



ANNUAL TOWN MEETING

May 23, 2016

Milford, Massachusetts

COMMONWEALTH OF MASSACHUSETTS

FINANCE COMMITTEE REPORT

**Marc Schaen, Chairman**

Aldo Cecchi	Philip Ciaramicoli, CPA
Alberto Correia	Robert DeVita
Jerry Hiatt	Joyce Lavigne
Charles Miklosovich	Chris Morin
Mike Nicholson	Jeff Niro
Michael Schiavi	Michael Soares
John Tennaro, Esq.	Vincenzo Valastro

WORCESTER, SS: To either Constable of the Town of Milford in said County, GREETINGS:

In the name of the Commonwealth aforesaid, you are hereby required to notify and warn the Inhabitants of the Town of Milford, qualified by law to vote in Town Affairs, to meet in the Upper Hall of the Milford Town Hall, 52 Main Street, on the 23<sup>rd</sup> day of May, 2016 A.D. at 7:30 P.M. and then and there to act upon the following articles:

**ARTICLE 1:**

To hear and act upon reports of all Town Officers and Committees of the Town.

INFO: Recurring annual vote that allows reports to be presented to the town meeting  
FINCOM: no discussion required



May 23, 2016

## ARTICLE 2: Personnel Board

To see if the Town will vote to amend the Wage and Salary Schedule of the Wage and Salary Administration Plan by establishing new position levels and salary levels, as recommended by the Personnel Board for the Fiscal Year beginning July 1, 2016, as follows:

INFO: Annual reoccurring article to amend wage and salary levels of Town employees.

FINCOM: There was a lengthy presentation and discussion over what work had been done to determine what the personnel board should recommend. There was confusion over the basic question of

"What issue was being addressed? Do we have a problem recruiting and keeping qualified employees"? The Fincom was told that this was not the point of the study. The study was conducted to determine how we want to compensate our employees so they are making at least as much as people in similar positions around the state.

The initial discussion was over whether Milford is having an issue and the town administrator noted that he receives large number of applications for every open position. The initial feedback from the employees that will be affected did not seem to be positive. The employees that are above the maximum band would not be asked to reduce their pay. There was general concern that many people would be above the maximum amount and that they would be cast into a set COLA for the future. One fincom member noted that the US government issued a zero COLA raise for social security this year and that the past year's COLA's were much less than the 2-3% raises the Town of Milford has been approving. Another member voiced concern that the salary bands seem to be going up significantly under this proposal and that if salaries are allowed to go up significantly and the budgets keep going up by 2% then some departments would not have enough money to pay the employees they already have and would have to down size or seek more money. A comment was made that the explanation was so complex as it included maximum salary bands and theoretical maximums (160% above the benchmark) that no one should ever reach that no one could understand the purpose and the implementation mechanism.

The first explanation session was then suspended and a new session will be scheduled to try to understand why we are doing these changes and what effect they will have on the current employees.

**FINANCE COMMITTEE VOTE WAS NOT TAKEN BEFORE THIS REPORT DEADLINE**

### Position levels – Salaried Positions

LEVEL	POSITION TITLE
I	Assistant Town Counsel Community Development Director
II	Facilities Director Network Administrator Town Accountant Benefits Coordinator Tax Collector Town Treasurer*
III	IT Manager Highway Supervisor Senior Center Director Town Planner Assessor/Administrator Building Commissioner Parks and Recreation Administrator Police Lieutenant Health Agent
IV	Town Engineer Director, Sewer Operations Finance Director* Deputy Police Chief
V	Town Counsel* Town Administrator* Police Chief* Fire Chief*

\* = contrac

### Compensation Schedule – Salaried Positions

STEP		Level 1	Level 2	Level 3	Level 4	Level 5
1		\$50,298	\$60,042	\$61,598	\$70,958	\$89,558
2		\$53,352	\$63,687	\$65,720	\$75,266	\$94,996
3		\$56,406	\$67,333	\$69,481	\$79,574	\$100,433
4		\$59,460	\$70,978	\$73,243	\$83,883	\$105,871
5		\$62,513	\$74,623	\$77,004	\$88,191	\$111,308
6		\$65,567	\$78,629	\$80,766	\$92,499	\$116,746
7		\$68,621	\$81,914	\$84,527	\$96,807	\$122,183
8		\$71,675	\$85,560	\$88,269	\$101,115	\$127,621

