

MINUTES OF REGULAR SESSION –FEBRUARY 22, 2016

ROOM 03 – TOWN HALL

7:00PM

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

1. Commander Steve Petak from the VFW was present to inform the board of the most recent awards sponsored by the National VFW. Chairman Murray presented a citation to Julia M. Sparks in recognition of receiving the Patriots Pen Award for her essay “What Freedom Means to Me”.

2. Mr. Buckley moved, seconded by Mr. Kingkade: To sign the warrant, UNANIMOUS.

3. Chairman Murray requested that Item #10 of the minutes of February 8 be amended to read –Harold Rhodes would arrange to hold two (2) additional informational forums. Mr. Buckley moved, seconded by Mr. Kingkade: To approve the amended minutes of February 8 (cont. DUE TO SNOW to February 10, 2016), UNANIMOUS.

4. INVITATION TO SPEAK –None

5. Finance Director Zachary Taylor, Town Engineer Vonnie Reis, and Police Chief Thomas O’Loughlin were present to review proposed articles for the Annual Town Meeting. A binder with the articles and supporting information was also provided. Mr. Taylor reviewed a projected revenue and expense budget. He also stated we will be bonding the Woodland School project in May with the first debt payment due during FY17 and it is likely we will not know the final bonding numbers until right before the annual town meeting. He further stated we should try to pull out all costs related to General Administration fees in the proposed MWRTA Budget as well as non-maintenance items. He encouraged the board to negotiate the cost of the Bus Route. In summary, he stated, if things work out the way he projected, it would be feasible to include public transportation in the FY17 budget with very little room for error.

**Town Engineer Reis reviewed the following:**

#15 Grant Article

#16 Milford Pond Maintenance

Under the Highway Department -319 Stormwater Grants for the Town of Milford –Lower Huckleberry Brook Stormwater Treatment and Wetland Park. Scope-To design and construct a treatment wetland at the corner of Sumner and Dilla Street to capture and treat runoff from the Purchase Street and Fountain Street drainage basin.

**Police Chief O'Loughlin reviewed the following:**

#19 Computer Hardware 25% Replace

#20 Outside Lighting

#21 Police Station - Front Steps

**Susan Clark, Senior Center Director** was also in attendance and reviewed her request to place an article on the warrant for completion of the bathroom at the Senior Center. Ms. Clark also provided a Job description and PAQ for a Wellness Specialist at the Senior Center. She noted that the town was recently awarded a grant from the Metrowest Health Foundation. The funding would be used to hire one or two part time Wellness/Fitness Specialists to oversee and create the Wellness Program consisting of fitness classes, research, recommend new fitness equipment, develop and monitor individual programs for seniors. Mr. Buckley moved, seconded by Mr. Kingkade: To authorize Town Administrator Villani to forward the Job Description and PAQ to the Personnel Board for grading the position which is to be funded by the Wellness Grant, UNANIMOUS.

6. Since the Highway Surveyor was not present at tonight's meeting, Chairman Murray suggested rescheduling the discussion on the quotes received by Town Engineer Vonnie Reis to conduct a Heavy Vehicle Truck Exclusion Study for Beach Street on the March 7, 2016 agenda.

7. Chairman Murray commended Finance Director Zachary Taylor for an excellent job in providing a very comprehensive and detailed analysis of the FY17 budget addressing the projected revenue stream as well as anticipated operational budget expectations, capital requirements, stabilization impact, and planned excess levy capacity regarding the affordability of Public Transportation (MWRTA Fixed Bus Route proposal). He indicated we should try to negotiate with MWRTA and also speak with Senator Fattman and Representative Fernandes to have Milford included in the catchmen area so we can be reimbursed one half of Bus Route budget.

Mr. Buckley also commended Finance Director Tylor's analysis as thorough and helpful. He expressed concern over the Woodland School Debt and that this is the largest increase in operational debt in the last five (5) years. He feels that we should try to negotiate the cost of the Bus Route with MWRTA.

Mr. Kingkade stated that a lot of people want to see the Bus Route, if it can happen. He noted that it needs to be the right "model". He also agreed we should negotiate with MWRTA as to the cost.

8. Police Chief O'Loughlin provided detailed correspondence, as well as his opinion and explanation for requesting the filing of a Town Meeting Article authorizing the Town of Milford to remove the Police Department from the provisions of the Massachusetts Civil Service Laws. After a discussion, Chairman Murray noted that before going to Town Meeting, a written process should be in place in terms of hiring and placement and Town Counsel should be consulted on impact bargaining with the Police Union.

9. Police Chief O'Loughlin provided input regarding the parking complaints received from residents on Jason Circle. He stated that he received an e-mail today from Marie C. Sciretta, Principal of Milford Catholic Elementary with a copy of a letter that was sent to the parents of the students at Milford Catholic Elementary asking for their cooperation to park in the Municipal Lot across the street, for drop off and pick up of students.

Chief O'Loughlin also noted that through the Building Commissioner, he is working towards moving the vans to another location and cleaning up the municipal parking lot across from Sacred Heart Church.

10. After reviewing correspondence from Chief O'Loughlin regarding the traffic concerns at Milford Package Store, 270 Main Street; Mr. Buckley moved, seconded by Mr. Kingkade: To approve the Police Chief's recommendation to install 2 signs "DO NOT BLOCK DRIVEWAY" working out specific locations with Highway Surveyor Crisafulli, UNANIMOUS.

