

MINUTES OF REGULAR SESSION –DECEMBER 11, 2017

ROOM 03 – TOWN HALL

7:00PM

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

1. Chairman Kingkade presented citations to the following Milford High School Cheerleaders in recognition of a successful and exciting season and winning the 2017 MIAA State Cheerleading Championship: Coach Heather Johnson; Caitlyn Baglione; Zoe Bird; Kirsten Buddington-Davis; Hayley Caliri; Ariana Covino; Jada Crowley; Kelsie Duest; Shevill Feaster; Michaela Girard; Ava Goncalves; Gabi Johnson; Madelyn Kadra; Emma Kingkade; Lucy Kingkade; Giana Lanzetta; Stephanie MacRae; Jillian Morin; Ally Nesta; Kaitlyn O'Connor; Thiago Pacheco; Katherine Schuler; Miyoko Yancey and Ashley Zagami.
2. At 7:12PM Chairman Kingkade called for a short recess for picture taking.
3. At 7:17PM Chairman Kingkade called the meeting to order.
4. Mr. Buckley moved, seconded by Mr. Walsh: To sign the warrant, UNANIMOUS.
5. Mr. Buckley moved, seconded by Mr. Walsh: To approve the Minutes of November 27, 2017 as submitted, UNANIMOUS.
6. **Invitation to Speak** - None
7. Chairman Kingkade announced that the Special Olympic Sports Program will begin on January 6 to February 16, 2017 from 9:30AM-11:00AM at the Milford High School, ages 2-10. More information is available on the website or by contacting Jennifer Walsh.
8. Chairman Kingkade noted that the tax hearings scheduled for this evening have been cancelled. He further stated that the Town Administrator has worked out a payment plan for past due taxes with each property owner.
9. Finance Director Zachary Taylor; Thomas Brown, Town Accountant and Christopher Morin, Chairman/Finance Committee were present to discuss the proposed budget process timeline. Mr. Taylor noted that beginning in **January**, he would like to schedule a meeting with the Town Administrator; Finance Committee Chair and Board of Selectmen Chair to discuss and review the following:
 - current fiscal year half year results for both department revenue and expenses
 - preliminary revenue forecast for the following year

- review scheduled capital requests as submitted for anticipated inclusion on a warrant in the following year
- Review and discuss non-capital appropriations

February:

- Develop budget package for final review with both the Board of Selectmen and the full Finance Committee

March:

- All budgets from Departments, Boards and Committee's due no later than March 15th
- Round table discussion with Board of Selectmen to review details of each department

April:

- Review total budget as projected vs submitted for final approvals to be included on Article 4 of the Annual May Town Meeting

May:

- Financial Team Meeting
- Annual Town Meeting Vote

After a brief discussion, the board commended Mr. Taylor and noted that they were pleased to receive a written timeline process.

10. TOWN ADMINISTRATOR'S REPORT

1. ADA Self-Evaluation and Transition Plan – I want to update the Board on the progress of developing the Plan. We have had an initial meeting with our consultants, Michael Kennedy and James Mazik to review the project goals and objectives. Present at the meeting were Jen Walsh, Chair of the Commission on Disability, Dino DeBartolomeis, Commission on Disability member, Rob Quinn, Facilities Director of the Schools, Kathy Perry, School Business Superintendent, Mike Bresciani, Parks Director and myself. We reviewed the timeline for the Plan and steps to begin the Plan. The first step was for each Department Head to complete a Survey form prepared by the consultants. We then had a meeting with all Department Heads and the School and Parks on December 7, 2017 to review the Survey forms. The consultant has completed the onsite assessments for the Highway Department and Senior Center and started the onsite assessment of Town Hall. The plan is do the Town buildings first and then coordinate with the School representatives to do the onsite assessments of the Schools during vacation periods. Once the assessments are completed they will prepare the Self-Evaluation and Transition Plan which will specify structural and non-structural methods to barrier removal of physical obstacles that limit accessibility and include cost estimates. There will also be presentations to the Selectmen and Commission on Disability.

2. Christmas Eve and New Year's Eve- A reminder that Town Hall will be open all day on Friday, December 22, 2017 and on Friday December 29, 2017. Town Hall will be open on December 26, 2017 and January 2, 2018.
3. Christmas Wreaths – I want to thank Senior Custodian Carlos Benjamin, Members of the Fire Department, Highway Surveyor Scott Crisafulli and members of the Highway Department for putting up the Christmas Banners and Wreaths along Main Street. Their efforts are most appreciated.
4. Department Head "Roundtable" Meeting – I provided the Board members with a draft Agenda for this meeting as discussed by the Board at its November 16th meeting. The Board suggested each Department, Board, Committee and Schools list their top three priorities, share best practices and suggest areas where mutual cooperation will be of benefit.

11. Town Administrator Villani provided a draft agenda for the proposed "Round Table" meeting with Department/Board/Committee and Schools. After a brief discussion: Mr. Buckley moved, seconded by Mr. Walsh: To approve the agenda as presented after amending Item B to read: "Discuss – ways each department will provide improvement to customer service" and schedule the meeting for January 18, 2017, UNANIMOUS.

12. Town Counsel Moody was present to discuss the proposed Marijuana Ballot Question. In his opinion, he suggested waiting for the Attorney General's decision on the Zoning By-law before scheduling a special election for the ballot question.

13. Mr. Buckley requested that Town Administrator Villani provide an update on the property in tax title on Princeton Drive.

14. Mr. Buckley also requested that Town Administrator Villani seek information to replace the recycle containers with ones that have lids from the Board of Health. He further suggested possible funding through any grant opportunities.

15. Mr. Walsh suggested inviting the Firefighters that organized the "Santa Parade" to the next meeting to thank them for their outstanding efforts.

16. INFORMATIONAL CORRESPONDENCE

1. Citizens for Milford, re: "Thank You"/Medal of Liberty Ceremony

After reviewing correspondence from the Citizens for Milford, Mr. Walsh suggested inviting them to the next meeting to thank them for organizing the "Tree Lighting" ceremony as well and acknowledge Steve Trettel, Vinnie Cifizzarri; Matty Veneziano and Jo-Ann DeMaria Morgan for their efforts.

17. Mr. Buckley moved, seconded by Mr. Walsh: To adjourn the Selectmen's meeting at 7:58PM, UNANIMOUS. ROLL CALL VOTE: Chairman William E. Kingkade, Jr.; Selectmen William D. Buckley and Michael K. Walsh all vote in the affirmative to go into Executive Session to discuss Central Street property and Milford Water Company negotiations.

Respectfully submitted:

MILFORD BOARD OF SELECTMEN

Jean M. DeTore
Minutes Recorder

William E. Kingkade, Jr., Chairman

William D. Buckley

Michael K. Walsh