B. Position Levels - Hourly Rated Positions

LEVEL		
I		Clerk, Community Development PT/FT
		Clerk/Receptionist, Senior Center
		Jr. Building Custodian
		Legal Secretary
		Planning Assistant
		Van Driver/Senior Center
		Volunteer Services Coordinator/Senior Center
II		Admin. Services Coordinator
		Adm. Asst. to Town Administrator
		Asst. Animal Control Officer
		Admin. Asst. to Senior Ctr. Director
		Asst. Director, Youth Center
		Asst. Zoning Enforcement Officer PT/FT
		Asst. to Fire Chief
		Asst. to Police Chief
		Client Services Coordinator/Senior Ctr. PT
		Deputy Wiring Inspector
		Deputy Plumbing/Gas Inspector
		Dispatcher PT
		Health Inspector FT
		Lister/Data Collector
		Local Building Inspector PT
		Outreach Coordinator/Senior Ctr. PT
		Paralegal/Legal Assistant
		Plumbing/Gas Inspector
		Program Coordinator/Community Development PT/FT
		Program Coordinator/Senior Center PT
		Property Rehab. Specialist/Community Development PT
		Senior Custodian
		Technology Support Technician
		Transportation Coordinator/Senior Center
		Wiring Inspector
III		Animal Control Officer
		Asst. Town Accountant
		Asst. Town Treasurer
		Financial Analyst PT
		Maintenance Supervisor
		Youth Center Director

C. Compensation Schedule – Hourly Rated Positions

2015

LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
III	\$19.00	\$20.36	\$21.72	\$23.08	\$24.44	\$25.80	\$27.16	\$28.52
II	\$18.51	\$19.77	\$21.03	\$22.29	\$23.55	\$24.81	\$26.07	\$27.33
I	\$14.22	\$15.72	\$17.22	\$18.72	\$20.22	\$21.72	\$23.22	\$24.72

2016 Proposed (completely different structure from the past)

STEP	Level 1	Level 2	Level 3
1	\$15.48	\$19.34	\$20.34
2	\$16.42	\$20.51	\$21.57
3	\$17.36	\$21.69	\$22.80
4	\$18.30	\$22.86	\$24.03
5	\$19.24	\$24.04	\$25.26
6	\$20.18	\$25.21	\$26.49
7	\$21.12	\$26.38	\$27.72
8	\$22.05	\$27.56	\$28.95

D. HOURLY NON-RATED POSITIONS

	'16	'17	Inc %
Assistant Pool Manager PT	\$16.32	\$16.48	1%
Call Firefighter PT \$1200 Stipend (plus)	\$13.77	\$13.91	1%
Cemetery Groundskeeper	\$17.29	\$17.46	1%
Cemetery Working Foreman	\$23.77	\$24.04	1.1%
Clerk of Works/Senior CT PT (temp.)	\$26.03	\$26.29	1%
Clerks/Seasonal - All Departments	\$17.29	\$17.46	1%
Clerks/Substitute - All Departments	\$17.29	\$17.46	1%
Dental Health Specialist PT	\$17.29		
Highway Seasonal Heavy Equipment Operator	\$21.79	\$27.60	26.7%
Highway Light Equipment Operator	\$19.55	\$23.91	22.3%
Laborers/Seasonal PT: Park, Cemetery, Other	\$10.88	\$10.99	1%
Matrons/Police	\$17.29	\$17.46	1%
Milford Youth Ctr., Activities Supervisor PT	\$9.79	\$9.89	1%
Milford Youth Ctr., Activities Facilitator PT	\$12.24	\$12.36	1%
Milford Youth Ctr. /Concession Equipment Monitor	\$8.87	\$8.96	1%
Milford Youth Ctr. Front Desk Monitor PT	\$9.79	\$9.89	1%
Milford Youth Ctr. Health Coordinator PT	\$19.86	\$20.06	1%
Milford Youth Ctr. Program Coordinator PT	\$18.37	\$18.55	1%
Milford Youth Ctr. Program Facilitator PT	\$12.24	\$12.36	1%
Milford Youth Ctr. Summer Camp Counselor	\$9.79	\$16.83	1%
Mosquito Spray Applicator PT	\$16.67		
Pool Lifeguard PT	\$14.73	\$14.88	1%
Pool Manager PT	\$17.60	\$17.78	1%
School Nurse PT	\$18.56	\$18.75	1%
Soil Testing Assistant PT	\$15.35	\$15.50	1%
Student Police Officer	\$22.58	\$22.81	1%
Transfer Station Attendant PT	\$16.67	\$16.84	1%
Transfer Station Supervisor PT	\$17.29	\$17.46	1%
Veterans Agent	\$34.63	\$34.98	1%