11. After reviewing correspondence from Chief O'Loughlin regarding a request for a traffic aid on Pleasant Street; Mr. Buckley moved, seconded by Mr. Kingkade: To approve the recommendation of the Police Chief to install a **DEAD END** sign working out a specific location with Highway Surveyor Crisafulli, UNANIMOUS.

12. After reviewing the list of articles presented this evening for the May 23, 2016 annual town meeting, it was the consensus of the board to consult with Town Counsel and extend the deadline for submission of articles until March 7, 2016.

13. Mr. Buckley moved, seconded by Mr. Kingkade: To recommend placing the following articles on the May 23, 2016 annual town meeting warrant:

1. Grant Article for \$10,000
  2. Milford Pond Maintenance
  3. Per the request of the Planning Board, Co-sponsor the sign amendment article
  4. Senior Center Bathroom for \$8,100
  5. Police computer hardware for \$25,000
  6. Police Department outside lighting - \$4,000
  7. Police Department steps
- UNANIMOUS.

14. Mr. Buckley moved, seconded by Chairman Murray: To place the article to remove the Police Department from the provisions of the Massachusetts Civil Service Laws on the warrant. Two in favor, One abstention (Mr. Kingkaid abstains) IT IS A VOTE.

15. Chairman Murray recognized Harold Rhodes, Chairman of the Commission on Disability. Mr. Rhodes stated that because of the timeline and running the risk of approval of the CHNA grant, he requested that the board vote tonight to place the article for MWRTA proposed funding on the warrant. After a discussion, it was the consensus of the board to discuss the proposed article at the March 7<sup>th</sup> meeting and suggested that Mr. Rhodes meet with Town Administrator Villani to discuss and obtain additional information. Also negotiating the proposed cost of the Bus Route and asking Ed Carr to provide supplemental back up for all other figures that make up the amounts and explain why Milford would need to pay for them when they are currently paid for.

#### 16. TOWN ADMINISTRATOR'S REPORT

1. Fixed Bus Survey – We have placed a fixed Bus Route Survey on the Town Website. It is a five (5) question survey. We ask people to complete the Survey which can be submitted on line.
2. IT Update –
  - a. We are in the last stages of our upgrade and migration from Windows server 2003 machines to Windows server 2012 virtual machines. A terminal server was created with a Remote Desk Top Service set up to house created with a Remote Desk Top Service set up to house our 4 major software packages (Budget Sense, Municipity, Patriot and Data National). Users will no longer access the servers directly allowing for increased security.
  - b. The Highway Department has been rewired and is being added to the Town Hall Telephone Service.
  - c. The Senior Center and Shine computers have also joined the Town's Network and 2 Windows server 2012 virtual machines have been put in place at the Center.
  - d. All computers used by Town employees are running Windows 7 or higher and Microsoft Office 2010 or higher.
  - e. Professional Wi-Fi has been placed in the Town Hall using Dell Sonic Access Points. It includes a Guest Network for public use and an administrative network for Town employees. This work should be completed by Wednesday. We will be adding Wireless next at the Senior Center and Highway Department.
  - f. We have renewed our McAfee antivirus subscription and upgraded the desktop clients to the latest version.

- g. Town Hall performs backups on all its data nightly with a copy of the data hosted offsite. The server running our backups is not connected to our network. This is for added security and minimizes any risk of corruption from viruses.
  - h. We will be looking into hiring a company to perform a security audit to help us improve in areas where we may need improvement. This should be done every 1 to 2 years as part of regular IT maintenance.
3. 2017 FY Budget- We are beginning our Annual Budgeting Process for the upcoming 2017 FY. Department Heads are being requested to submit their Final Budget Input Form to the Accounting Office by March 18th.

Mr. Buckley requested information on budget impact if we were to hire a company to perform a security audit.

17. After reviewing the proposed amendments to the sign by-law, Mr. Buckley moved, seconded by Mr. Kingkade: To remand the Final Draft dated 1-19-16 as submitted to the Planning Board for review and public hearing, UNANIMOUS.

18. After reviewing correspondence from the Board of Assessors regarding the request to place a referendum on the April election ballot to cease assessing excise on farm animal and machinery: Mr. Buckley moved, seconded by Mr. Kingkade: To approve the request to place a referendum on the April election ballot to cease assessing excise on farm animal and machinery, UNANIMOUS.

19. Mr. Buckley moved, seconded by Mr. Kingkade: To award the contract for the Annual July 4<sup>th</sup> Fireworks display (July 3, 2013, Rain date July 5, 2016) to Atlas PyroVision Entertainment Group, Inc., at the bid price of \$16,450.00, UNANIMOUS.

20. Mr. Buckley moved, seconded by Mr. Kingkade: To approve the request from the Military Peer Support Program for a Permit to Obstruct for a 5K Road Race & Walk, Sunday May 22, 2016, UNANIMOUS.

## **21. INFORMATIONAL CORRESPONDENCE**

1. Xfinity, re: Fees

22. Mr. Buckley moved, seconded by Mr. Kingkade: To adjourn the Selectmen's meeting at 9:25PM, UNANIMOUS. ROLL CALL VOTE: Chairman Brian W. Murray, Esq.; Selectmen William D. Buckley and William E. Kingkade Jr. all vote in the affirmative to go into Executive Session to discuss the Finance Director's Contract, UNANIMOUS.

Respectfully submitted:

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Jean M. DeTore  
Minutes Recorder

MILFORD BOARD OF SELECTMEN

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Atty. Brian W. Murray, Chairman

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William D. Buckley

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William E. Kingkade, Jr.