

MINUTES OF REGULAR SESSION –December 19, 2016

ROOM 03 – TOWN HALL

7:00PM

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

1. Mr. Murray moved, seconded by Mr. Kingkade: To sign the warrant, UNANIMOUS.
2. Mr. Murray moved, seconded by Mr. Kingkade: To approve the Minutes of December 5, 2016 as submitted, UNANIMOUS.

**3. TOWN ADMINISTRATOR'S REPORT**

1. Community Compact IT Update- On December 6, 2016 we submitted a Scope of Work and Cost Estimate to upgrade our Town Website to Pam Kocher, Director of Special Initiatives of the Division of Local Services. Today I participated in a conference call with Michael Hamel, Director of the Office of Municipal and School Technology and Amelia Percentie, Municipal Technology Analyst also from that office. We reviewed the scope and projected cost to upgrade the Town Website. They then reviewed our project with Pamela Kocher and she then informed me the Town will be awarded a grant from the Executive Office for Administration and Finance in the amount of \$12,500.00 for our website upgrade to enhance citizen engagement through the Community Compact. Upon execution of the Contract the Town will receive 75% of the total Grant amount with the other 25% to be received upon completion of the Project. The Project must be completed by December 31, 2017.
2. Christmas Eve and New Year's Eve- A reminder that Town Hall will be closed on Monday, December 26, 2016, the day after Christmas and on Monday, January 2, 2017, the day after New Year. Town Hall will be open until 5 PM on Friday, December 23rd and Friday, December 30, 2016.
3. Christmas Wreaths – I want to thank Facilities Director 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. Main Street Crosswalk Update – The Highway Surveyor, Police Chief and Town Engineer have reviewed the potential location for a crosswalk on Main Street. They also requested a consultant visit the area to help determine the best location for the crosswalk as to safety and ADA compliance. CHA Consulting, Inc. is recommending the best location is at the north corner of Franklin Street at Main Street to Draper Park. This will eliminate the need to remove three parking spaces and relocation of a catch basin for a shorter, safer crosswalk. Due to the time of year, the Project will be reviewed in the spring.

5. Archer Rubber Demolition – I am informed by Deputy Fire Chief, Mark Nelson, that a schedule for the demolition has been prepared. Interior abatement of asbestos should be completed by the end of this week. The anticipated completion date for the demolition is mid - February, 2017. The owners will have a security company on site during all hours when work is not being performed. I will keep the Board updated as the process progresses.

4. Chairman Buckley presented citations to Dispatchers Lisa Trusas and Kim St. Armant in recognition of their swift, decisive and heroic action on December 4, 2016 which resulted in the prevention of a tragedy. Police Chief Thomas O'Loughlin presented citations from Frank Bosniack Massachusetts 911 and the Milford Police Department. Mona Wallace, Director of 911 Training, Mr. and Mrs. James Sweeney, and their daughter, were also in attendance.

At 7:25PM Chairman Buckley called for a short recess in order to allow a photo opportunity with the dispatchers, Selectmen and Sweeney family.

At 7:35PM Chairman Buckley called the meeting to order.

5. INVITATION TO SPEAK – Mr. Jamie Wheelock, a resident of Milford voiced his concerns regarding the closing of the Pediatric Care Unit at the Milford Regional Hospital.

6. Andrew Diorio, IT Manager, provided a power point presentation and update on:
- IT Overview
  - Town of Milford IT Projects for Town Hall, Senior Center, Highway, and Milford Youth Center
  - Varonis
  - Town of Milford Website
  - Pension Technology Group (PTG)
  - Fiscal Year 2018
  - Fiscal Year 2019

He also provided a three (3) year IT project overview.

Chairman Buckley suggested inserting a completion date column to the spread sheet. He also requested investigating the installation of Help Desk software and working with the School Department to stay on the same ticketing system. Mr. Buckley requested that Town Administrator Villani consult with Town Counsel regarding the possibility of meeting in executive session with Mr. Diorio to discuss external threats, type of information stored, identifying and supporting needs, securing employee information. He further requested prioritizing a Capital Plan by the middle of January 2017.

Mr. Kingkade asked for an update on the status of Clear Gov. Finance Director Taylor noted that the School Department is interested in the program and if the town signed on as well, we would receive a 20% discount at a cost of \$4,800. Mr. Murray moved, seconded by Mr. Kinkade: To

authorize the purchase of the ClearGov program at a yearly cost of \$4,800, UNANIMOUS.

7. Mr. Murray moved, seconded by Mr. Kingkade: To approve the request from Central Tavern, 31 Central Street for an Extension of serving hours on New Year's Eve until 2AM, January 1, 2017, UNANIMOUS.

8. Mr. Murray moved, seconded by Mr. Kingkade: To approve the request from Maspenock Rod & Gun Club, Inc. for a One Day All Alcohol license for February 25, 2017, UNANIMOUS.

9. Mr. Murray informed the board that he attended the annual award presentation at the Senior Center for the students who won the Voice of Democracy and Patriots Pen essay contests sponsored by the VFW Post 1544. He requested that Town Administrator Villani invite Commander Stephen Petak as well as the recipients of the awards to a future meeting to award citations.

10. After reviewing correspondence from the Attorney General's office, regarding OUI Last Drink Information, the Board requested that Town Administrator Villani inform the owners of the license establishments of the Board's concern and recommendation to continue to be vigilant.

11. After reviewing correspondence from Town Administrator Steven Sette of Hopedale, requesting a letter of support from the Town of Milford as part of a Mass Works application through CMRPC in an effort to redesign and reconstruct the intersection at Rte. 16 and Hopedale Street in the Town of Hopedale; Chairman Buckley requested that Town Administrator Villani meet with Mr. Sette to have a broader discussion on mutual projects under State grants that would benefit both towns i.e. repair of the Mellon Street Bridge and looks forward to reviewing a Memorandum of Understanding.

12. Town Administrator Villani provided six (6) HR position descriptions as well as the MMPA Salary Benchmark Survey regarding the functions and duties of an HR Director. He noted that essential job functions included in the position descriptions include:

- Ensuring compliance with Federal, State and Local Government Laws
- Administration of Employee Benefits
- Grievance Procedure Administration – Mediation of Employee disputes – Improve Communication
- Conduct Performance Evaluations
- Develop, conduct or provide training for Town Officials and Employees
- Job Design and Classification
- Advise and coach Department Heads and others on accepted and appropriate Personnel Practices
- Conduct investigations of discrimination, harassment and other claimant charges

Chairman Buckley noted that in his opinion, Town Counsel Moody's correspondence answered his questions regarding the difference in functions of the Personnel Board and a Human Resources Department and feels that the functions of a Human Resources Department are well beyond that of the Personnel Board. Mr. Murray stated that in his opinion, the job descriptions that were provided refer to Town Managers, therefore, it was the consensus of the board to discuss the information on a Human Resource Director at a future meeting.

**13. INFORMATIONAL CORRESPONDENCE   None**

14. Mr. Murray moved, seconded by Mr. Kingkade: To adjourn the Selectmen's meeting at 8:34PM, UNANIMOUS. ROLL CALL VOTE: Chairman William Buckley; Selectmen Brian W. Murray, Esq.; William E. Kingkade Jr. all vote in the affirmative to go into Executive Session to discuss possible acquisition of the Milford Water Company, UNANIMOUS.

Respectfully submitted:

MILFORD BOARD OF SELECTMEN

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Jean M. DeTore  
Minutes Recorder

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William D. Buckley, Chairman

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Brian W. Murray, Esq.

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William E. Kingkade, Jr.