F.	MISCELLANEOUS POSITIONS	ANNUAL RATE '16	ANNUAL RATE '17	Increase
	Assistant Health Agent PT	\$7,554	\$7,630	1%
	Board of Health Physician PT	\$6,607	\$6,673	1%
	Board of Registrars/Chairperson PT	\$2,730	\$2,757	1%
	Board of Registrars/Members PT (2)	\$2,184	\$2,206	1%
	Burial Agent PT	\$1,031	\$1,051	1.9%
	Fair Housing Director PT	\$2,079	\$2,100	1%
	Foreign Language Translator	\$563	\$569	1.1
	Inspector of Animals PT	\$2,241	\$2,445	9.1%
	Municipal Hearings Officer	\$2,810	\$2,838	1%
	Pest Control Officer PT	\$3,274	\$3,307	1%
	Sealer of Weights and Measures	\$8,381	\$8,465	1%
G.	ELECTION WORKERS	'16 RATE	'17 RATE	Inc
	Election Workers (hourly rate)	\$14.42	\$14.56	1%
	Election Clerks (hourly rate)	\$14.42	\$14.56	1%
	Election Deputies (hourly rate)	\$12.36	\$12.48	1%
	Election Checkers (hourly rate)	\$10.30	\$10.40	1%
	Election Custodian (rate per election)	\$161.17	\$162.78	1%
H.	CLERKS/VARIOUS COMMITTEES & BOARDS (PT)			
CLASS		'16 RATE	'17 RATE	Inc
8	Clerk, Finance Committee	\$7,780	\$7,878	1.3%
7	Unclassified	\$6,807	\$6,875	1%
6	Minutes Recorder/Board of Selectmen	\$5,836	\$5,894	1%
5	Clerk, Personnel Board	\$4,863	\$4,912	1%
5	Clerk, Planning Board	\$4,863	\$4,912	1%
4	Clerk, Conservation Commission	\$3,890	\$3,929	1%
4	Clerk, School Building Committee (temp.)	\$3,890	\$3,929	1%
4	Minutes Recorder/Library Building Committee	\$3,890	\$3,929	1%
3	Clerk, Board of Health	\$2,917	\$2,946	1%
3	Clerk, Capital Improvement Committee	\$2,917	\$2,946	1%
3	Clerk, Vernon Grove Cemetery Trustees	\$2,917	\$2,946	1%
2	Clerk, Board of Registrars of Voters	\$1,944	\$1,963	1%
2	Clerk, Park Commission	\$1,944	\$1,963	1%
2	Clerk, Zoning Board of Appeals	\$1,944	\$1,963	1%
2	Minutes Recorder / Capital Improvement Committee	\$1,944	\$1,963	1%
2	Minutes Recorder / Industrial Development Committee	\$1,944	\$1,963	1%
1	Minutes Recorder/Library Board of Trustees	\$973	\$963	-1%

PT: Part Time FT: Full Time PPT: Permanent Part Time

Upon the effective date hereof, salaried or hourly rated employees shall be placed on such step within the foregoing schedules as exceeds, but is closest to, the rate of compensation applicable to such employee as of June 30, 2016. Thereafter, step movements shall be on an annual basis.

