document that consideration for employment will only be granted upon completion of both the application and the CORI Acknowledgment Form.

A CORI check will be conducted annually for all volunteers, substitutes, sub-contractors, and interns prior to beginning work in the Town of Milford.

### **Access to CORI**

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know." This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The Town of Milford must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

### **CORI Training**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI in the Town of Milford will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

Additionally, if the Town of Milford is an agency required by MGL c. 6, s. 171A, to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

### **Use of Criminal History in Background Screening**

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

### **Verifying a Subject's Identity**

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

### **Inquiring About Criminal History**

In connection with any decision regarding employment, volunteer opportunities, substituting or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or his criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

### **Determining Suitability**

If a determination is made, based on the information as provided in Section V of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

### **Adverse Decisions Based on CORI**

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

### **Secondary Dissemination Logs**

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.

7-1  
3/7/19

ARTICLE 5: To see if the Town will vote as follows to enact certain measures as set forth herein which are presented each year to the Annual Town Meeting:

- A. That the Town vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2018 in accordance with the provisions of General Laws, Chapter 44, Section 4 and to issue a note or notes therefore, payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, and
- B. That the Town vote to authorize the Board of Selectmen to take charge of all legal proceedings for or against the Town, and
- C. That the Town vote to authorize the Board of Selectmen to expend from funds received by the Town as fines for parking violations during Fiscal Year 2019, such sum or sums of money as are necessary to pay the costs and expenses of collecting such fines and otherwise complying with the provisions of Section 20A of Chapter 90 of the General Laws during said fiscal year, and
- D. That the Town vote to authorize the Town Treasurer and/or Tax Collector to enter into a compensating balance agreement or agreements for Fiscal Year 2019 pursuant to Chapter 44, Section 53F of the General Laws, and
- E. That the Town vote for Fiscal Year 2019, to authorize any and all departments to utilize, without further appropriation, any amounts received from insurance companies or other third parties as damages or payment for damage to any Town-owned property, for the purpose of repairing or replacing such property, or, as deemed appropriate by the Board of Selectmen, directly depositing such funds to the Municipal Building & Property Insurance Fund established by vote under Article 45 of the June 11, 1990 Annual Town Meeting, and
- F. That the Town vote to authorize all persons, boards or agencies of the Town otherwise authorized to contract for or on behalf of the Town, during Fiscal Year 2019 to enter into such contracts or agreements for up to five years, except in the case of contracts or agreements dealing with real estate which may be for up to ten years, and
- G. That the Town vote to authorize the Town Treasurer to accept deeds in lieu of foreclosure, pursuant to Chapter 60, Section 77C of the Massachusetts General Laws, or take any other action in relation thereto.

(Board of Selectmen/Town Treasurer)



## 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

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS

FROM: MILFORD BOARD OF SELECTMEN

RE: **ANNUAL TOWN MEETING**

DATE: February 22, 2019

**THE 2019 ANNUAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00 PM, ON MONDAY, MAY 20, 2019.**

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [WWW.MILFORDMA.GOV](http://WWW.MILFORDMA.GOV) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until **12 NOON, THURSDAY, February 28, 2019.***

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

Article: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be added to those sums previously appropriated to be utilized for legal, engineering and other expert consulting services necessary to effectuate the final acquisition, and transfer, of the Milford Water Company and its assets to the Town of Milford, or take any other action in relation thereto.

B. SOURCE OF FUNDING: Bonding                      Approp. ☒ X                      Transfer                      **AMOUNT:** TBD

C. SPONSOR (Board or Official) Board of Selectmen

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed. ***Include account title(s) and number(s) if transfer of funds is involved.***

For office use: BOS \_\_\_\_\_ FC \_\_\_\_\_ DATE \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

**Town Accountant**  
**Sponsored Articles, Annual Town Meeting**  
**Fiscal 2019**

To see if the Town will vote to transfer funds between certain line items voted under Article 4 of the May 14, 2018 Annual Town Meeting for the purpose of making funds available in line item accounts not sufficiently funded through the end of Fiscal Year 2019. Or take any other action in relation thereto.

