

MINUTES OF REGULAR SESSION –AUGUST 19, 2019

ROOM 03 – TOWN HALL

7:00PM

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

1. Mr. Kingkade moved, seconded by Mr. Walsh: To sign the warrant, UNANIMOUS.
2. Mr. Kingkade moved, seconded by Mr. Walsh: To approve the Regular Minutes of August 5, 2019 as submitted. UNANIMOUS.
3. Mr. Kingkade moved, seconded by Mr. Walsh: To approve the Executive Session Minutes of August 5, 2019 as submitted, UNANIMOUS.
4. **Invitation to Speak – NONE.**
5. Josh Lioce, Jamie Lucchini, Patrick Holland and Thomas Parente, members of the Greater Milford Social Club, LLC, 28 Granite Street, Milford were present seeking a Seasonal General Club License. The manager will be Thomas Parente. Mr. Lioce informed the Board that Club will be looking to promote charitable endeavors and give back to the community. Mr. Kingkade recused himself stating he has a financial interest in the club. Mr. Walsh moved, seconded by Mr. Buckley: To approve the granting of the Seasonal License. 2 TO 0. IT IS A VOTE.
Mr. Kingkade returned to the meeting at 7:15 PM.
6. Jahayra Santiago representing JHM Beaver Street, LLC, 11 Beaver Street, Milford was present to request a Change of Manager. He will be the new manager. Mr. Kingkade moved, seconded by Mr. Walsh: To approve the Change of Manager, UNANIMOUS.
7. Town Engineer, Mike Dean, was present to update the Board on the status of installing an advanced green light at the intersection of Medway Road and Beaver Street. He stated the light will be installed and operational by August 31, 2019.

8. Human Resources Director, Maureen Giffin, was present to discuss a modification of Town Hall hours to make it more accessible to residents. She reviewed two proposals for the Board. Mr. Buckley suggested this be looked at annually and that it be a one year Pilot Program. Mr. Kingkade asked if it was possible to have consistent hours. Mr. Walsh suggested get all Departments on Board. Maureen also reviewed a proposed revised vacation policy which would allow employees to use accrued vacation after six months of employment. Mr. Buckley suggested looking at other communities and would like more flexibility for the appointing authority. He suggested putting in a place holder article at Town meeting.

9. Liz Harkins, Executive Director, Andy Starkis, President and Josh Ingemi Treasurer of Milford TV were present to provide their Annual Report to the Board. They stated the FCC is reducing funding to Local Access TV. They provide a copy of Bill HD 4389 before the State Legislature to continue funding. Mr. Kingkade moved, seconded by Mr. Walsh to support the Bill. UNANIMOUS. The Board also requested letters to be sent to Senator Fattman and Representative Murray asking for their support of the Bill.

10. ADMINISTRATOR'S REPORT – August 19, 2019

- A. Town Owned or Leased Vehicles – I was asked to investigate the advisability of the Town purchasing or leasing vehicles to be used by Town Hall employees while on Town business. I have requested the Finance Director provide me the total cost of mileage reimbursement for the prior fiscal years. With the assistance of the HR Director, we have also sent out a request to area Towns asking if they provide vehicles to Town employees, which employees, whether they repair and maintain the vehicles in house, the type of vehicles provided, do employees share vehicles and are employees allowed to take the vehicles home at night. I have received responses from several Towns and Cities. We will be compiling this information for review by the Board. I have also received sample Vehicle Use Policies.
- B. Town Hall Expansion – I was asked to investigate the need for and the possible expansion of Town Hall to increase parking and office space. As this would most certainly require acquisition of additional property, I have asked Town Engineer Mike Dean and Town Planner Larry Dunkin to research what property would be needed and what parking could be added if acquired. I have also requested they contact an Engineering firm to seek and estimate as to the cost of a feasibility study to assist the Town in determining how to best add parking and Office Space. We can seek a potential Grant for the Study and also seek assistance from our State Senator and Representative. I will then seek to have this study added to the Five-Year Capital Plan and meet with the FinCom Capital Planning Subcommittee.
- C. Selectmen Schedule– The next Selectmen meeting will be on Monday, September 9, 2019 due to the Labor Day Holiday.