### ARTICLE 3: Board of Selectman

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town, as provided by Section 108 of Chapter 41 of the General Laws, as follows:

	FY 16	FY17	Increase
Town Clerk	\$79,454	\$81,044	2%
Tax Collector	\$79,454		
Assessor (Chairman)	\$7,577	\$7,653	1%
Assessor (Members)	\$6,791	\$6,859	1%
Highway Surveyor	\$93,273	\$95,139	2%
Tree Warden	\$6,539	\$6,605	1%
Selectmen (Chairman)	\$8,634	\$8,721	1%
Selectmen (Members)	\$7,671	\$7,748	1%
Vernon Grove Trustee (Clerk)	\$3,673	\$3,710	1%
Board of Health (Chairman)	\$2,471	\$2,497	1%
Board of Health (Members)	\$2,159	\$2,181	1%
Sewer Commissioner (Chairman)	\$2,471	\$2,497	1.1%
Sewer Commissioner (Members)	\$2,159	\$2,181	1%
Park Commissioner (Chairman)	\$2,471	\$2,497	1%
Park Commissioner (Members)	\$2,159	\$2,181	1%
Planning Board (Chairman)	\$2,471	\$2,497	1%
Planning Board (Members)	\$2,159	\$2,181	1%
Moderator	\$2,376	\$2,400	1%

INFO: Recurring annual vote that fixes the salary and compensation of all elected officers of the town.

FINCOM: Recurring annual vote on setting compensation rates.

**FINANCE COMMITTEE VOTE WAS NOT TAKEN BEFORE THIS REPORT DEADLINE**

### ARTICLE 4: Board of Selectmen

To see if the Town will vote to raise and appropriate such sum or sums of money as may be necessary to defray expenses for the financial year beginning July 1, 2016, or take any other action in relation thereto.

INFO: Recurring annual vote that allows the Selectmen to set the schedule for taxes that allow the town to meet the financial obligations approved by town meeting.

FINCOM: Recurring annual vote approved each year. Most of the departments have met the goal of 2% increases on the salary lines and flat spending of expenses.

All departments that came in above the 2.5% presented the variances to the Fincom and budgets were adjusted.

**FINANCE COMMITTEE VOTE WAS NOT TAKEN BEFORE THIS REPORT DEADLINE**

#### ARTICLE 5: Town Treasurer

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2016 in accordance with the provisions of General Laws, Chapter 44, Section 4 and to issue a note or notes therefore, payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, or take any other action in relation thereto.

INFO: Recurring annual vote that allows the Treasurer to borrow money in order to assure efficient operations of the town.

FINCOM: Recurring annual vote approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

#### ARTICLE 6: Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to take charge of all legal proceedings for or against the Town, or take any other action in relation thereto.

INFO: Recurring annual vote that allows the selectmen to take care of the town's legal business and proceedings.

FINCOM: Article approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

#### ARTICLE 7: Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to expend from funds received by the Town as fines for parking violations during Fiscal Year 2016, such sum or sums of money as are necessary to pay the costs and expenses of collecting such fines and otherwise complying with the provisions of Section 20A of Chapter 90 of the General Laws during said fiscal year, or take any other action in relation thereto.

INFO: Recurring annual article that allows the Board of Selectmen to use funds collected as fines and violations in accordance with procedures and regulatory guidelines

FINCOM: Recurring annual vote approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

#### ARTICLE 8: Town Treasurer

To see if the Town will vote to authorize the Town Treasurer and/or Tax Collector to enter into a compensating balance agreement or agreements for Fiscal Year 2017 pursuant to Chapter 44, Section 53F of the General Laws, or take any other action in relation thereto.

INFO: Recurring annual article that allows the Treasurer to negotiate with local banks for terms that may be required for the town's accounts.