To see if the Town will vote to close out certain Special Article Accounts to the General Funds of the Town. Or Take any other action in relations thereto,

Regards,

Thomas Brown

Town Accountant



## 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

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS

FROM: MILFORD BOARD OF SELECTMEN

RE: **ANNUAL TOWN MEETING**

DATE: JULY 29, 2019

**THE 2019 ANNUAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00 PM, ON MONDAY, MAY 20, 2019.**

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [WWW.MILFORD.MA.US](http://WWW.MILFORD.MA.US) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until 12 NOON, THURSDAY, FEBRUARY 28TH, 2019.*

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

That the Town vote to transfer a sum of money, consistent with the funds raised from vending machines in the Milford School District, to be spent under the jurisdiction of the School Committee for purpose of Student Activities not funded in the School Department budget, or take any action in relation thereof.

B. SOURCE OF FUNDING: Bonding ☐ Approp. ☐ Transfer N/A ☒ AMOUNT: \$ **6289.05**

C. SPONSOR (Board or Official) **Milford School Committee**

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed.

**Include account title(s) and number(s) if transfer of funds is involved.**

School vending machine revenue deposited into General Fund 1/1/18 - 12/31/18 to be transferred back to the Milford School Committee.

For office use: BOS \_\_\_\_\_ FinCom \_\_\_\_\_ DATE \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

**Submit by Email**



## 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

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS

FROM: MILFORD BOARD OF SELECTMEN

RE: **ANNUAL TOWN MEETING**

DATE: JULY 29, 2019

**THE 2019 ANNUAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00 PM, ON MONDAY, MAY 20, 2019.**

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [WWW.MILFORD.MA.US](http://WWW.MILFORD.MA.US) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until* **12 NOON, THURSDAY, FEBRUARY 28TH, 2019.**

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

To see if the Town will vote to authorize the expenditure of the available balance in fund 2696 Comcast Verizon PEG access, under the jurisdiction of the School Committee purposed of performing upgrades in accordance with the PEG Access Agreement.

B. SOURCE OF FUNDING: Bonding ☐ Approp. ☐ Transfer N/A ☒ AMOUNT: \$

C. SPONSOR (Board or Official)

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed.

**Include account title(s) and number(s) if transfer of funds is involved.**

As a result of the Town voting to adopt G.L. c44, S 53F3/4 and the establishment of a PEG Access and Cable Related Fund, the School Committee is requesting use of a specified amount via majority vote of Town Meeting for the purpose of making improvements in accordance with the terms of the agreement between the Town and PEG access provider.

For office use: BOS \_\_\_\_\_ FinCom \_\_\_\_\_ DATE \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

**Submit by Email**



**PETITION FOR ANNUAL TOWN MEETING ARTICLE**

We, the undersigned registered voters of the Town of Milford, hereby petition that the Board of Selectmen include in the warrant for the next annual Town Meeting the following article:

ARTICLE \_\_\_\_: To see if the Town will vote to increase the membership of the Board of Selectmen from three (3) to five (5) members; and further, that the vote under this article shall not take effect unless the following question is submitted to the registered voters for acceptance, which question shall be printed on the official ballot to be used at the next Town election: "Shall the Town vote to approve the action of the representative Town Meeting in increasing the membership of the Board of Selectmen from three (3) members to five (5) members?" If a majority of the voters voting on the question shall vote in the affirmative, then the membership of the Board of Selectmen shall be increased, as aforesaid, at the next annual Town election held not less than thirty (30) days after the election at which the increase is voted. At that annual Town election, the Town shall choose by ballot the two (2) additional members of the Board of Selectmen, one (1) for a three (3) year term, and the other for a two (2) year term. Thereafter as each term expires, the Town shall choose by ballot a successor member for a three (3) year term. If however the majority of the voters shall vote in the negative on the above question, then this vote of the Town Meeting shall be null and void, or take any other action in relation thereto.

