

MINUTES OF REGULAR SESSION –AUGUST 21, 2017

ROOM 03 – TOWN HALL

7:00PM

PRESENT: Chairman William E. Kingkade Jr.; Selectman William D. Buckley; Town Administrator Richard A. Villani; and Minutes Recorder Jean M. DeTore. Selectman Michael K. Walsh was absent.

1. Mr. Buckley moved, seconded by Chairman Kingkade: To sign the warrant, UNANIMOUS.
2. Mr. Buckley moved, seconded by Chairman Kingkade: To approve the Minutes of August 7, 2017 as submitted, UNANIMOUS.
3. Mr. Buckley moved, seconded by Chairman Kingkade: To approve the Executive Session Minutes of August 16, 2017 as submitted, UNANIMOUS.
4. Invitation to Speak - Chairman Kingkade recognized Marie J. Parente, a resident of Milford, who voiced her disappointment with the Board's decision to not re-appoint Steve Manguso to the Youth Commission. She also requested that they re-consider and appoint him.
5. Rory D'Alessandro, Chairman of the Milford Board of Library Trustees and member Edward Bertorelli were present to fill, with the Board of Selectmen, the existing vacancy on the Library Board of Trustees. Chairman Kingkade explained the Roll Call Vote procedure and called for nominations. Mr. Buckley moved, seconded by Mr. D'Alessandro to nominate George A. Clemens Jr. Roll Call Vote: Mr. D'Alessandro, Mr. Bertorelli, Mr. Buckley and Chairman Kingkade vote in the affirmative to appoint Mr. Clemens to the position of Library Trustee.
6. At the meeting of August 7, 2017, the board voted to postpone the appointment to fill the existing vacancy on the Blackstone Valley Regional Vocational School Committee until the August 21, 2017 Selectmen's meeting, to allow the current pool of candidates to submit a detailed resume. Joseph Morais, Chairman of the Milford School Committee and members Jennifer Parson; Joseph E. Callery; John Erickson; Scott Harrison and James Ligor were present to fill, with the Board of Selectmen, the existing vacancy of Arthur E. Morin, Jr./Blackstone Valley Regional Vocational School Committee. Chairman Kingkade explained the Roll Call Vote procedure and called for nominations. Mr. Buckley moved to nominate Anthony Chinappi, Chairman Kingkade seconded. Chairman Kingkade called for a Roll Call Vote on the nomination to appoint Anthony Chinappi: Mr. Morais; Mr. Ligor; Ms. Parson; Mr. Callery vote in opposition, Mr. Harrison voted in favor to appoint Anthony Chinappi to the position of Blackstone Valley Regional Vocational School Committee representative; Mr. Buckley and Chairman Kingkade vote in the affirmative. Three in favor, Five opposed. Mr. Morias made a motion to nominate Mr. Paul Braza, Mr. Buckley seconded. Roll Call Vote on the nomination to appoint Paul Braza: Mr. Joseph Morais; Jennifer Parson; Joseph E. Callery; John Erickson; Scott Harrison, Selectman Buckley and Chairman Kingkade all vote in the affirmative to appoint Mr. Braza, UNANIMOUS.

7. At 7:22PM Chairman Kingcade called for a short recess.
8. At 7:24PM Chairman Kingcade called the meeting to order.
9. Town Administrator Villani informed the board that the position of Town Accountant was advertised in the Beacon, Milford Daily News and posted on the Town website and Beacon website. Twenty-eight (28) applications were received and reviewed by the Finance Director and Town Administrator. Out of the twenty-eight (28), Six (6) candidates were interviewed by Finance Director Zachary Taylor. Four (4) individuals were then interviewed by Town Administrator Villani and Finance Director Zachary Taylor. Three individuals were then selected to be interviewed by the board for the position of Town Accountant:
 1. Linda Catanzariti – 5 Trettle Drive, Milford
 2. Gene A. Ferrari, Jr. – 111 Orchard Street, Athol, MA 01331
 3. Thomas A. Brown – 33 Oliver Street, Milford

Each candidate gave a brief summary on work experience, why they would like to work for the Town of Milford and customer service.

