

MINUTES OF REGULAR SESSION –FEBRUARY 12, 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 22, 2018 as submitted, UNANIMOUS.
 3. **Invitation to Speak** - None
 4. Daniel Brennan Jr., DPB Design Consultants, 50 Holt Road, Andover, MA representing Starbucks Coffee, was present seeking a Common Victualler license at 128 Medway Road. Mr. Buckley moved, seconded by Mr. Walsh: To approve the request for a Common Victualler license at 128 Medway Road for Starbucks Coffee (#51897), UNANIMOUS.
 5. Kelly Capece, Benefits Coordinator was present to update the Board on the Benefits department including the Health Insurance Mitigation Account, Flex Spending Account and Dependent Care Account Plan. After a brief discussion regarding the Health Insurance Mitigation Account; Mr. Buckley moved, seconded by Mr. Walsh: To include an Article in the May Annual Town Meeting Warrant to replenish the Health Insurance Mitigation account in the amount of \$100,000.00, UNANIMOUS.
- Ms. Capece noted that due to the current enrollment for Flexible Spending and Dependent Care, the annual cost for maintenance fees is approximately \$5,000 and the average in excess funds over the past five years has totaled approximately 75% of that cost. She is seeking approval for the Town to incur the cost of the maintenance fees being offset by any excess funds. Mr. Buckley moved, seconded by Mr. Walsh: To approve the request to incur the cost of the maintenance fees offset by any excess funds, UNANIMOUS.

After reviewing the Health Insurance Opt-Out Payment Program: It was the consensus of the board to obtain benchmark data from other communities.

6. Zachary Taylor, Finance Director along with Thomas Brown, Town Accountant, were present to discuss the FY19 preparation of the Budget. Mr. Taylor provided a spread sheet with Projected Revenues and Estimated Expenditures. He also suggested building the budget on negotiated contract agreements and level fund expenditures. He also recommended that the Department Head complete a form if requesting to hire any new employee or a change in current staffing. The form would then be submitted to the appropriate board, i.e. Board of Health, etc., Finance Director

for review and comment, Town Administrator and finally the Board of Selectmen for review and comment. It was the consensus of the board to implement as part of the budget process. Mr. Brown noted that the recent Audit by Scanlon and Associates went very well. He further stated that the auditors were very impressed with the staff's willingness to provide information and the questions asked by the Finance Director about the audit. Auditors stated they wished more towns were like Milford.

7. TOWN ADMINISTRATOR'S REPORT

1. Ardagh Group- As requested I contacted Ardagh regarding their plans for the closure of their Milford Plant located at One National Street in March. I did speak with Jim Warner, Risk Management & Government Affairs at Ardagh. He informed me that when the plant ceases operations, they will hire a professional security company to provide security for the building and premises. They have not yet determined any future use for the building. He anticipates it will be used as a warehouse for a period of time. There are no current plans to shut off utilities. They are planning a job fair for the employees. Senator Fattman and Representative Murray have also contacted Ardagh to provide assistance to the Company and its employees through available State programs.
2. Schedule A Financial Report – I have been informed by Finance Director, Zach Taylor, he has completed Schedule for FY 17 which has been processed and approved by the Department of Revenue Division of Local Services. This is a complete detailed report of the financial activity for the fiscal year. If this Schedule is not filed correctly or in a timely manner the State can withhold state aid.
3. Bus Stop Benches- Scott Crisafulli, Chairman of the Transportation Advisory Committee has informed me that they have selected two bus stop locations to install benches. They will be installed at Shaw's on Route 140 and at the High School. The benches will be provided by Josh Ahern as part of his Eagle Scout Project. The Highway Department will supply the concrete and file the required application with Dig Safe. Josh will provide all other materials including the bench as well as labor. Installation will be done in the spring. We thank Josh for his efforts.
4. 23 Princeton Drive- The property located at 23 Princeton Drive is scheduled for Public Auction on Thursday, March 15, 2018 at 10AM. The minimum price is set at \$110,000.00.
5. 49 Dilla Street- the property located at 49 Dilla Street was auctioned on January 25, 2018. The property was sold for the asking price of \$90,000.00. The Town received a deposit of \$10,000.00 from the Buyer who is working with Town Counsel on the closing process.
6. Snow and Ice Vote to Deficit Spend- Highway Surveyor, Scott Crisafulli, has informed me the snow and ice budget is in deficit. The Board needs to Vote to allow the Highway Surveyor to continue to deficit spend.

Mr. Buckley commended Mr. Taylor and his staff for an exceptional job.

8. After reviewing the request from Scott Crisafulli, Highway Surveyor seeking approval to deficit spend Milford's Snow & Ice Budget under M.G.L. Ch. 44 § 31D for those expenses directly related to the removal of snow and ice that are variable from year to year depending of the severity of the winter: Mr. Buckley moved, seconded by Mr. Walsh: To allow deficit spending as stated, UNANIMOUS.

9. Town Administrator Villani updated the board on the posting for the position of Town Counsel. He stated that the application deadline is February 23, 2018. It was posted in the Lawyers Weekly Publications, Inc. for January 29 and February 12, 2018; and the Beacon on February 1, 2018 as well as on the town's website. After a brief discussion it was the consensus of the board to request that Town Administrator Villani request a timeline from the Town Counsel Selection Committee with the understanding that the board is prepared to hire a short-term Attorney to fill the gap and suggested that he research Attorneys that represent municipalities who could handle legal matters for the town until a full time Town Counsel is hired.

10. Town Administrator Villani provided the bid results for the sale of the former Middle School East. It was advertised in the Milford Daily news on November 9 and November 16, 2017 and the Central Register on November 1, 2017. The bid deadline was January 25, 2018. He stated that a number of firms pulled specs, however, only one bid was received from Kevin W. Lobisser, President of Lobisser Building Corp., 31 Whitewood Road, Milford, MA. After a brief discussion: Mr. Buckley moved, seconded by Mr. Walsh: To sign a letter of intent with the builder accepting the bid amount of \$115,000, and pending requirements for either of the options presented after a discussion with the Zoning and Planning board, UNANIMOUS. It was the consensus of the board to invite Mr. Lobisser to the next meeting.

11. Mr. Buckley moved, seconded by Mr. Walsh: To insert the message requested by Amy Neves, Town Clerk with the tax bills due May 1st to remind residents of the Town of Milford Elections for 2018, UNANIMOUS.

12. Mr. Buckley moved, seconded by Mr. Walsh: To approve the request from Papa Gino's, 42 Cape Road, to increase their automatic amusement license from 2 games to 3, UNANIMOUS.

13. Mr. Buckley moved, seconded by Mr. Walsh: To accept the gift from Birch Hill Condominium in the amount of \$100.00 to the Milford Fire Department for equipment and supplies, UNANIMOUS.

14. After reviewing correspondence from Charles C. DiAntonio, Vice Chairman/Zoning Board of Appeals: Mr. Buckley moved, seconded by Mr. Walsh: To allow the Zoning Board of Appeals to retain the services of Town Counsel through June 30, 2018 to continue hearings in regard to the 40B application for Robsham Village, UNANIMOUS.

15. INFORMATIONAL CORRESPONDENCE - NONE

16. Mr. Buckley moved, seconded by Mr. Walsh: To adjourn the Selectmen's meeting at 8:22PM, 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 Water Company, Firefighter grievances, Woodland School Building Committee; and Dispatchers/Contract.

Respectfully submitted:

Jean M. DeTore
Minutes Recorder

MILFORD BOARD OF SELECTMEN

William E. Kingkade, Jr., Chairman

William D. Buckley

Michael K. Walsh