RECEIVED  
TOWN CLERK'S OFFICE  
2019 FEB 26 AM 9:33  
MILFORD, MASS.



## 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

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS

FROM: MILFORD BOARD OF SELECTMEN

RE: *ANNUAL TOWN MEETING*

DATE: January 29, 2019

THE 2019 ANNUAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00 PM, ON MONDAY, MAY 20, 2019.

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [WWW.MILFORDMA.GOV](http://WWW.MILFORDMA.GOV) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until 12 NOON, THURSDAY, February 28, 2019.*

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

petition the General Court for special legislation to provide for November town elections, which legislation shall provide substantially as follows:

"SECTION 1. Notwithstanding the provisions of section 9A of chapter 39 of the General Laws, article 1 of the General By-Laws of the Town of Milford, or any other general or special law to the contrary, the town of Milford may hold in November its election of officers and the determination of other matters as by law are required to be elected or determined by ballot.

SECTION 2. This act shall take effect upon its passage."

or take any other action in relation thereto.

B. SOURCE OF FUNDING: Bonding: Appropriation: Transfer: AMOUNT: \$0

C. SPONSOR (Board or Official): Bryan Cole

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed. *Include account title(s) and number(s) if transfer of funds is involved.*

Put simply, this move would mean more votes cast and less money spent. By moving the election to November, we would save the town the cost of holding a second election in even-numbered years. At the same time, we would be taking advantage of the higher turnout at these elections to ensure that as many Milfordians as possible make their voices heard. Over 10,000 votes were cast in Milford during last fall's state election, more than three times the turnout in last spring's town election.

For office use: BOS: \_\_\_\_\_ FC: \_\_\_\_\_ DATE: \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

**HOLLAND LAW P.C.**  
**PATRICK G. HOLLAND, ESQUIRE**  
189 MAIN STREET, 3<sup>RD</sup> FLOOR  
MILFORD, MA 01757



February 25, 2019

Board of Selectmen  
Mr. Michael Walsh, Chairman  
52 Main Street  
Milford, MA 01757

Dear Chairman Walsh:

My office represents Mahsa Ghavamian, owner and manager of Canvas n Cup. Canvas n Cup is a fine art painting studio located in downtown Milford. Canvas n Cup offers step-by-step recreational acrylic painting lessons to couples, families, teens, children ages 8 and up, and colleagues for work outings. Canvas n Cup caters to non-artists, and helps non-artists discover the fun of artistic painting. Customers socialize, have fun, and leave with their very own masterpiece at the end of their session.

Canvas n Cup provides students with everything they need (acrylic paint, stretched canvases, brushes, aprons, cups, sponges and Q-tips) during each class, as well as complimentary soft drinks (tea, coffee, juices, soft drinks) along with assorted pastries, cookies, and other refreshments. Canvas n Cup also occasionally offers beer and wine as refreshments for its adult students.

Presently, Canvas n Cup applies for a one day license to serve beer and wine when it has adult group instruction scheduled. The cost for insurance for these one day events puts substantial financial strain on Mahsa's growing downtown business. I contact you now with the hope that Mahsa obtain relief from this financial strain. If Canvas n Cup were to possess a license to serve beer and wine on premises, it could obtain liability insurance at a much lower rate than what it pays for these one-off event licenses, and provide a more comfortable and relaxing environment for its customers.

Unfortunately, the Town has no beer and wine pouring licenses available. We respectfully request that Canvas n Cup have an article placed on the upcoming warrant asking the Town vote to authorize the Board of Selectmen to petition the Legislature for special legislation to provide for the grant of an additional license for the sale of beer and wine beverages to be consumed on the premises of Canvas n Cup's place of business located at 189 Main Street.

