

MINUTES OF REGULAR SESSION – MAY 7, 2012

ROOM 03-TOWN HALL

7:00PM

PRESENT: Chairman Brian W. Murray; Selectmen Dino B. DeBartolomeis and William D. Buckley; Town Administrator Louis J. Celozzi; and Minutes Recorder Jean M. DeTore.

1. Mr. DeBartolomeis moved, seconded by Mr. Buckley: To sign the warrant, UNANIMOUS.

2. Mr. DeBartolomeis moved, seconded by Mr. Buckley: To approve Items 1 through 17 of the April 30, 2012 minutes as submitted, UNANIMOUS.

3. Mr. DeBartolomeis moved seconded by Chairman Murray: To approve Item 18 of the April 30, 2012 minutes. Two in favor, One abstention (Mr. Buckley abstains) IT IS A VOTE.

Note: Mr. Buckley had recused himself from participating in the public hearing on the Scioli Corporation and had left the meeting at 7:30PM.

4. Citizen Participation – Chairman Murray recognized three residents who voiced their concern regarding the continuation of the Metro West Regional Transit Authority's morning and evening shuttle service in Milford. He indicated that information regarding this issue would have to be obtained from their regional office.

5. Sidney DeJesus, Director, Mr. Michael Walsh, Treasurer and member Amy Tamagni of the Milford Youth Commission were present to review changes made as a result of the Auditor's report. These meetings had been coordinated by Selectman Buckley, Liaison for the Board of Selectmen with the Town Accountant, Town Treasurer, Finance Committee sub-committee and Youth Commission. Mr. Walsh submitted a report which included recommendations, responsibility and action or response and reference to establishment policy. Chairman Murray recognized Mr. Buckley who indicated that as a result of the meetings with the Town Accountant, Finance Committee sub-committee and Youth Commission, a corrective action plan was now in place. Ms. Tamagni stated that all twenty-one (21) findings have been resolved with a process in check for reconciliations and with policies and procedures established for all operations. In her opinion, The Commission is back on track financially with a chart of accounts to track detail. Mr. Walsh noted that the Commission has a full understanding of the general laws as related to the responsibility and obligations of the overall roles of the committee members.

Mr. Buckley questioned Town Administrator Celozzi as to whether information outlining the roles and responsibilities of a newly appointed committee member has been established. Mr. Celozzi indicated that he has been working on such a document and will provide a copy for the Board's approval at a future meeting. Chairman Murray thanked the Youth Commission for their conscientious efforts and requested that they keep the Board informed of any problems with the rental fee structure moving forward. He also thanked the Finance Committee for working with the Youth Commission and noted that the utilities for the Youth Center will be placed in the Town Administrator's Budget- Public Properties and Buildings.

6. TOWN ADMINISTRATOR'S REPORT

- Monthly Financial Update All budgets under the jurisdiction of the Board of Selectmen, unless previously noted, are on target.
- I would like to acknowledge Marcia & Harold Rhodes for their significant contribution to the Animal Control Department. Their generous gift is most appreciated and will be used for the animals as they had hoped.
- Financial Team Meeting – At the Chairman's direction, I have scheduled a Financial Team Meeting for Wednesday, May 9, 2012 at 1:00PM.
- Resignation – Rob Bonnell – On Friday we received written notification of Mr. Bonnell's resignation. He has received an offer in another community. The Superintendent and myself have been reviewing the position. For the present, we are looking at hiring from a Temp Agency. I'll keep the Board advised of our progress.

7. Mr. DeBartolomeis moved, seconded by Mr. Buckley: To approve a permit to obstruct for Saint Mary's of the Assumption Church Portuguese community of Milford in celebration of Our Lady of Fatima procession beginning at 7:30PM on Sunday, May 13, 2012, UNANIMOUS.

8. Mr. DeBartolomeis moved, seconded by Mr. Buckley: To approve the Memorial Day Parade scheduled for Monday, May 28, 2012, UNANIMOUS.

9. The Board reviewed correspondence submitted by Police Chief O'Loughlin regarding Alcohol Compliance Checks of fourteen off-premises alcohol establishments. After a brief discussion, the Board indicated that they were pleased with the results of the actions taken by the personnel at all fourteen establishments in which identification was sought and verified.

10. . INFORMATIONAL CORRESPONDENCE

1. Sandra A. Tosches, re: Application for Appointment
2. Finance Committee, re: Minutes of 4/10/12 and 4/11/12
3. Schedule of Meetings

Invitations

1. Milford Fire Department, re: Memorial Ceremony – June 3, 2012
2. Dept. of Veterans' Services, re: Memorial Day Parade – May 28, 2012

11. Chairman Murray reviewed correspondence from Sandra A. Tosches who submitted an application to fill a vacancy on the Geriatric Authority. He requested that Town Administrator Celozzi provide a list of names from the Talent Bank of individuals who expressed an interest in serving on the Geriatric Authority for the Board's consideration at the next meeting.

