
MINUTES OF REGULAR SESSION – June 18, 2020
ROOM 03 – TOWN HALL
7:00 PM

PRESENT: Chairman William E. Kingkade, Jr., Selectmen Michael K. Walsh and Thomas J. O'Loughlin and Town Administrator Richard A. Villani.

Also present: Fire Chief Mark Nelson, IT Director, Chris George, Town Counsel Charles D. Boddy, Jr., Town Moderator, Michael Noferi.

1. Mr. Kingkade welcomed new Selectman, Thomas J. O'Loughlin and congratulated him on his victory.
2. Mr. Kingkade had a moment of silence for former Milford High School teacher, Renee Abramson, who passed away.
3. Mr. Walsh moved, seconded by Mr. O'Loughlin: To sign the warrant, UNANIMOUS.
4. Mr. Walsh moved, seconded by Mr. Kingkade: To approve the Regular Session Minutes of June 8, 2020 as submitted. It is a Vote. Mr. O'Loughlin abstained.
5. The Board next discussed whether to reduce the required quorum for the June 29, 2020 Annual Town Meeting. Town Administrator Villani said we need to pass a budget. We do not want to go into FY21 with a 1/12th budget. We also have a stream lined Warrant. Town Counsel Boddy informed the Board the Legislation will allow the Town to conduct business at the Annual Town Meeting with a lesser number of members than normal. The quorum can be reduced by the Board of Selectmen with the recommendation and input from the Town Moderator. Mr. Noferi said he had no problem reducing the quorum. We have 266 members so a quorum would be 134. The Legislation would permit a reduction to as little as 14 members. Mr. Noferi said he is hesitant to reduce it that low. He did say we should be able to conduct the meeting quickly. Town Counsel Boddy said he spoke with Mr. Noferi and the Town Administrator regarding reducing the quorum. He said we have a backup plan if we do not get a quorum. We would post a Selectmen Meeting for 7:15 PM with the reduction of the Quorum on the Agenda. Mr. Kingkade said he is not comfortable reducing the Quorum to 10% of the required amount for a quorum. Mr. Noferi recommended reducing the Quorum to 50% of the required amount which would be 62 members. Mr. O'Loughlin said he is concerned that there are people who are vulnerable. He is concerned if we reduce the quorum too low, people will stay home. He was impressed with Tuesday's

election as it went very well. He feels 50% is reasonable as the budget needs to be processed. Mr. Kingkade said it is not good to work with a 1/12th budget. Mr. Walsh moved, seconded by Mr. O'Loughlin: To accept the recommendation of the Town Moderator to reduce the quorum to fifty percent of the required amount. UNANIMOUS.

6. The Board reviewed the Town Administrator's Decisions to issue Temporary Amendment of Liquor Licenses for Prezo's, Depot Street Tavern, Viana Bar, Pepperoncini's, 99 Restaurant and Pub, The Tradesman, Pinz and Craftroots. Mr. O'Loughlin stated his daughter works on the wait staff at Pepperoncini's. Mr. Walsh moved, seconded by Mr. O'Loughlin: To ratify the decisions of the Town Administrator issuing a license for all the Restaurants listed except for Pepperoncini's. UNANIMOUS. Mr. Walsh moved, seconded by Mr. Kingkade: To ratify the decision of the Town Administrator issuing a license for Pepperoncini's. It is a Vote. Mr. O'Loughlin abstained.

7. TOWN ADMINISTRATOR'S REPORT – June 18, 2020

With Governor Baker's announcement that we have now moved to Phase 2/Step 1 of the reopening plan for MA, we began preparations to reopen Town Hall, though it will be with a cautious and limited approach. Much progress has been made during the past weeks to ensure the safety and well-being of our employees and the public. All employees have completed the mandatory training, and we are preparing the individual offices to meet the guidelines set by the Governor. This includes safety glass between desks that cannot meet the 6' separation requirement, floor markings for social distancing, PPE availability for employees, and new procedures for the public who come to Town Hall.

Although we have the Governor's approval to open, many employees at Town Hall are also focusing their time and attention on the election and the upcoming Town Meeting. In addition, we have used the time while Town Hall was closed, to implement a number of ADA compliance recommendations, including repairs to the parking lot and ramp entrance to the building on the Court St. side of the building.

To be sure we have all new processes in place prior to the opening, our target date to open Town Hall is Wednesday, July 1st (and no later than July 6th). More detailed information will be coming regarding the opening, but we do want to let the public know that many changes will be in place when they come to Town Hall. We strongly recommend that residents continue to do business remotely as much as possible, utilizing the outside drop box and making online payments; and using phone and e-mail to communicate with Town employees whenever possible.

Many departments will require appointments scheduled in advance to help us maintain compliance with the building capacity limitations still in place. All residents will be

required to wear masks and will enter through the Court St. side of the building, where they will now check in prior to their scheduled appointments. Social distancing rules will limit the number of visitors allowed in the building at one time, so residents should be prepared to wait, should they arrive without a scheduled appointment.

We are working diligently to make the reopening as smooth as possible, but we know there may be some unexpected circumstances we have not prepared for. We appreciate the public's patience and understanding as we continue to fine-tune our new way of working.

Mr. O'Loughlin said he is fine with opening on either July 1st or 6th. Mr. Kingkade and Mr. Walsh also agreed.

8. Mr. O'Loughlin stated as this is a newly constituted Board of Selectmen and in keeping with tradition, it is customary to elect a Chairman. Mr. O'Loughlin moved, seconded by Mr. Walsh: To nominate William E. Kingkade, Jr. to serve as Chairman. UNANIMOUS.

9. Mr. O'Loughlin asked the Town Administrator to provide him with a list of the Department Heads who report to the Town Administrator and the Department Heads who report directly to the Board of Selectmen. He also wants copy of Job Descriptions for all Department Heads. He also asked for a list of Department Heads who report to Boards or Commissions other than the Board of Selectmen.

10. Mr. Kingkade read a letter from John Merryman requesting 30 MPH signed be posted on Dilla Street. Mr. O'Loughlin said there was legislation allowing the Town to reduce to 25 MPH upon approval by the Board of Selectmen. He will speak with Town Counsel and the Police Chief regarding this matter.

11. INFORMATIONAL CORRESPONDENCE - NONE

12. Mr. Walsh moved, seconded by Mr. O'Loughlin: To adjourn the Selectmen's meeting at 7:35 PM, UNANIMOUS.

Richard A. Villani
Minutes Recorder

William E. Kingkade, Jr. Chairman

Michael K. Walsh

Thomas J. O'Loughlin