Sincerely,

  
Patrick G. Holland, Esq.  
(508) 473-4811



## 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

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS

FROM: MILFORD BOARD OF SELECTMEN

RE: **ANNUAL TOWN MEETING**

DATE: JANUARY 29, 2019

**THE 2019 ANNUAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00 PM, ON MONDAY, MAY 20, 2019.**

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [WWW.MILFORDMA.GOV](http://WWW.MILFORDMA.GOV) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until **12 NOON, THURSDAY, FEBRUARY 28TH, 2019.***

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

Appropriate the sum of \$60,000 to be spent under the jurisdiction of the Fire Chief for the purpose of purchasing and equipping a new staff car.

B. SOURCE OF FUNDING: Bonding ☐ Approp. ☒ Transfer N/A ☐ AMOUNT: \$ **\$60,000**

C. SPONSOR (Board or Official) **Fire Chief**

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed.

**Include account title(s) and number(s) if transfer of funds is involved.**

This project was originally scheduled for the fall town meeting this year but is being brought forward due to the vehicle that is being replaced being involved in a motor vehicle accident and is currently out of service requiring significant repairs. It is our Car 3, a 2007 Ford Expedition with 83,000 miles.

For office use: BOS \_\_\_\_\_ FinCom \_\_\_\_\_ DATE \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

**Submit by Email**



## 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

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS

FROM: MILFORD BOARD OF SELECTMEN

RE: ***SPECIAL TOWN MEETING***

DATE: August 8, 2017

***THE 2017 SPECIAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:30 PM, ON MONDAY, OCTOBER 30, 2017.***

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [WWW.MILFORD.MA.US](http://WWW.MILFORD.MA.US) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until 12 NOON, THURSDAY, SEPTEMBER 14TH, 2017.*

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

Adopt M.G.L. c. 32B, § 9D ½, "Insurance premium payable by surviving spouse; additional contribution by political subdivision." This section will allow the Town to contribute the same percentage toward a surviving spouse's health insurance as was paid prior to the death of an employee or retiree.

B. SOURCE OF FUNDING: Bonding ☐ Approp. ☐ Transfer N/A ☐ AMOUNT: \$

C. SPONSOR (Board or Official)

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed.

***Include account title(s) and number(s) if transfer of funds is involved.***

This article is being proposed so that a surviving spouse of an employee or retiree could continue health insurance coverage at the same contribution rate that had been paid prior to the death of an employee or retiree.

For office use: BOS \_\_\_\_\_ FinCom \_\_\_\_\_ DATE \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

**Submit by Email**



## 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

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS  
FROM: MILFORD BOARD OF SELECTMEN  
RE: *ANNUAL TOWN MEETING*

DATE: JANUARY 29, 2019

THE 2019 ANNUAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00 PM, ON MONDAY, MAY 20, 2019.

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [WWW.MILFORDMA.GOV](http://WWW.MILFORDMA.GOV) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until 12 NOON, THURSDAY, FEBRUARY 28TH, 2019.*

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

ARTICLE \_\_\_\_: To see if the Town will vote to amend Section 3.9 Sign Regulations of the Zoning Bylaw relating to Projecting Signs as follows:

By Adding under 3.9.3 Definitions the following new definition:

"Projecting Sign - Any sign affixed perpendicular to a building or wall in such a manner that its leading edge extends more than six inches beyond the surface of such building or wall."

And By Adding under 3.9.5 Exemptions a new Section 3.9.5.7 as follows:

"3.9.5.1.7 Within the CA and CB Commercial districts, projecting signs if authorized by special permit of the Planning Board, provided however, that such signs shall not exceed 9 square feet in area, shall maintain a minimum unobstructed vertical clearance of 10 feet above sidewalks, and shall project no more than 4 feet into the right-of-way."

And In Addition By Adding under 3.9.7 Signs Permitted a new Section 3.9.7.14 as follows:

"3.9.7.14: Within OR, BP, CA, CB, CC, IA, IB and IC zoning districts – One projecting sign is permitted per building. Additional projecting signs may be permitted by special permit of the Planning Board. Any projecting sign shall not exceed 9 square feet in area, shall maintain a minimum unobstructed vertical clearance of 10 feet above sidewalks, driveways or parking areas, shall project no more than 4 feet from the building on which it is mounted, and shall be included in the aggregate calculation required by Section 3.9.7.10 herein."

