

MINUTES OF REGULAR SESSION –JANUARY 25, 2016

ROOM 03 – TOWN HALL

7:00PM

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

1. Mr. Kingkade moved, seconded by Chairman Murray: To sign the warrant, UNANIMOUS.
2. Mr. Kingkade moved, seconded by Chairman Murray: To approve the Minutes of January 4, 2016 as submitted, UNANIMOUS.
3. INVITATION TO SPEAK- NONE
4. At 7:05PM Selectman Buckley joined the meeting.
5. Mr. Hany Nyrouz, d/b/a Bill's Pizza, 126 Main Street was present seeking a transfer of his Common Victualler License to New Roman Catering Co. d/b/a Bill's Pizza. Atty. Edward Myers representing Roman Avramenko were also in attendance. Mr. Buckley moved, seconded by Mr. Kingkade: To approve the transfer, UNANIMOUS.
6. Mr. Charles A. Tomaso Jr., Manager Hoboken Citizens Club, Inc., 252 Central Street, along with John Mainini were present seeking a Change of Manager to John Mainini. Mr. Buckley moved, seconded by Mr. Kingkade: To approve the change of manager, UNANIMOUS.
7. David Condrey, Manager Milford Water Company updated the board on the stage 4 water ban as well as the Milford Water Company purchasing water from the Town of Bellingham. Chairman Murray thanked Mr. Condrey for the water service provided by the Milford Water Company on both the Field and Milford Youth Center projects resulting in a considerable savings for the town. He also thanked him for updating the board on the water levels through e-mails and his efforts to keep the board informed. Mr. Condrey provided correspondence regarding annual rainfall, Echo Lake levels and a flyer that will be mailed to all Milford Water Company customers informing them of their intent to purchase water from the Town of Bellingham and the possibility of a slight surcharge on the water bill based on the amount of water purchased.
8. At the Board's request, Marc Shaen, Chairman/Finance Committee and B. Gregory Johnson, Chairman/Capital Improvement Committee were present to discuss their Committee's responsibilities and status. Mr. Johnson noted that the committee's Mission Statement is to

work with the Finance Committee's Capital Improvement Sub-Committee as they are excellent in sharing data as well as a check and balance tool.

Mr. Shaen stated that originally the Finance Committee looked to the Capital Improvement Committee for guidance and a needs assessment for capital improvement projects. He further noted that this process was not successful so the procedure was changed. The Finance Committee meets with department heads to establish a five (5) year capital plan doing most of the CIC work and this eliminates the need to discuss the information three times and in his opinion, believes the CIC is redundant and a challenge to work with. Mr. Morin, was also in attendance and agreed.

Mr. Buckley noted the board requested input on the status of the pilot program of the Finance Com working with the CIC before filling the vacancies on the CIC.

Chairman Murray noted that Town meeting may look at an article to dissolve the CIC differently at this time. He also suggested placing an item on a future agenda to make a decision to fill the existing vacancies on the committee or to sponsor an article to eliminate the committee.

9. Zachary Taylor, Finance Director outlined the Capital Planning process:

- up front review by Town Administrator and Finance Director
- projected expenses are put on the list
- source of funding
- proper placement
- Internal review (provide resources, supporting documents) before being presented to Board of Selectmen. He also met with Highway Surveyor, Fire and Police Chiefs, and Town Engineer. He further noted that he and Town Administrator Villani are still developing a documentation process for additional personnel.

He also provided an overview of the meetings held by the Hiring Committee for the position of IT Director. He noted that discussions included the expectations, review of the current Town IT situation, recommendations on the operations and improvement of the department, including alteration of the existing job description for an IT Director to oversee General Government.

After a brief discussion: Mr. Buckley moved, seconded by Mr. Kingkade: To seek approval of the job description and appropriate salary levels for the position of IT Director from the Personnel Board, UNANIMOUS.

10. TOWN ADMINISTRATOR'S REPORT

1. Annual Audit – The Annual Audit of the Town's Fiscal Year 15 which ended June 30, 2015 will begin on Monday, April 8, 2016 and take approximately two (2) weeks. The independent outside audit firm is Scanlon & Associates.

2. Operation Snowstorm 2016 – I have been informed by Senior Center Director, Sue Clark, that a program has been initiated by which High School students can volunteer to shovel and salt a **WALKING PATH** for Milford senior citizens in need of a designated entrance to a street. Seniors in need of this service are to contact the Senior Center at 508 473-8334. Attorney Chuck Calagione will also be assisting in this Program.
3. Milford Youth Center – Youth at Risk Grant - I am pleased to report the Milford Youth Center has received a Grant from Mass. Department of Public Health (DPH) in the form of a Youth At Risk Grant in the amount of \$50,000.00. These funds will be used to provide a safe environment for the youth served at the Center, support the Free Afterschool Program open to all local youth, off-set the cost of enrollment of high need/low income youth into the summer camp programming, as well as to support initiatives which promote self-esteem/self-worth and foster healthy relationships with caring, responsible adults.

Mr. Buckley extended a thank you to “Chuck” Calagione, and stated that he was happy to see that the program has been initiated. He also requested that a thank you letter from the board be sent to whoever wrote the grant for the Milford Youth Center.

11. Town Administrator Villani provided an overview of the Town of Milford Public Bus Transportation Open Forum scheduled for Thursday, January 28, 2016 at 7:00 PM to obtain the public’s input on the Bus Route. He stated that sample maps will be available. Also invited were State Senator Ryan Fattman, Representative John V. Fernandes, Finance Committee Marc Schaen and representatives from the MWRTA. Milford TV will video it so that it can be shown for people that may not be able to attend. Town Administrator Villani also thanked Mr. Harold Rhodes for his efforts. It was the consensus of the board that if several forums are needed they would be in favor of scheduling them to obtain feedback from people and possibly placing an article for funding at the May annual town meeting. Mr. Murray noted that Mr. Ed Carr could also provide an additional van at the Senior Center for transportation. Mr. Buckley requested information on the cost and if the current bus service is over subscribed.