After the interviews were completed: Mr. Buckley moved, seconded by Chairman Kingcade: To appoint Thomas A. Brown to the position of Town Accountant and allow Mr. Villani to begin contract negotiations for salary and vacation, UNANIMOUS.

10. At 8:22PM Chairman Kingcade called for a short recess.
11. At 8:28PM Chairman Kingcade called the meeting to order.
12. Andrew Diorio, IT Manager thanked Town Administrator Villani, Finance Director Zachary Taylor, IT Technician Daniel Fournier, Worldband and the Finance Committee for their support. He provided a power point presentation as follows:

IT Year End Wrap-up

 - Completed all projects by April
 - Closed out the IT budget in the positive

Completed the following non planned projects

 - Varonis Security Suite
 - OPW Fuel Management System for the Highway Department
 - Pension Technology Group (PTG) web portal
 - SolarWinds Helpdesk Ticketing System
 - Dameware Remote Control
 - Lansweeper
 - Passwork Policy

Fiscal Year 2018

- Computer Replacement
- Install rack mount UPS's in the Town Hall server room
- Replace the Highway Department firewall
- Install Sonic Points at the Senior Center Hall
- Start planning for an Enterprise Resource Program (MUNIS)
- Look into Cloud Solutions

Mr. Buckley requested dates and plans for what and when items are planned for 2018.

Mr. Diorio introduced the new Town of Milford Website. He stated that the new website should be live this week.

Mr. Kingkade requested a separate e-mail for Town of Milford be established rather than his personal one. It was the consensus of the board that the selectmen should each have their own town e-mail address.

Mr. Buckley recommended that Mr. Diorio provide the same power point presentation for the Finance Committee.

13. TOWN ADMINISTRATOR'S REPORT

1. Town Hall – We have completed repairs to the ceiling and walls at the Upper Town Hall. These repairs included compounding and painting. I want to thank Facilities Director, Carlos Benjamin for overseeing this project.
2. MS4 General Permit – We have been informed by MassDEP that they have postponed the implementation schedule for the state MS4 permit. This action aligns the state's permit schedule with the postponement of the Federal permit. This decision avoids confusion and allows communities to dedicate their resources to the work they are already doing to comply with the 2003 MS4 permit and protect the environment until the Court rules on the appeal.

14. After reviewing the new language within Section 3 of Chapter 94G which controls in terms of the working of the ballot question for the September 19, 2017 referendum question: Mr. Buckley moved, seconded by Chairman Kingkade: To remand the summary and language for the proposed amendment to the Zoning By-Laws to the Planning Board for public hearing, UNANIMOUS.

15. Town Administrator Villani provided a posting as well as the application process and timeline for the position of Building Commissioner.

Mr. Buckley requested the following changes to the Job Description:

Education and Experience: "College graduate with a Bachelor's degree in Engineering *preferred, but not required,*" and certification as a Building Commissioner, "*or able to acquire the same within eighteen (18) months of hire.*"

Special Requirements: Add "*Local Inspector Certification*"; State Certification as a Building Commissioner *or able to acquire the same within eighteen (18) months of hire.*"

16. Town Administrator Villani provided specific Tasks and Objectives for FY18 as follows:

1. Goal-Develop ADA Transition Plan
2. LED Lighting Installation
3. Continue to improve communication with and performance of Department Heads and levels of cooperation between Departments
4. Coordinate administrative tasks and duties

Mr. Buckley requested the following additions or changes:

- ✚ Develop a number scale such as 1-5 (5 exceeds expectations...1 below expectation as well as lines for comments.
- ✚ New Item #2 – Develop a Policies and Procedures Manual with WEIGHTING – 20%
- ✚ LED Lighting Installation change WEIGHTING – 15%
- ✚ Goal #III- Place an emphasis on improving communication and level of cooperation between the Assessor's and Building Department. WEIGHTING 20%
- ✚ Item #4 – Establish a more timely Budgets/Process for Selectmen to review

He further suggested that the Town Administrator's Evaluation be his goals and objectives.