B. SOURCE OF FUNDING: N/A

C. SPONSOR (Board or Official) Planning Board

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed.  
*Include account title(s) and number(s) if transfer of funds is involved.*

It has come to our attention that several of the downtown façade improvement grant applicants are interested in replacing signage that include projecting signs. The most recent update to the sign regulations makes no provision for projecting signs. To remedy the situation we have developed a draft Zoning Bylaw amendment that would provide for projecting signs in a limited way in non-residential zoning districts.

For office use: BOS\_\_\_\_FinCom\_\_\_\_ DATE\_\_\_\_W#\_\_\_\_

TOWN MEETING ARTICLE NOTICE

ARTICLE : To see if the Town will vote to authorize the Board of Selectmen to seek special legislation which special legislation would amend Chapter 76 of the Acts of 1982, authorizing the Milford Geriatric Authority, so as to eliminate the requirement for the Geriatric Authority to make payments to the Town of Milford "in lieu of taxes", and which legislation would provide, substantially, as follows:

Being enacted etc. as follows:

Section 1. Chapter 76 of The Acts of 1982 is hereby amended by striking Section 10B therefrom and inserting in place thereof a new Section 10B which will provide in full as follows: "The Town shall not assess any tax upon the Geriatric Authority or Geriatric System or part thereof, or upon the income therefrom."

Section 2. This Act shall take effect upon its passage, or take any action in relation thereto.

(Geriatric Authority)

**DRAFT**

ARTICLE \_\_\_\_: To see if the Town will vote to amend Section 3.9 Sign Regulations of the Zoning Bylaw relating to Projecting Signs as follows:

By Adding under 3.9.3 Definitions the following new definition:

“Projecting Sign - Any sign affixed perpendicular to a building or wall in such a manner that its leading edge extends more than six inches beyond the surface of such building or wall.”

And By Adding a new Section 3.9.7.14 as follows:

“3.9.7.14: Within OR, BP, CA, CB, CC, IA, IB and IC zoning districts – One Projecting Sign not to exceed 40 square feet in area is permitted per building, shall maintain a minimum unobstructed vertical clearance of 9 feet above sidewalks, driveways or parking areas, and shall be included in the aggregate calculation required by Section 3.9.7.10 herein.”

Or take any other action related thereto.

(Planning Board)





## 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

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS

FROM: MILFORD BOARD OF SELECTMEN

RE: **ANNUAL TOWN MEETING**

DATE: JANUARY 29, 2019

**THE 2019 ANNUAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00 PM, ON MONDAY, MAY 20, 2019.**

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [WWW.MILFORDMA.GOV](http://WWW.MILFORDMA.GOV) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until 12 NOON, THURSDAY, FEBRUARY 28TH, 2019.*

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here)

Rescind the acceptance of General Laws Ch. 90, sec. 22B, subsections (b) through (k) concerned with Non-criminal penalties and disposition of abandoned motor vehicles as adopted as Article 4 at the Special Town Meeting on March 5, 1990.

B. SOURCE OF FUNDING: Bonding ☐ Approp. ☐ Transfer N/A ☒ AMOUNT: \$

C. SPONSOR (Board or Official)

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed.

*Include account title(s) and number(s) if transfer of funds is involved.*

In 1990 the Town adopted the non-criminal provisions of the General Laws concerned with the enforcement, penalties and disposition of abandoned motor vehicles. In doing so, the Town waived the enforcement, penalties and disposition of these matters through the Massachusetts Trial Court. The "non-criminal" process is onerous and it is the process to address these hazardous eyesores is the sole responsibility of a number of Town officials who do not have experience in addressing these important quality of life issues affecting neighborhoods in the Town. Rescinding the 1990 acceptance of G.L. Ch. 90 sec. 22B, subsections (b) through (k) will place this responsibility with the Police Department and the Trial Court and it will result in the immediate removal of abandoned vehicles from the neighborhoods.

