

MINUTES OF REGULAR SESSION –DECEMBER 16, 2013

ROOM 03 – TOWN HALL

7:00PM

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

1. Mr. DeBartolomeis moved, seconded by Mr. Murray: To sign the warrant, UNANIMOUS.
 2. Mr. DeBartolomeis moved, seconded by Mr. Murray: To approve the minutes of December 2, 2013 as submitted, UNANIMOUS.
 3. CITIZEN PARTICIPATION - None
 4. Brian K. Cheng, Manager, Imperial Buffet, Inc., 350 East Main Street, along with Attorney Steven Greenwald were present for the hearing on the application of Imperial Buffet, Inc., 350 East Main Street seeking a transfer of their Common Victualler All Alcoholic License to Twelve Baskets LLC d/b/a Sky Buffet, a transfer of location to 324 East Main Street and a change of manager to Yan Ru Tong. Mr. DeBartolomeis suggested that Mr. Cheng contact the Chairman of the Handicap Commission to review the requirements needed at the new location. Mr. DeBartolomeis moved, seconded by Mr. Murray: To approve the transfer of license, UNANIMOUS. Mr. DeBartolomeis moved, seconded by Mr. Murray: To approve the transfer of location, UNANIMOUS. Mr. DeBartolomeis moved, seconded by Mr. Murray: To approve the change of Manager, UNANIMOUS.
 5. Melissa Alves Tomas, Community Development Director, met with the Board to conduct the first of three meetings prior to the February 14, 2014 application deadline for the FY14 Community Development Block Grant. She stated that the purpose of tonight's meeting was to open the discussion and seek public input in determining the community's overall priorities for specific community development goals. The second meeting, a public hearing, is scheduled for January 6, 2014 and will allow Selectmen to receive input from the community, town boards and officials on projects or activities that are included or should be included in the Community Development Strategy. The final meeting will be held January 27, 2014 and Selectmen will be asked to approve the revised CDS that reflects input of the two previous meetings, which will include affirming target area(s) and updating the project list. At the conclusion of this meeting the Board will authorize the activities that will be submitted in the FY14 CDGB application.
- Mr. DeBartolomeis suggested the following:
- He would like to obtain clarification on several of the goals and objectives that are (Ongoing)

- Continue to revitalize and enhance Downtown Milford. Establish a concept going forward as to the improvements that will be made.
- Open Space and Recreation – Continue to Protect from Development
- Work with the Industrial Development Commission on a plan to increase industry

Mr. Murray suggested focusing on the possibility of placing the former Consigli property acquired by the town on Dilla Street under a Conservation Restriction. He referenced Town Counsel's memorandum and further suggested working with Town Counsel and the Town Planner to explore the options outlined in Town Counsel's memo. The land restricted would be remaining land from a possible parking lot expansion.

Chairman Buckley would also like to pursue a design for upgrading downtown. He suggested that the Community Development Office work with the Town Planner and Industrial Development Commission to determine a more concrete strategy and resources for funding. He further suggested looking at other communities as to how they obtained funding, strategy, etc. and encouraged input from citizens and other town boards.

6. Scott Crisafulli, Highway Surveyor updated the board regarding the newest equipment purchased by the Highway Department. He stated that a GPS has been given to all private contractors hired by the Highway Department for snow plowing. The system is very efficient and allows the contractors to punch in and punch out. He further stated that if they leave the route for any reason such as an accident, etc. he can map find them, verify property damage and the capabilities are unlimited. He also noted that the "leaf pick-up" program was completed on schedule this year.

7. Jeffrey J. Batta, President of Milford Nissan Corporation, 320 East Main Street was present seeking an amendment to his Class I License to include an additional storage/display at 148-150 East Main Street. Mr. DeBartolomeis moved, seconded by Mr. Murray: To approve the amendment pending site plan review and with the following stipulations:

1. There shall be no more than thirty motor vehicles kept upon the premises at any one time.
2. Access and egress from the site shall be by Free Street and East Main Street only. There shall be no entrance or exit allowed on the Hamilton Street side of the property, UNANIMOUS.

8. Town Administrator's Report

1. Christmas Eve and New Year's Eve- A reminder that Town Hall will be closed at 1:00 PM on Tuesday, December 24, 2013, the day before Christmas and at 1:00 PM on Tuesday, December 31, 2013, the day before New Year. Town Hall will be open on December 26, 2013 and January 2, 2014.