FINCOM: Recurring annual vote approved each year. This has not been used in many years but is set up in case it may be required.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**



#### ARTICLE 9: Board of Selectmen

To see if the Town will vote for Fiscal Year 2017, to authorize any and all departments to utilize, without further appropriation, any amounts received from insurance companies or other third parties as damages or payment for damage to any Town-owned property, for the purpose of repairing or replacing such property, or, as deemed appropriate by the Board of Selectmen, directly depositing such funds to the Municipal Building & Property Insurance Fund established by vote under Article 45 of the June 11, 1990 Annual Town Meeting, or take any other action in relation thereto.

INFO: Recurring annual article that allows departments to use funds received from insurance companies to repair damage caused to town property.

FINCOM: Recurring annual article approved each year. An example is when a motorist hits a traffic light and the insurance company reimburses the town for repairs. This allows the repairs to occur without having to come back to town meeting for the repair approval.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

#### ARTICLE 10: Board of Selectmen

To see if the Town will vote to authorize all persons, boards or agencies of the Town otherwise authorized to contract for or on behalf of the Town, during Fiscal Year 2016 to enter into such contracts or agreements for up to five years, except in the case of contracts or agreements dealing with real estate which may be for up to ten years, or take any other action in relation thereto.

INFO: Recurring annual article that allows the town departments to enter into routine contracts required to run the town within the limits stipulated.

FINCOM: Recurring annual article approved each year. This allows departments to sign annual contracts such as service contracts without having to come to town meeting for individual approval.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

#### ARTICLE 11: Board of Selectmen

To see if the Town will vote for Fiscal Year 2016, pursuant to Section 4 of Chapter 73 of the Acts of 1986, to approve an additional exemption of up to 100% of the currently allowed exemptions for all eligible real estate tax exemptions under G.L. c.59, Section 5, or take any other action in relation thereto.

INFO: Recurring annual article that allows the Selectman's office to offer tax exemptions to senior citizens and people eligible who perform services for the town

FINCOM: Recurring annual article approved each year. This makes it such that we do not have to vote on it each year. Typically cost is \$45,000 each year in forgiven taxes for 124 vets, 16 blind residents and 100 seniors (50%). There is no manner to quantitate the value of the work that is performed for the town by many of the seniors in conjunction with this program.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 12: Town Treasurer

To see if the Town will vote to authorize the Town Treasurer to accept deeds in lieu of foreclosure, pursuant to Chapter 60, Section 77C of the Massachusetts General Laws, or take any other action in relation thereto.

INFO: Recurring annual article that allows the town to accept land in lieu of having to foreclose on property.

FINCOM: Recurring annual article approved each year. This saves the town money as properties may be given to the town in lieu of taxes when they have minimal worth and it would cost more to go through the courts than it is worth.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 13: School Committee

To see if the Town will vote to transfer a sum of money, consistent with the funds raised from vending machines in the Milford School district, to be spent under the jurisdiction of the School Committee for purposes of Student Activities not funded in the School Department budget, or take any other action in relation thereto.

INFO: Recurring annual article that allows the money collected from the school vending machines and paid into the general fund to be transferred back to the school.

FINCOM: Recurring annual article approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 14: Various Departments

To see if the Town will vote to authorize revolving funds for certain Town Departments which departments have been previously authorized, under M. G.L. c. 44, Section E ½ for the fiscal year beginning July 1, 2016, or take any other action in relation thereto.

INFO: Recurring annual article that allows the various revolving funds set up to facilitate department operations to be funded.

FINCOM: Recurring annual article approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 15: Board of Selectmen

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be spent under the jurisdiction of the Board of Selectmen for the repair or replacement of the front stairs and railings at the Milford Police Headquarters, or take any other action in relation thereto.

INFO: The steps leading into the Police Department need to be repaired and the guard rail replaced as it is failing. The combination presents a safety issue that should be addressed.