For office use: BOS \_\_\_\_\_ FinCom \_\_\_\_\_ DATE \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

**Submit by Email**



## 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

TO: MUNICIPAL BOARDS AND DEPARTMENT HEADS

FROM: MILFORD BOARD OF SELECTMEN

RE: **ANNUAL TOWN MEETING**

DATE: February 26, 2019

**THE 2017 ANNUAL TOWN MEETING WILL BE HELD AT THE MILFORD TOWN HALL, 52 MAIN STREET, AT 7:00 PM, ON MONDAY, MAY 20, 2019.**

THIS FORM CAN ALSO BE FOUND ON THE TOWN'S WEBSITE [WWW.MILFORD.MA.US](http://WWW.MILFORD.MA.US) under Town Administrator/Selectmen's Page. Please submit Warrant Articles now. *The warrant will remain open until 12 NOON, THURSDAY, February 28, 2019.*

Reproduce this form for each warrant article and submit one copy only to the Town Administrator by the deadline date.

COMPLETE SECTIONS A THROUGH D. INCOMPLETE FORMS WILL BE RETURNED.

A. PROPOSED: That the Town vote to...(insert text of article here) transfer a sum of money from available funds to offset snow and ice deficit in the current fiscal year

B. SOURCE OF FUNDING: Bonding                      Approp.                      Transfer                      **AMOUNT: \$ TBD**

C. SPONSOR (Board or Official)

Finance Committee

D. BACKGROUND INFORMATION: Explain in detail why this Article is being proposed. ***Include account title(s) and number(s) if transfer of funds is involved.***

For office use: BOS \_\_\_\_\_ FC \_\_\_\_\_ DATE \_\_\_\_\_ W# \_\_\_\_\_

TOWN MEETING ARTICLE NOTICE

62  
3/7/19

44 Godfrey Lane  
Milford, MA 01757  
February 16, 2019

Board of Selectmen  
Town Hall  
52 Main Street  
Milford, MA 01757

Gentlemen:

The Greenleaf Garden Club  
requests permission to conduct  
the Annual Plant Sale on  
May 18, 2019. We would be  
at Louisa Lake Park from  
6:30 AM until 1:00 PM

Sincerely,  
Margaret Knowlton

63  
3/7/19

CONTRACT AWARD

TOWN OF MILFORD

REQUEST FOR QUOTES

DESCRIPTION – FIREWORKS

AWARDING AUTHORITY – BOARD OF SELECTMEN

DATE – MARCH 4, 2019

BIDDER NAME/ADDRESS

QUOTE AMOUNT

1. ATLAS PYROVISION PRODUCTIONS

\$18,000.00

P.O. Box 498, Jaffrey, NH 03452

Contract Award - After reviewing the proposal the decision was made to award the Contract to ATLAS PYROVISION PRODUCTIONS, as the most responsible vendor, based upon their quote.

654  
3/2/19

Seasonal Club – 2019 Renewals

1. Maspenock Rod & Gun Club, Inc.

McGill Lane

2. Sons of Italy Dramatic & Sportmen Club, Inc.

55 Depot Street

6-5  
3/7/19

### ARTICLE 3

FULL TIME – 2%

PART TIME – 2%

#### FY20

Town Clerk	\$ 87,967.00
Assessor (Chairman)	\$ 8,121.00
Assessor (Members)	\$ 7,279.00
Highway Surveyor	\$100,963.00
Tree Warden	\$ 7,009.00
Selectmen (Chairman)	\$ 9,255.00
Selectmen (Members)	\$ 8,222.00
Vernon Grove (Trustees (Clerk)	\$ 3,937.00
Board of Health (Chairman)	\$ 2,650.00
Board of Health (Members)	\$ 2,315.00
Sewer Commissioner (Chairman)	\$ 2,650.00
Sewer Commissioner (Members)	\$ 2,315.00
Park Commissioner (Chairman)	\$ 2,650.00
Park Commissioner (Members)	\$ 2,315.00
Planning Board (Chairman)	\$ 2,650.00
Planning Board (Members)	\$ 2,315.00
Moderator	\$ 2,547.00

