

MINUTES OF REGULAR SESSION –October 5, 2015

ROOM 03 – TOWN HALL

7:00PM

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

1. Chairman Murray presented a citation to Greenleaf Garden Club, co-presidents Carol Burke and Rose Rialini, as well as several of the members of the Greenleaf Garden Club, who were also in attendance, in recognition of their dedication and commitment to enhance the beauty of the town with colorful flowers, ornamental grasses and plantings.

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

3. Mr. Buckley moved, seconded by Mr. Kingcade: To approve the minutes of September 28, 2015 as submitted, UNANIMOUS.

4. INVITATION TO SPEAK –Chairman Murray recognized Joiee Scarlett, a resident of Milford, who requested information regarding the Sign by-law. Chairman Murray noted that this subject was on tonight's agenda, therefore, he would allow her to ask any questions at the time of the discussion.

5. At the board's request, Vonnie Reis, P.E., Town Engineer and Scott Crisafulli, Highway Surveyor were present to discuss the Louisa Lake Dam Evaluation and Analysis prepared by GZA. They are also requesting to proceed with a Peer Review of the report to get a second opinion on the costs and tasks required in order to develop an annual maintenance plan to ensure that the safety of the dam is maintained. They recommended closing out the existing contract with GZA since the town will not be proceeding with design, bidding and construction as planned as the status of the safety rating of the dam was upgraded from "Poor" to "Fair" by the Office of Dam Safety.

Town Engineer Reis provided a brief history of the costs estimated from GZA after the first inspection of the dam by the Office of Dam Safety to the present. Highway Surveyor Crisafulli noted that the Highway Department worked on maintaining the overgrown vegetation but he still needs to see what other issues, as well as grouting need to be addressed. After a discussion, the board agreed to approve the recommendation of Town Engineer Reis to close out the existing contract with GZA as presented in the letter dated September 28, 2015. Mr. Buckley moved, seconded by Mr. Kingcade: To approve the proposal for Peer Review of Phase 2 Dam Study to Weston & Sampson Engineers, Inc. for a total of \$3,500,00, UNANIMOUS.

Ms. Reis also noted that it was the recommendation of the Finance Committee to withdraw the article to contract with an Engineering firm to provide permitting, design, bidding, and construction services for repairs to the West Spruce St. Culvert and portions of the Godfrey Brook. She also stated that she spoke with FEMA and if the Hazard Mitigation Plan is expired, the town would score lower on any FEMA grant application and even if the town were to secure funding, we would need to apply for a waiver.

Highway Surveyor Crisafulli stated that after receiving a complaint regarding the painting on Purchase Street, he requested the board's approval to put the painted island back on the northbound lane of Purchase Street at Dilla Street. Chairman Murray noted that at the February 24, 2014 Selectmen's meeting, the board voted to approve the recommendation of Town Engineer Reis to make no changes to the lane markings on Purchase Street, therefore, there was no need to approve any changes.

6. Zachary A. Taylor, Finance Director, on behalf of the Financial Team, provided the board with a Time Line of the Budget Process that leads to the recommendations for town meeting as well as, at the board's request, a schedule that could responsibly return \$2,800,000.00 to the tax payers while maintaining all other goals and objectives including capital needs, a strong stabilization contribution, and the appropriation of funds to eliminate the borrowing of the Milford Youth Center project. Mr. Taylor noted that under the recommendations reflected in the spreadsheet he prepared, the financial team also provided for the board's consideration, an alternative recommended funding schedule that reflects a more conservative return to the tax payers totaling \$2,000,000.00. He further stated that this recommendation is in light of the \$60,000,000.00 Woodland School project, the debt of which will be funded in the FY17 operational budget. At this time, the final cost, final interest rate, and final MSBA reimbursement rate are unknown. Mr. Buckley made a motion to support the return of \$2.8M to the taxpayers. Chairman Murray requested that he hold the motion until a vote was taken to approve the warrant.

7. TOWN ADMINISTRATOR'S REPORT

1. Sustainable Materials Recovery Program Grant- I have been notified by Senator Fattman's office that the Town has been awarded a Sustainable Materials Recovery Program Grant in the amount of \$1,500.00 from the Department of Environmental Protection. This program directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. Funding can be used for recycling, composting, reuse and source reduction activities that will increase diversion of municipal solid waste and household hazardous waste from disposal.
2. Police Station Boilers- The Boilers at the Police Station are being installed today and should be fully operational by tomorrow.
3. Budgets – All Budgets under the jurisdiction of the Board of Selectmen are on target.