FINCOM: An in depth discussion was held at the Long Range Planning Sub-Committee and the recommendation was favorable. This was planned for the fall town meeting warrant, but as it represents a safety issue, it was thought prudent to move it to the Spring.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 16: Board of Selectmen / Finance Committee

To see if the Town will vote to delete the provisions of Article 18 of the General By-Laws entitled "Capital Improvement Committee" and at the same time amend Article 2 of said By-Laws entitled "Finance Committee" by inserting a new paragraph within Section 4 thereof which paragraph shall state as follows:

The Finance Committee shall have a permanent sub-committee on Capital Improvements which sub-committee shall evaluate the capital needs of Town and its various departments and shall report and recommend thereon to the full Finance Committee. or take any other action in relation thereto.

INFO: The function of the CIC was set up to provide an independent view on capital purchases to the town meeting. Over the years, the format of the information has become outdated and does not provide any additional useful information. Department heads meet with the Finance Committee's Long Range Planning sub-committee multiple times a year to review potential capital and large project needs. The projects are prioritized and fit into the capital budget of the town. The CIC presents a subset of the information already presented in a different format and does not have the ability to place each project into a priority order. The Selectmen have suggested that this redundant function be eliminated and that priority be given to current CIC members to fill open finance committee positions.

FINCOM: The Long Range capital planning subcommittee has invited the CIC to its meetings and has had attendance for the past year. Their presence does not affect the operation of the subcommittee. As the CIC report tends to be issued a few days before town meeting, the information has not been available in a timeframe that is relevant. The chair of the CIC noted that they have rarely met with department heads to go through projects in depth so the information they aggregate is cursory at best. The finance committee supports the Selectmen in their position.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 17: Commission of Disability

To see if the Town will vote to amend Article 27 of the general By-Laws of the Town by striking the first two sentences of sub-section (a) and replacing said sentences with the following:

The Commission shall consist of 9 members, all of whom shall be appointed initially by the Board of Selectmen. Membership preference shall be given to persons with disabilities. The remaining members shall be parents, friends, or other persons with expertise regarding persons with disabilities. or take any other action in relation thereto.

INFO: The committee has not been able to fill the committee membership with the mandate that at least 4 members must be handicapped. This will change the membership requirement to preference given to people that are handicapped, but it is not a requirement. There is also language change that encourages people with special expertise in issues that handicap people face to be nominated to serve on the committee.

FINCOM: no real discussion required

**FINANCE COMMITTEE RECOMMENDATION IS REFER TO SPONSOR**

**ARTICLE 18: Board of Selectman**

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be utilized to fully fund the salary of the Finance Director for Fiscal Year 2016, or take any other action in relation thereto.

INFO: This is part of the restructuring of the finance function in the town that has served us well.

FINCOM: The finance committee has seen a positive impact and is supportive.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

**ARTICLE 19: Highway Surveyor**

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money in the amount of \$150,000 to be spent under the jurisdiction of the Highway Surveyor for the purpose of Louisa Lake Rehabilitation and Maintenance, or take any other action in relation thereto.

INFO: The Louisa Lake Dam repairs were originally estimated at \$600K. The Highway surveyor has combined new approaches suggested by alternate engineers with use of his own staff and the estimated cost has been reduced to \$200-300K. He needs the \$150K now and the Long Range Planning Committee has another \$150K in its plan to complete this work. It may be only \$50K for follow up work.

FINCOM: Using our internal resources to do much of the work that was developed seems a prudent strategy. Reducing the amount by \$300-\$400K was a positive step.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

**ARTICLE 20: 5 Water LLC**

To see if the Town will vote to amend Section 2.3 Use Regulation Schedule of the Zoning Bylaw relating to retail uses by special permit within the OR Office Residential District by adopting the following:

**2.3 Use Regulation Schedule.**

ACTIVITY OR USE	RA	RB	RC	RD	OR	BP	DISTRICT					
							CA	CB	CC	IA	IB	IC
COMMERCIAL USES												
Retail sales or service <sup>1</sup>	O	O	O	O	A <sup>27</sup>	O	P	P	P	P	P	P

<sup>27</sup> Provided the special permit granting authority finds that such uses are being proposed within existing conforming non-residential structures, are consistent with the historic development pattern in the immediate neighborhood, and can provide adequate off-street parking.

or take any other action related thereto.

INFO: Zoning change to allow special permit in existing OR zones.

