

MINUTES OF REGULAR SESSION –July 11, 2016

ROOM 03 – TOWN HALL

7:00PM

PRESENT: Chairman William D. Buckley; Selectmen Brian W. Murray, Esq.; William E. Kingkade Jr.; Town Administrator Richard A. Villani; and Minutes Recorder Jean M. DeTore.

1. Mr. Murray moved, seconded by Mr. Kingkade: To sign the warrant, UNANIMOUS.
2. Mr. Murray moved, seconded by Mr. Kingkade: To approve the Minutes of June 20, 2016 as submitted, UNANIMOUS.
3. INVITATION TO SPEAK – Mr. Jamie Wheelock, a resident of Milford, voiced his concerns regarding posting of certain signs at the quarries.
4. Police Chief Thomas J. O’Loughlin updated the board on several personnel changes in the Police Department.
 - Officer Daniel doCurral retired on January 3, 2016 after 33 years of service
 - Officer Joseph Shuras retired on March 22, 2016 after 39 years of service
 - Officer Mark Castiglione was hired on January 24, 2016. Prior to his appointment, he served for two years with the Woonsocket Police Department in Rhode Island, completed his police training at the RI State Police Training Academy, is a veteran, having served active duty with the US Air Force and is presently serving in the US Air Force Reserves.
 - Officer James Woodward was hired May 9, 2016, he served as a police officer for almost 2 years with the MBTA Transit Police and completed his police training at the MBTA Transit Police Academy. He is a veteran having served with the US Marines.
 - Officer Todd Fletcher was hired on June 27, 2016. Prior to his appointment he served as a police officer for 2 ½ years with the Maynard Police Department. He completed his police training at the Boylston Police Academy and is a veteran having served active duty with the US Army also serving in the US Army Reserves.

Chairman Buckley extended condolences to the Gray family, on behalf of the board, for the loss of their daughter Jacqueline Gray, as a result of a tragic accident.

5. Finance Director Zachary Taylor presented a list of end of year transfers. He stated that end of year transfers are traditionally done at the Annual Town Meeting in May, however, according to the passage of Chapter 77 of the Acts of 2006, (G.L. Ch 44 sec. 33B) it allows for further transfers after approval by both the Board of Selectmen and the Finance Committee. Mr. Murray moved, seconded by Mr. Kingkade: To approve the following transfers:

<u>Department</u>	<u>Transfer From</u>	<u>Amount</u>	<u>Transfer To:</u>
495: Tree Warden	Personal Services-Health Insurance 914-5110	\$4,100	Tree Warden-General Expense 495-5300
491: Vernon Grove	Personal Services – Health Insurance 914-5110	\$ 200	Vernon Grove-General 491-5300
491: Vernon Grove	Personal Services – Vernon Grove 491-5110	\$ 500	Vernon Grove-General 491-5300
292: Animal Control	Animal Control -General Expense	\$ 252	Personal Services- Animal Control 292-5110
		Total \$5,052	UNANIMOUS.

Town Administrator Villani provided correspondence outlining the proposed Application process for the position of Technology Support Technician as follows:

- Job Description
- Candidates shall review the Position Description, with particular attention to Basic Knowledge/Experience Requirements. Only qualified candidates are encouraged to apply.
- The application packet submitted by qualified candidates shall include, at a minimum, the following documents and/or information:
 - a) Letter of intent, including a statement of reasons why the candidate believes he/she is qualified for the position.
 - b) Up to date, comprehensive resume, detailing educational background and experience.
 - c) Evidence of educational coursework.

This information is due by July 29, 2016 to the Selectmen's Office.

- Week of August 1, 2016 Town Administrator, Finance Director and IT Manager will review all applications.
- Week of August 8, 2016 Town Administrator, Finance Director and IT Manager will conduct interviews.
- August 22, 2016 Town Administrator, Finance Director and IT Manager to make recommendation to the Board of Selectmen.

Mr. Murray voiced his concerns relative to the need of filling the position. He further stated that he supports the use of consultants when necessary.

Mr. Taylor stated that there is money already appropriated in the Technology budget and after meeting today with several members of the Finance Committee Technology Sub-Committee, they discussed about twenty items that have not been addressed in the Technology Department due to the lack of support staff. He noted several of the items as follows:

- Establish a written security breach process
- perpetual renewal of inventory
- join community compact to enhance website
- conduct security audit
- print management system
- current ticketing system – not sufficient
- policies and procedures – no one is available to enforce them

Town Administrator Villani stated that he, Finance Director Taylor and IT Manager Diorio have been discussing plans to establish uniformity, for example, regarding printers and software.

Chairman Buckley stated that in his opinion, a Technology plan needs to be presented soon and requested that Mr. Villani schedule this for discussion at a future meeting in September.

