

MINUTES OF REGULAR SESSION –FEBRUARY 12, 2015

ROOM 03 – TOWN HALL

5:30pm

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

1. Chairman DeBartolomeis called the meeting to order and on behalf of the board extended a thank you to the Fire, Police and Highway Departments for their efforts during the recent snow emergency.

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

3. Mr. Murray moved, seconded by Mr. Buckley: To approve the Minutes of January 12, 2015 as submitted, UNANIMOUS.

4. INVITATION TO SPEAK –None

5. Due to a snow emergency the meeting and public hearing scheduled for February 9, 2015 was rescheduled. A Public Hearing was held at the request of Michael Montecalvo, Two Medals, LLC d/b/a 89 Centrale Trattoria and Bar, 89 Main Street, seeking an amendment to his Common Victualler All Alcoholic license for an alteration of premises. Atty. Joseph Antonellis, representing Mr. Montecalvo, stated that the proposed amendment seeks to alter the premises by way of adding an additional seating area and an additional bar area at the premises. He further noted that the alteration/expansion is connected to the licensed premises. Employees will have direct access to both serving areas. Mr. Murray moved, seconded by Mr. Buckley: To approve the request, UNANIMOUS.

6. Zachary Taylor, Town Accountant/Interim Finance Director was present to discuss several items. He provided an update on the present financial status and provided a proposal to establish a Municipal Finance Department. He stated that this proposal was developed to address a weakness in Milford's current financial structure identified during the town's annual audit of FY2013 by Scanlon & Associates, the Town's independent auditing firm. Mr. Taylor included background information as well as proposed duties of the Finance Director and Tax Collector and after identifying the challenges, presented a new structure for the department. Also submitted were the following Exhibits:

1. Management Letter Comment
2. Memo from Town Administrator, re: Finance Director Position
3. Memo from Town Counsel, re: Municipal Finance Department
4. Minutes reflecting vote to add an additional 15 hours to Treasure's office
5. Current Organizational Chart

6. Proposed Organizational Chart
7. Cost Analysis of Proposed Restructure

Mr. Taylor also provided a timeline for the conversion plan pending approval of the board and special legislation.

Mr. Murray noted that in his opinion, the letter that was sent to All Department Heads, Committee Chairs and Board Chairs from the Milford Finance Committee regarding the process for planning major expenditures was not clearly explained.

Mr. Buckley suggested creating a separate job description for the Finance Director position which includes financial policies, clear language, meeting with Department Heads and Budget schedule.

After a brief discussion: Mr. Murray moved, seconded by Mr. Buckley: To approve the plan presented to establish a Municipal Finance Department subject to Town Meeting approval and approval of the special legislation.

Mr. Murray moved, seconded by Mr. Buckley: To place an article on the Warrant formally requesting to establish a Municipal Finance Department, UNANIMOUS.

After reviewing correspondence from Zachary A. Taylor, Finance Director 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. Murray moved, seconded by Mr. Buckley: To allow deficit spending as stated, UNANIMOUS.

7. Jennifer M. Sclar, Assessor/Administrator provided information regarding Clause 41C Senior Exemption and also discussed the Senior Citizen Tax Relief Committee's request that the board sponsor an article for the May 2015 Town Meeting seeking to reduce the Age Eligibility requirement. After a brief discussion, it was the consensus of the board to seek ways to provide more awareness of the program.

Mr. Murray moved, seconded by Mr. Buckley: To sponsor an article seeking to reduce the Age Eligibility Requirement for the Senior Tax Relief Program from 68 to 66, UNANIMOUS.

8. Harold Rhodes, Chairman of the Commission on Disability provided a report recommending that the town join with the MetroWest Regional Transport Authority for a fixed route bus service in Milford that connects into the whole MWRTA service. Town Administrator Villani stated that he and Mr. Rhodes met with Representative Fernandes and discussed trying to determine the actual cost for this transport service. Mr. Buckley suggested that Mr. Rhodes obtain more information on the cost of infrastructure through a 9-10 year history. He also

requested that Town Administrator Villani research the cost of service to accommodate a powered wheelchair for the senior center. It was the consensus of the board to invite Mr. Rhodes to a future meeting after obtaining more information.