8. Town Administrator Villani provided the Board with a copy of the warrant for the October 26, 2015 Special Town Meeting. Mr. Buckley moved, seconded by Mr. Kingkade: To approve the warrant as submitted, UNANIMOUS.

9. Mr. Buckley moved, seconded by Mr. Kingkade: To support the return of \$2.8M from free cash for taxpayer relief, UNANIMOUS.

10. Town Administrator Villani noted that at the board's directive, he along with, Town Counsel Moody, Building Commissioner Erickson, Town Planner Dunkin met and discussed a proposal for regulations for temporary signs on town-owned property as well as an application for a temporary sign permit. After a brief discussion, Mr. Buckley suggested that the Board should permit all sign requests until the planning board submits a sign by-law for approval through town meeting. Also, he suggested on Item #6 Removal – inserting (who is responsible for the removal of the signs). He further recommended that for Sponsoring group signs, the organization could submit one application for multiple signs at a location such as Rosenfeld Park. Mr. Kingkade suggested that a markup could be submitted instead of a photograph of the sign.

Chairman Murray called upon Joiee Scarlett who voiced her concerns regarding the current sign by-law. She asked several questions on the placement of signs on public property and suggested a stamp or seal be placed on the sign in case any un-authorized person removes the sign and it would also indicate confirmation of the town's approval for placement of the sign. After a brief discussion, it was the consensus of the board to discuss and review the changes requested at the next meeting.

11. After reviewing correspondence from Scott J. Crisafulli, Highway Surveyor regarding placement of No Parking signs at Mt. Pleasant and Hayward Streets: Mr. Buckley moved, seconded by Mr. Kingkade: To support the recommendations of the Police and Fire Chief and the Highway Surveyor to place "No Parking" signs at the intersection of Mt. Pleasant and Hayward Street as proposed in the memo dated September 25, 2015, UNANIMOUS.

12. Mr. Buckley reviewed the process for the Request for Qualifications which was published for the Middle School Re-use Study in the Central Register and the Milford Daily News. He stated that the proposals were opened on September 18, 2015. There were four (4) proposals submitted in response to the RFQ:

- The Cecil Group, Boston, MA
- Gorman Richardson Lewis Architects, Hopkinton, MA
- Lamoureux & Pagano, Worcester, MA
- RGB Architects, Providence, RI

The Selection Committee reviewed the proposals on a qualifications basis only. After review, the committee is recommending to award the contract to The Cecil Group who received the highest average score of 92. Mr. Buckley moved to accept the recommendation as outlined by

the Selectmen Committee, seconded by Mr. Kingkade: To award the contract to The Cecil Group in the amount of \$39,000.00, UNANIMOUS.

13. Chairman Murray reviewed correspondence from Police Chief O'Loughlin regarding Alcohol Compliance checks made on September 19, 2015 for liquor stores. He stated that the Police Department will notify each of the 16 establishments in writing advising them that they were found in compliance.

14. Chairman Murray reviewed correspondence from Police Chief O'Loughlin regarding Alcohol compliance checks for alcohol to be consumed on the premises. He stated that of the 28 establishments, The Casa Brasil Restaurant failed the compliance check. Information concerning this matter will be forwarded to the Selectmen to determine if a hearing is necessary. He also noted that the Police Department will notify each of the 27 establishments in writing advising them that they were found to be in compliance.

15. Mr. Kingkade noted that he attended a Personnel Board meeting as the board's liaison, to discuss the possibility of establishing a Human Resource Department. He suggested establishing a committee appointing the Town Administrator, Finance Director, two members of the Personnel Board, and the Police Chief to establish a model for a Human Resource Department. Chairman Murray suggested that Mr. Kingkade provide a proposal consisting of a Mission Statement, and a Process for a model for a Human Resource Department. It was the consensus of the board to have the Personnel Board consider providing a model for a Human Resource Department.

16. INFORMATIONAL CORRESPONDENCE

1. Fios TV, re: Customer Notice – Outdoor Channel

17. Mr. Buckley moved, seconded by Mr. Kingkade: To adjourn the Selectmen's meeting at 8:58PM, UNANIMOUS.

Respectfully submitted:

MILFORD BOARD OF SELECTMEN

Jean M. DeTore
Minutes Recorder

Atty. Brian W. Murray, Chairman

William D. Buckley

William E. Kingkade, Jr.