

MINUTES OF REGULAR SESSION –JANUARY 22, 2018

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. Mr. Buckley moved, seconded by Mr. Walsh: To sign the warrant, UNANIMOUS.
 2. Mr. Buckley moved, seconded by Mr. Walsh: To approve the Minutes of January 8, 2018 as submitted, UNANIMOUS.
 3. Mr. Buckley moved, seconded by Mr. Walsh: To approve the Minutes of January 17, 2018 as submitted, UNANIMOUS.
 4. **Invitation to Speak** - None
 5. Joseph M. Antonellis, Attorney for Bug Restaurant Holdings, LLC c/o RD Management LLC, 120-128 Medway Road Unit 1, was present along with John M. Mooradian, Attorney for Red Heat Tavern of Milford, LLC d/b/a Red Heat Tavern and proposed Manager Alan Frati, for the Public Hearing seeking to transfer the All Alcohol, and Common Victualler licenses, as well as an alteration of premises. Mr. Buckley moved, seconded by Mr. Kingkade: To approve the transfer of licenses and change of manager as presented, including the alteration of premises, UNANIMOUS.
 6. Chairman Kingkade thanked all department heads and board chairpersons that attended the recent "Round Table" discussion. In his opinion, it was a successful meeting with positive comments and suggestions. He stated that they:
 - agreed to meet collectively at least twice a year
 - form sub-committees to discuss goals
 - improve communicationMr. Walsh noted that in his opinion the common theme was to improve communication among departments.
- Mr. Buckley suggested follow up meetings off-site for half days with lunch and an agenda with goals that each board or committee would like to discuss such as:
- permitting process/sign off and routing
 - transportation of youth to the youth center/legal ramifications
 - task force integration
 - building departments highest priorities for the next task force
 - researching grant opportunities/earmarking legislation for feasibility studies for parking at the Town Hall and Library/Land acquisition costs

7. After reviewing correspondence from Town Counsel Moody informing the board of his intent to retire on or about March 17, 2018, the board expressed appreciation for his thirty-nine (39) years of service.

A discussion ensued regarding establishing a timeline to appoint a new Town Counsel. Chairman Kingcade suggested forming a search committee consisting of Attorney Laura A. Mann; Attorney Michael J. Noferi and Attorney Jed M. Nosal appointing Attorney Mann to chair the committee.

Mr. Buckley moved, seconded by Mr. Walsh: To appoint Attorney Laura A. Mann as Chair; Attorney Michael J. Noferi and Attorney Jed M. Nosal as members of the search committee for Town Counsel, UNANIMOUS.

After reviewing the job description for Town Counsel: Mr. Walsh moved, seconded by Mr. Buckley: To change ten (10) years of experience to five (5) and allow Town Administrator Villani to proceed with the proposed timeline, UNANIMOUS.

Town Administrator Villani suggested the following timeline:

1. Advertise in The Beacon, submitted by January 23, 2018 for a publication date of February 1, 2018. Also, advertise in Lawyer's Weekly on January 29, 2018 and February 12, 2018. We can also advertise on the MMA website as well as the Town of Milford website.
2. 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.
3. This information is due by February 23, 2018.
4. February 26 through February 28, 2018 Town Counsel Selection Committee and the members of the Board of Selectmen will review all applications.
5. March 12, 2018 Board of Selectmen conduct final interviews.

8. Mr. Buckley moved, seconded by Mr. Walsh: To schedule the Annual Town Meeting for Monday, May 14, 2018 at 7:30PM with the Warrant opening, January 22, 2018 closing at 12 Noon on Thursday, February 22, 2018, UNANIMOUS.

9. TOWN ADMINISTRATOR'S REPORT

1. Fire Department Grants – I have been informed by Fire Chief Touhey that the Milford Fire Department has been awarded two (2) grants from the Executive Office of Public Safety and Security Department of Fire Services. The grants are the Student Awareness of Fire Education in the amount of \$4,308.00 and the Senior Awareness of Fire Education in the amount of \$2,615.00. These two grants help pay for manpower and supplies to be delivered to the schools and seniors. Both programs also seek to educate students and seniors on fire prevention, general home safety and how to be better prepared in the event of a fire. Since the student program was initiated twenty three (23) years ago, average annual child fire deaths have been reduced by 72 %. The senior program was started three years ago.
2. Budget - Department Head Meeting -The Finance Director and I will be meeting with Department Heads this Wednesday, January 24th to begin the FY 19 Budget Process. We will review the Budget Timeline as well as guidelines for budget preparation, including requesting additional personnel.
3. Ardagh Group- As the Board knows, we have received notification from Ardagh Glass Inc. that it will permanently cease all operations at the Milford Plant located at One National Street within a fourteen day period beginning on March 14, 2018. This will result in the permanent termination of all 251 employees working at the plant.

Mr. Buckley suggested sending a letter to the manager of Ardagh Glass Inc. requesting:

- the number of Milford employees that are affected by the closing
- the future plans for the building
- Security procedures established for the vacant building

He also requested the status of the prior T.I.F. agreement as well as contacting Representative Murray and Senator Fattman requesting information on job training resources

10. INFORMATIONAL CORRESPONDENCE

1. Fios TV pricing changes

11. Mr. Buckley moved, seconded by Mr. Walsh: To adjourn the Selectmen's meeting at 8:01PM, 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 the Highway Department Contract and Central Street property.

Respectfully submitted:

Jean M. DeTore
Minutes Recorder

MILFORD BOARD OF SELECTMEN

William E. Kingkade, Jr., Chairman

William D. Buckley

Michael K. Walsh