Mr. Murray moved, seconded by Mr. Kingkade: To approve the application process for the position of Technology Support Technician, UNANIMOUS.

6. Carl Damigella from the MWRTA was present to update the board on the plans to market as well as educate the public on the new Fixed Bus Route. Mr. Damigella stated that funding has been cut but he remains cautiously optimistic and would still like to go forward with the bus route start date of August 1, 2016 knowing that everything depends on the legislative funding. – Mr. Damigella provided the following scheduled Forums:

7/14/16 10:00 AM	Outreach Milford Housing Authority Birmingham CT.	Pat Morrill
7/14/16 1:00 PM	Outreach Milford Housing Authority Maher CT.	Pat Morrill
7/15/16 9:00 AM	Meet with Milford High School Administration	Carolyn Banach
7/19/16 10:00 AM	Outreach Milford Senior Center	Susan Clark
7/21/16 7:00 PM	Outreach Milford Library	Susan Edmonds
8/11/16 9:00 AM	Freshman Orientation @ Milford High School	Carolyn Banach

Town Administrator Villani stated that he, along with the Police Chief and Highway Surveyor have met with Mr. Damigella and representatives of the MWRTA to discuss refining the fixed bus route. He also noted that they discussed in detail the rationale for each suggested stop and its location and have revised the route in draft form and will meet again to further study and refine the route. Town Administrator Villani further stated that regarding the Memorandum of Agreement, -we are waiting to hear from the attorneys for the MWRTA as to any changes to the Agreement. Also, regarding the State Budget – The Governor has vetoed the \$75,000.00 earmark to the Town for Public Transportation. He also cut the \$300,000.00 increase to the MWRTA for State Contract Assistance and reduced the Regional

Transportation Authority Budget from \$82 million to \$80 million. We expect both Senator Fattman and Representative Fernandes will work to try to override these vetoes and cuts. Ed Carr has informed Mr. Villani that his association will also work to try to override.

Chairman Buckley stated that in his opinion an Advisory Committee comprised of well-rounded individuals that can communicate additional needs to the board needs to be established. Town Administrator Villani noted that after the members are appointed, he is looking to schedule the first meeting next week.

7. Robert Mitchell, Chairman of the Industrial Development Commission updated the board on the reorganization and future plans of the Industrial Development Commission. Town Administrator Villani provided Article 6 – Industrial Development Commission as well as a copy of GL chapter 40, Section 8A and a list of current members and Talent Bank applications. (There is one (1) vacancy).

Mr. Mitchell stated that the committee's focus has been on "brainstorming" and discussed the following:

Viability: A vote was taken by those in attendance at an April 2016 meeting to determine if the group felt it was worth continuing. Re-organization-Robert Mitchell was appointed Chairman and Peter Sandone, Vice Chairman.

Membership: Consists of ten (10) members with one (1) vacancy

- 3 large businesses (Caterpillar, Milford Regional Hospital and Benjamin Moore)
- 2 local businesses (Pinto Real Estate and Bright Insurance)
- 4 Citizens (some with local business ties)
- 1 Town Planner

Initiatives:

- Traffic concerns: travel times through town and truck routes.
- Downtown revitalization: i.e. Is there a Milford vision?
- Work force support: Are there post-secondary education needs such as health aid, English language, manufacturing technicians, etc.

8. TOWN ADMINISTRATOR'S REPORT

1. Archer Rubber – I spoke the Facilities Manager who informed all hazardous materials have been removed from the building. They also continue to monitor ground water. He informed me the Company is also looking into selling the building and listing it with a broker.
2. Library – Library Director, Sue Edmunds, informed me the Library will be closed on Tuesday, July 12th due to the need to make repairs to the outside of the building.
3. Selectmen Meeting Date – I want to remind everyone that the next Selectmen meeting will be Monday, July 25th at 7:00 PM.
4. Sage Canabis- I am informed by the attorney for Sage Canabis, Joseph Antonellis, that the Massachusetts Department of Public Health has conducted a series of inspections at the facility. The Final Inspection has been performed. Once the Final Report is issued they will be prepared to move forward and begin the growth cycle. They will also be contacting the Board of Health to finalize the required local permit.