12. Chairman Murray reviewed correspondence from Town Counsel Moody regarding the petition of the Milford Water Company seeking authority from the Department of Public Utilities to borrow \$20,000,000 to fund their new treatment plant. The Company indicates its' intent to seek a rate increase in a filing this Fall, which could result in an increase of 50%. The new treatment plant will more than double their Rate Base with water quality and capacity significantly improved for years to come. However, the increased costs will be passed on to the rate payers. Town Counsel Moody will be attending the hearing on Tuesday, May 8, 2012 at 10:00AM and will keep the Board informed.

13. At 7:30PM a Public Hearing was held for Milford Mandarin Restaurant, Inc. d/b/a Milford Mandarin Chinese Restaurant, 196 East Main Street, Ken Foo, Manager. Police Chief Thomas J. O'Loughlin was also present. The purpose of the hearing was to consider whether or not to modify, suspend, or revoke the license issued to the establishment pursuant to Chapter 138, section 64, due to actions of April 20, 2012 at or about 9:28PM when an employee or agent of this establishment did sell alcoholic beverages to a minor, without any inquiry as to identification, all in violation of the laws of this Commonwealth and the rules and regulations relating to the sale of alcoholic beverages. Chief O'Loughlin provided a brief summary regarding the alcohol compliance check of all establishments and the subsequent violation at the Milford Mandarin Chinese Restaurant. Mr. Foo expressed his regret for this serious mistake and gave a brief account of what happened that evening as he is most sensitive to his responsibility as a license holder. He has already taken measures to rectify the situation by suspending the bartender on duty that evening for one (1) month, holding a three (3) hour employee meeting including front desk personnel and having all employees re-certified. The Board stressed the seriousness of the offense but as it was the first offense and corrective action has been taken immediately, Mr. DeBartolomeis moved, seconded by Mr. Buckley: To issue a written warning with no action at this time but any further violation, however, will result in a suspension of the license, UNANIMOUS.

14. Thomas J. Scanlon, Jr. of Scanlon & Associates, Auditor for the Town of Milford, along with Greg Winters and Zachary Taylor, Town Accountant were present to discuss the FY11

“Management Letter.” He noted that overall, the Town should be quite pleased with the report, as all indications were that the Town of Milford was in sound financial shape, well managed with substantial reserves, a modest debt schedule and of the eighty towns that they audit, Milford ranks in the top three as to financial stability.

Management Findings for the current year included the following:

1. School Encumbrance Reporting- Mr. Scanlon stated that the Town Accountant has worked with the School Department to review these procedures to insure that the expenses at the end of the year are reported accurately and controls have been put into place.
2. Access to the General Ledger. Mr. Taylor noted that along he and the Town Treasurer have taken the steps to revamp the system’s user access and controls.
3. Informational Items: Proration of Retiree Health Insurance Premiums Between Employers Mr. Scanlon noted that the Town Treasurer and Retirement Office are aware of the amended law and action will be taken to insure Milford is taking advantage of this change.

As to prior year issues, Mr. Scanlon included the following recommendations:

4. Accounting Receivable – Sewer
5. Establishment of Sewer Reserve and Policy
6. GASB Statement No. 54 – The requirements of this statement are effective for financial statements for the period beginning after June 15, 2010 (FY2011). Mr. Scanlon stated that given the significance of the Town’s fund balance amounts, the new reporting requirement had an impact on the Town’s financial statements
7. Deputy Collector Procedures
8. Police Off Duty Receivable
9. Old Delinquent Real Estate Taxes

Mr. Scanlon again complemented the Board and Department Heads for their conservative spending approach as well as the soundly managed financial operation of the Town.

15. After a review of the articles for the Annual Town Meeting scheduled for May 21, 2012, it was the consensus of the Board to support all the articles submitted by the Board of Selectmen. Chairman Murray noted a small clerical error on Article 4 of the Finance Committee Report. He also noted the importance of Article 18 which requests funding for a feasibility study for the Woodland Elementary School. Town Administrator Celozzi noted that the Finance Committee has scheduled a meeting to discuss this article for Wednesday, May 9, 2012 at 7:00PM.

16. Chairman Murray also noted the following correspondence:

- Town Counsel Moody has received notice that the Scioli Corporation has appealed the three week suspension to the ABCC from the hearing of April 30, 2012.
- The Board received correspondence from Metrowest Regional Transit Authority's Advisory Board inviting them to a discussion at a scheduled Advisory Board meeting, regarding the continuation of their morning and evening shuttle service to Milford. The meeting will be held at 37 Waverly Street in Framingham on June 11, 2012 at 4:30PM in the MWRTA Conference Room. Chairman Murray requested that the Town Administrator attend this meeting to obtain more information.
- Correspondence from Town Counsel Moody informing the Board of the Route 16 Land Development Inc. vs. Jonathan Bruce et al Appeals Court No. 2012-P-269 status.

17. Mr. DeBartolomeis moved, seconded by Mr. Buckley: To adjourn the Selectmen's meeting at 8:17PM, UNANIMOUS.

Respectfully submitted:

Jean M. De Tore
Minutes Recorder

MILFORD BOARD OF SELECTMEN

Atty. Brian W. Murray, Chairman

Dino B. DeBartolomeis

William D. Buckley