2. Christmas Wreaths – I want to thank Senior Custodian Carlos Benjamin and Highway Surveyor Scott Crisafulli for both restoring and putting up the Christmas Wreaths along Main Street. I also want to thank Braza and Mancini for the use of their truck. Their efforts are most appreciated.
 3. Massachusetts Rehabilitation Commission (MRC) Internship Program – I met with Tricia Gosselin and John Emokpae of MRC to discuss their Internship Program. They were seeking to place individuals at Town Hall who would work for eight weeks and be paid through their Program. We have placed one individual who is working with the Custodial Department. The Senior Center Director interviewed two additional interns who will be considered for placement.
 4. Technology Task Force Update –The Technology Task Force has now been meeting every 2 weeks. The goal is to create a complete IT Plan. We expect to have the IT Assessment Report from Worldband within the next 2 weeks. We will then have a complete Inventory which will include the age and capacity of all equipment for both Town Hall and the School System and a Recommendation for equipment replacement cycles and a Recommendation for how to handle IT services. The Committee is now focusing on developing the Structure and Budget for the Department to include Personnel, Equipment, Updates and Security. In addition, after consulting with Worldband and Len Beaudrey, our IT Director we are also seeking to implement upgrades at Town Hall over the next 3 to 4 months to include a new Server, Computers and software upgrades. We are also seeking to implement a “Ticketing System” to monitor and efficiently handle technology issues at Town Hall. These are important needs that we feel should be addressed at this time and can and will be incorporated into the IT Budget as it is developed.
9. Town Administrator Villani reviewed correspondence regarding the Request for Qualifications that was published in the Central Register and the Milford Daily News for a Resident Engineer with experience in Historic Renovations to monitor the Contractor’s work for the Town Hall Window Repairs/Restoration project. He stated that the Selection Committee composed of the Town Administrator, Town Engineer and the Building Inspector reviewed the proposals on a qualifications basis only. He further noted that there were seven (7) responses and the Committee is recommending that the contract be awarded to Lamoureux & Pagano Architects at a price not to exceed \$34,606.00. Mr. DeBartolomeis moved, seconded by Mr. Murray: To award the contract as recommended to Lamoureux & Pagano Architects not to exceed \$34,606.00, UNANIMOUS.
10. After reviewing the Job Description for the Town Treasurer’s Position, the Board discussed educational requirements to include a Bachelor’s degree in public administration or finance. The Board further discussed the possibility of requiring a Master’s Degree.

11. Mr. DeBartolomeis, as the Board's representative on the Woodland School Building Committee updated the Board on the committee's progress to date. He stated that as a result of several individuals appealing the approval of the variance, the committee is requesting that the Selectmen forward a proposed by-law change that would amend the Zoning Bylaw relating to public school dimensional requirements to the Milford Planning Board and in addition, a special town meeting be scheduled in late February 2014. Mr. DeBartolomeis moved, seconded by Mr. Murray: To schedule a Special Town Meeting for February 10, 2014, UNANIMOUS. Mr. DeBartolomeis moved, seconded by Mr. Murray: To remand the proposed by-law change that would amend the Zoning Bylaw relating to public school dimensional requirements, to the Milford Planning Board for review, UNANIMOUS.

12. In response to the request received from Scott W. Landgren, RLA Senior Project Manager of CDM Smith: Mr. DeBartolomeis moved seconded by Mr. Murray: To waive any building permit fees associated with the installation of the new restrooms/concession stand project at the Milford High School, UNANIMOUS.

13. Mr. DeBartolomeis moved, seconded by Mr. Murray: To accept, with regret, the resignation of Teresa Persico from the Personnel Board, UNANIMOUS

14. Mr. DeBartolomeis moved, seconded by Mr. Murray: To appoint Mr. Joseph Morais to represent the Milford School Committee and Milford School Department on the Ad Hoc Field Committee, UNANIMOUS.

15. INFORMATIONAL CORRESPONDENCE

1. Milford Upper Charles Trail Committee, re: Maintenance Memorandum of Understanding
2. Schedule of Board Meetings
3. Milford School Committee, re: Appointment of Representative to the Ad Hoc Field Committee

16. Mr. DeBartolomeis moved, seconded by Mr. Murray: To adjourn the Selectmen's meeting at 8:03PM, UNANIMOUS. ROLL CALL VOTE: Chairman Buckley, Selectmen DeBartolomeis and Murray vote in the affirmative to go into Executive Session to discuss A Litigation issue as well as two grievances, UNANIMOUS.

Respectfully submitted:

MILFORD BOARD OF SELECTMEN

Jean M. DeTore
Minutes Recorder

William D. Buckley, Chairman

Dino B. DeBartolomeis

Brian W. Murray, Esq.