#### 9. TOWN ADMINISTRATORS REPORT

1. Heater Project Update – ENE Systems has finished replacing the twelve (12) Heating Units on the first floor of the Town Hall. There were no issues with this project which was completed well ahead of schedule.
2. Budgets – All Budgets under the jurisdiction of the Board of Selectmen are on target with the exception of the budget for Police/Fire injured on duty. We will need to consider supplementing this Budget item and we will likely need an article at Town Meeting.
3. Governor Baker Plan – State Budget Deficit – On February 3<sup>rd</sup> the Governor announced his plan to close the state budget deficit through his “9C” emergency budget powers. Thankfully, this plan protects Unrestricted Municipal Aid and Chapter 70 Education Aid.
4. Snow Storms – I want to thank the Highway Surveyor, Police and Fire Chiefs and the Senior Custodian and their staffs for their hard work in dealing with the snow storms of the past two weeks. They worked long hours in difficult conditions in clearing our streets, sidewalks and schools. Their efforts are most appreciated.
5. Snow Storm Federal Disaster Assistance – Massachusetts Emergency Management Agency (MEMA) has initiated the process to determine whether the Commonwealth and any of our Counties may be eligible to receive federal disaster assistance under a Presidential disaster declaration as a result of the January 26-28, 2015 Blizzard. MEMA is seeking to determine eligibility to request Federal Emergency Management Agency (FEMA) Public Assistance funding, including snow assistance. The determination of eligibility is a multi-step process. The initial step is to prepare and file an Initial Damage Assessment (IDA). The Fire Chief has filed this Report providing estimates of costs associated with snow removal (plowing, sanding, salting, de-icing, snow dumping), as well as labor costs, including overtime.

Chairman DeBartolomeis requested that Town Administrator Villani provide an update on the proposed sound system for Upper Town Hall. Mr. Villani stated that he will be providing information at the next meeting.

10. Town Administrator Villani provided an updated Five-Year/Ten Year Capital Project List for the Town Hall, Police Station, Senior Center and Animal Control Building. He noted that going forward he would be developing a new format to include the date the work was done such as a new roof or boiler being installed as well as the life expectancy of the roof or boiler.

Mr. Murray suggested adding under the Senior Center Pruning or removal of Trees. It was the consensus of the board that Town Administrator Villani request a plan from the Tree Warden for pruning or removal of trees from the Senior Center as well as Main Street.

11. Town Administrator Villani provided correspondence which explained the procedure that was used to hire a Technology Support Technician in August 2014 and recommended the hiring of a second Technology Support Technician at this time. He recommended that Mr. Andrew Diorio be appointed at Grade 6/Step 4 with a starting hourly rate of \$26.21. Mr. Murray moved, seconded by Mr. Buckley for discussion. Mr. Buckley requested an explanation of the salary steps and requested that a Board member attend the Personnel Board meeting to discuss the salary placement. Mr. Murray moved, seconded by Mr. Buckley: To appoint Andrew Diorio as recommended, UNANIMOUS.

Town Administrator Villani also provided correspondence recommending the creation of a Network Administrator position. Mr. Murray moved, seconded by Mr. Buckley for discussion. Mr. Buckley requested information on the salary range and funding source. After a brief discussion: Mr. Buckley amended the motion as follows: To support the creation of a Network Administrator position and further support a starting salary of \$60,000, seconded by Mr. Murray, UNANIMOUS.

12. Mr. Murray expressed his displeasure with the recent headline in the Milford Daily News "Milford Youth Center's renovation costs grow" stating that the information was incorrect. The \$120,000 is a change order which includes a combination of five or six items. He further noted that when renovation construction began, there was severe structural damage to the walls, roof and underlay flooring. The amount of the change order is well within the budget. The schedule will be about a month delayed and solar panels are not out to bid; it is not part of the scope of the project.

13. Mr. Buckley asked Town Administrator Villani for an update regarding the proposed new servers and equipment for the High School. Mr. Villani noted that they have not been purchased but the mapping project was started last week.