17. Mr. Buckley moved, seconded by Chairman Kingkade: To appoint Andrew Lizotte to the Finance Committee, UNANIMOUS.

18. After reviewing the Policy for Handling and Resolution for all Third-Party Claims against the Town under the Self-Insurance Program: Mr. Buckley moved, seconded by Chairman Kingkade: To approve the policy as presented after amending Item #1 to read: "*category 2 or 3 authorization,*" UNANIMOUS.

19. Chairman Kingkade noted that at a previous meeting he had suggested that Town Clerk Amy Neves co-chair a committee to discuss possible polling changes, changing election dates, and reaching out to schools trying to increase voting participation. He requested that Mr. Villani contact Town Clerk Amy Neves to obtain the progress of establishing that committee. After a brief discussion; Mr. Buckley moved, seconded by Chairman Kingkade: To appoint Brian Cole and Amy Neves as co-chair to the Town Election Committee, UNANIMOUS.

20. Chairman Kingkade requested that Town Administrator Villani invite the “new” Administrator of the Milford Geriatric Authority to a future meeting. He also requested a meeting with the Board of Assessors.

21. Mr. Buckley moved, seconded by Chairman Kingkade: To appoint the following individuals as Limited Duty Constables for a Term To Expire June 30, 2018: Mary Jo Bently; Lauris Connolly; Paul Davidson; Peggy Farrell; Manny Fonseca; Donald Iacovelli; Toussaint Jackson; Sue Kozlowski; Nadine Ladeau; Gloria Linnell; Larry Lowther; Donna Mason; Francis O’Neill; and John Sherillo.
Subs: Richard Brogioli; Myron Gorbey; Christine Wyspianski; and Francisco Chaves.

22. Mr. Buckley moved, seconded by Chairman Kingkade: To authorize the request from the Board of Sewer Commissioners to dispose of surplus property; One (1) 1994 Ford F350 Utility Truck and One (1) John Deere 650 Tractor includes Mower Deck and Snow Blower, UNANIMOUS.

23. Mr. Buckley moved, seconded by Chairman Kingkade: To approve the request from the Italian-American War Veterans Post #40, 4 Hayward Field for a One-Day All Alcohol License for September 9, 2017 from 10:00AM-6:00PM, UNANIMOUS.

24. Mr. Buckley moved, seconded by Chairman Kingkade: To approve the request from Craft Roots Brewing, 4 Industrial Road, for a One-Day Malt License for September 23, 2017 from 2:00PM-10:00PM, UNANIMOUS.

Mr. Buckley noted that in his opinion, the fee for a one-day license was high. He requested placing the License fee schedule on the next agenda.

25. Mr. Buckley moved, seconded by Chairman Kingkade: To approve the request from Café Sorrento, 143 Central Street, for a One-Day All Alcohol License for September 17, 2017 from 1:00PM-6:00PM, UNANIMOUS.

26. After reviewing correspondence from Devlin Law Offices, LLC requesting a change in officers on behalf of 99 West, LLC, d/b/a 99 Restaurant, 196B East Main Street, following the advisory issued by the Alcoholic Beverages Control Commission’s letter of July 25, 2017, it was Mr. Buckley’s opinion that Attorney Devlin’s letter and the ABCC’s letter were conflicting as to what was required from the Local Licensing Authority. No action was taken.

27. INFORMATIONAL CORRESPONDENCE None

28. Mr. Buckley requested that Town Administrator Villani review the proposed articles for the September 26, 2017 Special Town Meeting with Town Counsel stating that Article 2 conflicts with the board's request not to seek additional funds.

29. Mr. Buckley moved, seconded by Chairman Kingkade: To adjourn the Selectmen's meeting at 9:45PM, UNANIMOUS.

Respectfully submitted:

MILFORD BOARD OF SELECTMEN

Jean M. DeTore
Minutes Recorder

William E. Kingkade, Jr., Chairman

William D. Buckley

Michael K. Walsh