### ARTICLE 3

FULL TIME – 2 and 1/2%  
PART TIME – 2 and 1/2 %

#### FY20

Town Clerk	\$ 88,389.00
Assessor (Chairman)	\$ 8,161.00
Assessor (Members)	\$ 7,314.00
Highway Surveyor	\$101,458.00
Tree Warden	\$ 7,044.00
Selectmen (Chairman)	\$ 9,300.00
Selectmen (Members)	\$ 8,263.00
Vernon Grove (Trustees (Clerk)	\$ 3,957.00
Board of Health (Chairman)	\$ 2,663.00
Board of Health (Members)	\$ 2,327.00
Sewer Commissioner (Chairman)	\$ 2,663.00
Sewer Commissioner (Members)	\$ 2,327.00
Park Commissioner (Chairman)	\$ 2,663.00
Park Commissioner (Members)	\$ 2,327.00
Planning Board (Chairman)	\$ 2,663.00
Planning Board (Members)	\$ 2,327.00
Moderator	\$ 2,559.00



## Town Clerk's Office

Town Hall Room 12

52 Main Street • Milford, MA 01757

Ph: (508) 634-2307 • Fax: (508) 634-2324

[aneves@townofmilford.com](mailto:aneves@townofmilford.com)

Amy E. Hennessy Neves, Town Clerk

Dear Rick,

February 28, 2019

As you may know the Personnel Board has removed the position/stipend for the clerk of the Board of Registrars from Article 2 last year. The Town Clerk has historically performed these duties and myself along with my predecessor had always received that stipend. However it was overlooked for many years that our elected officials can only receive one salary and therefore the Personnel Board took action to remove the position/stipend. I understand why the Personnel Board removed the stipend from Article 2 but it has directly effected my gross wages. That stipend has been an intricate part of my overall salary for the last 11 years. Further, I still perform the additional duties and I would like to see if this oversight can be resolved. I am respectfully asking if the previous stipend amount of \$1,963.00 can be added to my Article 3 Town Clerk salary. I am available for any further background information if necessary. Please let me know if you need anything further. Thank you for your support and understanding in resolving this situation.

Sincerely,



9-6  
3/7/19



February 9, 2019

Dear Milford Board of Selectman

I would like to request the acceptance of \$ 623.00 in total donations for the purpose of the memory of Chris Swindell and our Regional Substance Navigation efforts. We request that these funds be deposited in to the Regional Substance Navigation Program Gift Fund account number 2624-4830.

Thank you in advance for your support

*Amy Leone*

Amy Leone, MS,MA,LMHC



# TOWN of MILFORD

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

## Acceptance of Gift Form

Date Received: 2/20/19

Dept. Accepting Gift: MILFORD FIRE DEPARTMENT

Donor Name: DIANA HEINSOHN

Donor Address: 56 VILLAGE CIRCLE  
MILFORD, MA 01757

Name of Gift MISCELLANEOUS GIFT

Purpose of Donation: EQUIPMENT/SUPPLIES

Total of Gift \$25.00

- ☒ Attached is a copy of the correspondence received.
- ☐ There is no written Correspondence with this gift.
- ☐ The Board of Selectmen have been notified of this gift and have  
Approved of the expenditures for the purposes stated.

Board of Selectmen

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

\*\*\*\*\*

### TOWN ACCOUNTANT USE

Assigned Account # 2635-4830

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

1/22/19

As promised,  
here is my  
donation to the  
Fire Dept.

Thank You for your  
services



Ms. Diana Heinsohn  
56 Village Cir  
Milford, MA 01757