14. Town Administrator Villani reviewed correspondence outlining the interview process that was conducted to fill the Junior Building Custodian position for the Police Department. Mr. Villani stated that the position was advertised in the Milford Daily News on December 17, 2014. Notice was also posted on the Town Website. A total of Eleven (11) individuals submitted applications. Senior Custodian, Carolos Benjamin, Police Chief O'Loughlin and Town Administrator Villani reviewed the applications and then interviewed three candidates. After a brief discussion, Mr. Murray moved, seconded by Mr. Buckley: To approve the recommendation of Mr. Villani to appoint Mr. Jose Cosquete to the position of Junior Building Custodian and be placed at Grade 2/Step 1 with an hourly rate of \$17.22, UNANIMOUS.

15. Mr. Murray moved, seconded by Mr. Buckley: To schedule the Annual Town Meeting for Monday, May 18, 2015 at 7:30PM with the Warrant opening Thursday, February 12, 2015 and closing at 12 Noon on Thursday, March 5, 2015, UNANIMOUS.

16. After reviewing correspondence from Edwin J. Roth, Chairman Milford Council on Aging requesting to appoint Police Chief Thomas J. O'Loughlin to fill the vacancy on the Council on Aging Committee: Mr. Murray moved, seconded by Mr. Buckley: To appoint Police Chief Thomas O'Loughlin to the Council on Aging, UNANIMOUS.

17. After reviewing correspondence from Police Chief O'Loughlin noting MassDOT's determination of speed regulations on —Whitewood Road – and in accordance with M.G.L. c.90 s. 17, Whitewood Road is a thickly settled area, the speed limit **will** be 30MPH: Mr. Murray moved, seconded by Mr. Buckley: To approve his recommendation to remove the 30MPH signs that are presently posted, UNANIMOUS.

18. After reviewing correspondence from Frank C. Romano, President Blair House of Milford requesting the placement of No Parking signs on Seena Heller Way: Mr. Murray moved, seconded by Mr. Buckley: To approve the placement of the signs as recommended by the Police Chief, UNANIMOUS.

19. Mr. Murray moved, seconded by Mr. Buckley: To approve the request from Alianca Cultural Portuguesa for a One Day Wine and Malt License for Saturday, February 21, 2015, UNANIMOUS.

20. Mr. Murray moved, seconded by Mr. Buckley: To accept the \$100.00 gift from Birch Hill Trust Association to be deposited in the Milford Fire Department Gift Account, UNANIMOUS.

21. Mr. Murray moved seconded by Mr. Buckley: To appoint Mary-Jo Bently to the position of Limited Duty Constable (For Traffic Control Only), UNANIMOUS.

22. After reviewing correspondence from Town Counsel Moody regarding a proposed article for amendments to the sign provision in the town's zoning by-laws: Mr. Murray moved, seconded by Chairman DeBartolomeis for discussion. After a brief discussion: Mr. Murray moved, seconded by Mr. Buckley: To remand the proposed article to the Planning Board for public hearing, UNANIMOUS.

### **23. INFORMATIONAL CORRESPONDENCE**

1. Chief of Police, re: Personnel Changes in the Police Department
2. Verizon, re: FIOS Premium Content Rate Increase
3. National Grid, re: New Double Pole Management System (NJUNS) Rollout
4. Town Engineer, re: Monthly Status Report

Town Administrator Villani updated the board regarding his recent conversation with Bob Russell of National Grid. He noted the following:

- Utility companies voted to convert to a new double pole management reporting system
- National Grid is in the process of upgrading their current system to be used with this new software called National Joint Use Transfer System (NJUNS)
- Does not affect any field work.
- Verizon – completed a comprehensive street by street pole survey-includes pole details on every pole in Milford, including double poles
- Will help to expedite transfer and pole removals

24. Mr. Murray moved, seconded by Mr. Buckley: To adjourn the Selectmen's meeting at 7:54PM, UNANIMOUS. ROLL CALL VOTE: Chairman DeBartolomeis, Selectmen Brian W. Murray, Esq. and William D. Buckley all vote in the affirmative to go into Executive Session to discuss the Water Company, Personnel contract and Police Department - Collective Bargaining, UNANIMOUS.

Respectfully submitted:

MILFORD BOARD OF SELECTMEN

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Jean M. DeTore  
Minutes Recorder

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Dino B. DeBartolomeis, Chairman

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Brian W. Murray, Esq.

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William D. Buckley