5. State Budget - The Governor's Budget increases Chapter 70 Aid for local school districts by \$116 million, or 2.6%, and also increased unrestricted local Aid by \$42 million, or 4.3 %. In addition, the Governor preserved a \$16 million increase in funding for the Department of Children and Families to support 281 new hires and a \$13 million increase to \$171 million for opioid abuse prevention programs, including 150 new adult residential recovery beds.
6. Fixed Bus Route Update-
 - a. Route – I, along with the Police Chief and Highway Surveyor have met with Carl Damigella and representatives of the MWRTA to discuss refining the fixed bus route. We discussed in detail the rationale for each suggested stop and its location. We have revised the route in draft form and will meet again to further study and refine the route.
 - b. Memorandum of Agreement - We are waiting to hear from the attorneys for the MWRTA as to any changes to the Understanding.
 - c. Forums and Education – Carl Damigella to discuss.
 - d. Advisory Committee – Looking to schedule the first meeting next week.
 - e. State Budget – Governor has vetoed the \$75,000.00 earmark to the Town for Public Transportation. He also cut the \$300,000.00 increase to the MWRTA for State Contract Assistance. He also reduced the Regional Transportation Authority Budget from \$82 million to \$80 million. We expect both Senator Fattman and Representative Fernandes will work to try to override these vetoes and cuts. Ed Carr has informed me his association will also work to try to override.

9. After reviewing the list and talent bank applications for vacancies on various committees:

Mr. Murray moved, seconded by Mr. Kingkade: To appoint Thomas Wesley/Waters Corporation to the Industrial Development Commission for a term to expire 6/30/19, UNANIMOUS.

Mr. Kingkade moved, seconded by Mr. Murray: To appoint Rhonda L. Crosby to the Commission on Disability for a term to expire 6/30/18, UNANIMOUS.

Mr. Kingkade moved, seconded by Mr. Murray: To appoint Alexis Forgit to the Commission on Disability for a term to expire 6/30/17, UNANIMOUS.

Mr. Murray moved, seconded by Mr. Kingkade: To appoint Patricia Salomon to the Milford Cultural Council for a term to expire 6/30/19, UNANIMOUS.

Mr. Murray moved, seconded by Mr. Kingkade: To appoint Shelly Leclaire to the Personnel Board for a term to expire 6/30/19, UNANIMOUS.

Mr. Murray suggested that before the board fills the Alternate position on the Personnel Board, Town Administrator Villani reach out to Mr. Platukis and Mr. Visconti to see if they are still interested in serving on the Personnel board and discussing the appointment at a future meeting.

10. After reviewing the list of individuals interested in serving on the Ad Hoc Public Transportation Advisory Committee; Mr. Kingkade made a motion to appoint Susan Clark, Senior Center Director, Scott Crisafulli, Highway Surveyor and Michael Soares, Finance Committee Member, UNANIMOUS.

Mr. Murray made a motion to appoint Francisco Ramos, CHNA-6 Member, Brenda Wheelock/Girl Scouts, and Brian Long/Town Meeting Member. THERE WAS NO SECOND.

Mr. Murray moved, seconded by Mr. Kingkade: To appoint Francisco Ramos, CHNA-6 Member as a member of the Ad Hoc Public Transportation Advisory Committee, UNANIMOUS.

Mr. Kingkade moved, seconded by Mr. Murray: To appoint Michelle Zale/Milford Area Humanitarian Coalition as a member of the Ad Hoc Public Transportation Advisory Committee, UNANIMOUS.

Mr. Murray made a motion to appoint Brenda Wheelock/Girl Scouts. THERE WAS NO SECOND.

Mr. Murray moved, seconded by Mr. Kingkade: To appoint George A. Clemens/Milford Library Trustee as a member of the Ad Hoc Public Transportation Advisory Committee, UNANIMOUS.

Mr. Murray moved, seconded by Mr. Kingkade: To appoint Brian Long/Town Meeting Member as a member of the Ad Hoc Public Transportation Advisory Committee, UNANIMOUS.

11. Mr. Murray informed the board that he is resigning as the Dog Hearing Officer. After a brief discussion; Mr. Murray moved, seconded by Mr. Kingkade: To appoint Town Administrator Villani as the Dog Hearing Officer and to identify a source of funding from the budget for compensation in the amount of \$2,500 as an annual stipend, UNANIMOUS.

12. Town Administrator Villani provided a revised draft Performance Evaluation Process and Forms for the Town Administrator position and Department Heads and also reviewed his Tasks and Objectives. After a brief discussion and input from each member, it was the consensus of the board to eliminate the rate level of accomplishment on a numbering scale of 4-1 and tailor the evaluation form more as a narrative for goals and objectives and mirror the Department Head forms in the same format.

13. Mr. Murray moved, seconded by Mr. Kingkade: To approve the request from the Vernon Grove Trustees to use up to \$5,000.00 from the Avis Pond Trust fund, GL.c44 section 3A to repair and reset 37 slate stones in Vernon Grove Cemetery, UNANIMOUS.

14. After reviewing correspondence requesting a Traffic Aid at the corner of Maple and Beaver Streets; Mr. Murray moved, seconded by Mr. Kingkade: To approve the recommendation from Police Chief O'Loughlin to install a "Caution Children" sign on Beaver Street northbound at Maple Street, UNANIMOUS.