D. Stormwater Update - The effective date of the MS4 Stormwater Permit was July 2018. The Notice of Intent was Submitted in September 2018 as required. EPA has granted Authorization to discharge stormwater from the Towns MS4 in accordance with the applicable terms and conditions of the MS4 General Permit. This is essentially proof of being in compliance (to date) with the MS4 General Permit. Stormwater Management Plan (SWMP) has been completed and posted to the Towns website. The preparation of this document was required to be completed within year one of the effective date (July 2019). Ongoing items include the review of the Towns By-laws, inspections and water sampling from the existing outfalls. Illicit Discharge Detection and Elimination (IDDE) Plan is in "Draft" form and IDDE investigations are ongoing. Inspections of stormwater management systems / structures have been performed, such as detention basins, large drain manholes (BMPs), etc., and a report of such inspections has been prepared. The Annual Report will be due by September 30, 2019 and efforts continue to fulfill the ongoing requirements of the MS4 General Permit.

11. The Board requested the Town Administrator invite Town Engineer Mike Dean to the next meeting to provide an update on Stormwater.

12. The Board wanted the Town Administrator to follow up on the Gibbs Gas Station as it has become overgrown with weeds.

13. The Board asked the Town Administrator to ask Highway and Departments to do weeding at the Sacred Heart Church parking lot.

14. Building Commissioner, Matt Marcotte, provided a recommendation to appoint Dana Hinthorne to the position of a Local Building Inspector. Mr. Kingkade moved, seconded by Mr. Walsh: To appoint Dana Hinthorne to the position of Local Building Inspector and that he be placed at Level 1, Step 5 under Article 2 with a starting salary of \$60,947.00 pending approval of the Personnel Board. UNANIMOUS.

15. Mr. Kingkade moved, seconded by Mr. Walsh: to remand the proposed zoning article from Sira Naturals, Inc. to amend section 4.1 Definitions of the Zoning Bylaw related to Medical Marijuana Treatment Centers. UNANIMOUS.

16. Mr. Kingkade moved, seconded by Mr. Walsh: to remand the proposed zoning article from Pine Grove Cemetery to amend section 2.31 Use Regulation Schedule of Zoning Bylaw related to Crematory Uses. UNANIMOUS.

17. Mr. Kingkade moved, seconded by Mr. Walsh: To accept the gift of \$1,000.00 from Hyman I. Stramer to the Milford Fire Department. UNANIMOUS.

18. Mr. Kingkade moved, seconded by Mr. Walsh: To approve the request from Saint Mary of the Assumption, 17 Winter Street, for a One-Day All Wine and Malt license for August 24, 2019 from 8PM to 12:00Midnight at St. Mary's Parish Hall. UNANIMOUS.

19. Town Administrator, Richard A. Villani, provided a recommendation to appoint Michael Afonso to the position of a Junior Building Custodian. Mr. Kingkade moved, seconded by Mr. Walsh: To appoint Michael Afonso to the position of Junior Building Custodian that he be placed at Level 1, Step 1 under Article 2 with a starting salary of \$17.79 per hour. UNANIMOUS.

20. The Board reviewed a letter of support to be sent to the Town of Hopedale for their Mass Works application seeking to redesign and reconstruct the intersection of Route 16 and Hopedale Street. Mr. Kingkade moved, seconded by Chairman Walsh: To approve the sending of the letter to the Town of Hopedale. UNANIMOUS.

21. The Board agreed to review the Complete Streets information prepared by the Highway Surveyor.

22. INFORMATIONAL CORRESPONDENCE - NONE

23. Mr. Kingkade moved, seconded by Mr. Walsh: To adjourn the Selectmen's meeting at 8:51PM, UNANIMOUS.

Respectfully submitted:

MILFORD BOARD OF SELECTMEN

Richard A. Villani
Minutes Recorder

William D. Buckley, Chairman

William E. Kingkade, Jr.

Michael K. Walsh