12. Chairman Murray noted that after seeking input from Town Counsel regarding Mr. Buckley and Mr. Kingkade’s request to discuss and evaluate the Town Administrator’s job performance and possible changes or adjustments to the job description in executive session, it was determined that it would not be permissible to enter into executive session for such purposes according to the Open Meeting Law now codified at General Laws c. 30A, §§ 18-25. Mr. Buckley read a statement to clarify the comments and reports made on the radio to discuss Town Administrator Villani’s job performance. He stated that in his opinion, it was critical to

review Mr. Villani's interaction with department heads and the responsibility of the department heads under the jurisdiction of the Board of Selectmen. He doesn't intend to say anything that he hasn't said previously in a one on one conversation and he suggested Executive Session so that the discussion would not be in front of everyone. He stated that on a positive aspect, Mr. Villani coordinated an awful lot of meetings with Department Heads on the Casino issue his first year and the Community was learning a lot by "trial by fire".

He also discussed his concerns with IT issues, management style, communication to the board, resetting expectations and establishing a yearly job performance as indicated in the Town Administrator's contract. Chairman Murray did not agree with any of the negative comments made.

Mr. Kingcade noted some of Mr. Villani's strengths:

-He is a Gentleman, professional, great customer service skills, nice to everyone, manages by interacting by attending committee meetings. In his opinion, the staff needs to work harder to make him look better. After reviewing Mr. Villani's contract, he noted that his concern was the absence of a yearly evaluation and the time frame. Chairman Murray clarified his concerns relative to the time frame.

Mr. Villani was given the opportunity to respond to the comments made by the board particularly what was said about ethics. He noted that those comments hurt not only himself but his family. He will work on improving communication, call for clarification of votes, and is currently working with the Finance Director to put a Capital Planning process in place, and would welcome a yearly review.

Mr. Kingcade made a motion to request that the Town Administrator provide a draft template for a job performance evaluation for the Town Administrator position. Chairman Murray seconded for purposes of discussion. He stated that a Capital Improvement process is already in place, the Finance Committee converses with Department Heads and a list is compiled. Chairman Murray called for a vote: Mr. Kingcade moved, seconded by Mr. Buckley: To request that the Town Administrator provide a draft template for a job performance evaluation for the Town Administrator's position, UNANIMOUS.

13. Town Administrator Villani provided a timeline/procedure and Job Description for the appointment of a Junior Building Custodian for the Milford Youth Center. Mr. Buckley moved, seconded by Mr. Kingcade: To proceed with the appointment for a Junior Building Custodian for the Milford Youth Center, UNANIMOUS.

14. After reviewing correspondence from Town Administrator Villani regarding requests for quotes for new railings inside town hall: Mr. Buckley moved, seconded by Mr. Kingcade: To award the contract to Norfolk Iron Works for \$13,420.00, UNANIMOUS.

15. Town Administrator Villani provided correspondence regarding the appointment of Assistant Benefits Coordinator. Mr. Villani noted that the position was posted as required by

the Milford Clerical Union 272 Collective Bargaining Agreement. Two applications were received and Finance Director Zachary Taylor, Benefits Coordinator, Kelly Capece and Mr. Villani reviewed the applications. Both applicants were interviewed and in their opinion Kara Geromini is the more qualified individual for the position based on her education and experience working in the Milford Treasurer's office. Mr. Buckley moved, seconded by Mr. Kingkade: To appoint Kara Geromini at Grade 4/Step 4 with a starting hourly rate of \$25.10 as per the Clerical Union Contract, UNANIMOUS.

16. Mr. Buckley moved, seconded by Mr. Kingkade: To accept the gift from the Birch Hill Trust Association to be deposited in the Milford Fire Department gift account, UNANIMOUS.

17. Mr. Kingkade, liaison for the board, noted that after attending the Personnel Board's recent meeting, other than the request to obtain salary data from other towns comparable to the Town of Milford, they are asking if the members have any other concerns relative to the Classification Study. Chairman Murray requested a draft of the Classification Study for the boards review.

18. Chairman Murray requested that Town Administrator Villani seek input from the Police Chief and Town Engineer regarding signage and the number of spaces that would be needed to establish a loading zone on Central and South Bow Street.

19. After reviewing correspondence from Police Chief O'Loughlin relative to the Annual License Establishments Activity Report-January 1, 2015 through December 31, 2015, Mr. Buckley raised concerns with the finding of hypodermic needles and firearms and asked for suggestions from both the Fire and Police Chiefs. Chief O'Loughlin was present to discuss the report. He stated that syringes are now legal and can be purchased at pharmacies. He credited the employees at the establishments for seeking information to properly dispose of the syringes.

20. Chairman Murray suggested that the board review the proposed sign by-law at a future meeting and forward any revisions or suggestions to the Planning Board.

21. Mr. Buckley moved, seconded by Mr. Kingkade: To accept the resignation of Leah Valente from the Milford Cultural Council with regret, UNANIMOUS.

22. INFORMATIONAL CORRESPONDENCE - None

23. Mr. Buckley moved, seconded by Mr. Kingkade: To adjourn the Selectmen's meeting at 10:12PM, UNANIMOUS.

Respectfully submitted:

Jean M. DeTore
Minutes Recorder

MILFORD BOARD OF SELECTMEN

Atty. Brian W. Murray, Chairman

William D. Buckley

William E. Kingkade, Jr.