15. After reviewing correspondence from the Milford Pond Committee requesting to install a sign at Milford Pond requesting boaters clean their boat after use in the Pond; Mr. Murray moved, seconded by Mr. Kingade; To approve the request, UNANIMOUS.

16. Mr. Murray moved, seconded by Mr. Kingade: To approve the Order of Taking to acquire an Easement to connect Walden Woods to the Upper Charles Trail, UNANIMOUS.

17. Mr. Murray reviewed his recommendations as the Dog Hearing Officer, on the Renee Deans vs. Jillian Barraclough Dog Complaint Hearing reading the following

Findings of Fact:

1. Jillian Barraclough resides at 155 Congress Street, Milford, and is the owner of a Doberman neutered male dog, age 6, named Ransom.
2. Renee Deans resided at 46 West Fountain Street, Milford.
3. On April 24, 2016, Ms. Deans was walking southerly on the sidewalk on Congress Street, at or near Ms. Barraclough's residence, with her child in a stroller.
4. Ms. Deans was attacked suddenly and without provocation by Ransom and severely bitten in her left rear upper thigh area.
5. During the course of the attack, Ms. Deans also suffered bite injury to her left hand and finger.
6. Ms. Dean's injuries were serious in nature such that ambulatory, hospital and subsequent medical care have been required.
7. Pursuant to G.L. ch. 140 § 157, I find that Ransom is a dangerous dog.

Recommendation

1. Ransom shall be confined to the premises of Jillian Barraclough, either securely confined indoors or outdoors in a securely enclosed and locked pen or dog run area. The pen or dog run area shall have a secure roof and if there is no floor secured to the sides, then the sides shall be embedded into the ground for not less than two (2) feet. Within the confines of such pen or dog run, a dog house or proper shelter from the elements shall be provided to protect the dog.
2. Ms. Barraclough shall have thirty (30) days from the date of this order to construct the said locked pen or dog run area and it shall be constructed to the satisfaction of Animal Control Officer Rochelle Thomson.
3. When Ransom is removed from Ms. Barraclough's premises, he shall be securely and humanely muzzled and restrained with a chain or other tethering device having a minimum tensile strength of 300 pounds and not exceeding three (3) feet in length.
4. If Ms. Barraclough is found in violation of this order, Ransom shall be subject to seizure and impoundment by the Animal Control Department and further Ms. Barraclough would be ordered to immediately surrender to the Milford Town Clerk the license and tag in her possession and prohibited from licensing a dog with the Commonwealth for five (5) years.
5. This finding shall be reported to the Milford Town Clerk in accordance with G.L. ch. 140§157 (h).

Mr. Murray also noted that he received correspondence from Animal Control Officer Rochelle Thomson as a follow-up request verifying that "Ransom" has no previous history on file in any of the former towns that Ms. Barrclough resided.

Mr. Kingkade moved, seconded by Chairman Buckley: To approve the recommendation, UNANIMOUS.

18. Mr. Murray requested that Carolyn and Rand Barthel who are opposed to the Algonquin pipeline be invited to a future Selectmen's meeting for an informational discussion. Chairman Buckley suggested that Town Engineer Dean review the information from the Barthels and provide a recommendation to discuss before scheduling an appointment with the board in September.

19. After reviewing correspondence from Andrej Thomas Starkis, Chairman/Milford TV requesting consideration for re-appointment as the Selectmen's Appointee to MilfordTV Board of Directors for a two year term; Mr. Murray moved, seconded by Mr. Kingkade: To re-appoint Andrej Thomas Starkis as the Selectmen's Appointee to MilfordTV Board of Directors for a two year term, UNANIMOUS.

20. After reviewing the Police Chief's Annual License Establishment Activity Report for January 1, 2016 through June 30, 2016, overall the board continues to be satisfied with the trend towards notifying the Milford Police Department as soon as possible in order to be proactive regarding troubling incidents.

21. INFORMATIONAL CORRESPONDENCE -

1. Comcast, re: HD Bundle changes
2. Department of Inspections, re: Monthly Permit and Fee activity

22. Mr. Murray moved, seconded by Mr. Kingkade: To adjourn the Selectmen's meeting at 9:01PM, UNANIMOUS. ROLL CALL VOTE: Chairman William Buckley; Selectmen Brian W. Murray, Esq.; William E. Kingkade Jr. all vote in the affirmative to go into Executive Session to discuss the Town Treasurer's Contract, Fire Chief's Contract and Town Engineer Compensation, UNANIMOUS.

Respectfully submitted:

MILFORD BOARD OF SELECTMEN

Jean M. DeTore
Minutes Recorder

William D. Buckley, Chairman

Brian W. Murray, Esq.

William E. Kingkade, Jr.