FINCOM: This should not affect the taxes collected or any other areas regarding the town.

**FINANCE COMMITTEE RECOMMENDATION IS REFER TO SPONSOR**

## ARTICLE 21: Planning Board

To see if the Town will vote to amend Article III of the Zoning Bylaw by deleting Section 3.9 Sign Regulations in its entirety and inserting in lieu thereof the following new Section 3.9:

### 3.9 Sign Regulations

3.9.1 Purpose: The purpose of this section is to improve pedestrian and traffic safety; to avoid the proliferation of signs and minimize their adverse effect on nearby public and private property; to enhance economic development and the esthetic environment; to encourage the effective use of signs; and, to enable fair and consistent enforcement by adopting content-neutral regulations.

3.9.2 Applicability: No sign shall be erected, placed, established, painted, created, or maintained in the town except in conformance with these sign regulations.

3.9.3 Definitions: The following words and phrases used in this section shall have the meanings set forth below:

Sign - Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, attract attention to or announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public. For purposes of this bylaw, the term "sign" shall not include the following:

- (a) Official traffic control devices required, maintained, or installed by a Federal, State, or local governmental agency or an active railroad.
- (b) House/building (address) number, including a nameplate displaying the surname of the occupant of a single family residential dwelling.
- (c) Building marker indicating the name of a building and date and incidental information about its construction, which marker is cut into a masonry surface or made of bronze or other permanent material.
- (d) National flags, state or municipal flags, or the official flag of any institution.
- (e) War Veteran markers installed within the public right-of-way at locations designated by the Board of Selectmen as "Memorial Square" intersections.
- (f) Holiday lights and decorations.
- (g) Devices on residential properties that otherwise might be considered signs, but are only intended for the personal enjoyment of the residents thereof, and not intended to attract the attention of the public and not generally visible from a public way.

Banner - Any sign of lightweight fabric or similar material that is affixed to a pole or a building at one or more edges or corners. National, state or municipal flags shall not be considered banners.

Billboard - A large, standardized third-party freestanding outdoor advertising structure, characterized by providing off-premise advertising space intended for viewing from extended distances, generally more than 50 feet.

Community Bulletin Board - A single- or double-faced freestanding sign frame structure with a glass or plastic covered message surface designed for the short-term posting of multiple, individual announcements. A community bulletin board shall not exceed 6 feet in height, and the message surface shall not exceed 24 square feet in area. Postings shall be limited to announcements of local cultural, social, educational or special events or public services.

Freestanding sign - Any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure.

Inflatable Sign - Any sign capable of being expanded by air or other gas.

Official traffic control devices - devices required, maintained, or installed by a Federal, State, or local governmental agency or an active railroad for the purpose of guiding, directing, warning, or regulating traffic.

Pennant - Any lightweight plastic, fabric, or other material, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

Portable sign - Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A or T frames; menu and sandwich board signs.

Roof sign - Any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.

Temporary sign - Any sign of lightweight material that is used only for a limited period and not for permanent display.

Wall sign - Any sign attached parallel to, but within six inches of, a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.

Window sign - Any sign that is placed on the exterior of a window, or upon the inside of the window glass and is visible from the exterior of the window, including signs placed inside a building that are visible beyond five feet from the exterior of the window.

3.9.4 Signs Prohibited: Any sign not permitted in these sign regulations shall be prohibited. Moreover, the following signs shall be specifically prohibited:

3.9.4.1 Any sign within the right-of-way of a public or private street or way, except for those specifically exempted by Section 3.9.5.1 herein.

3.9.4.2 Any sign that may be confused with an official traffic control device.

3.9.4.3 Pennants, banners, and strings of lights.

3.9.4.4 Inflatable signs.

3.9.4.5 Flashing signs, any part of which moves or flashes, or signs of the traveling light or animated type, and all beacons and flashing devices whether a part of, attached to, or apart from a sign.

3.9.4.6 Changeable copy electronic message panels and/or signs displaying images or messages that change more than eight times a day and for less than one hour duration per each image or message displayed.

3.9.4.7 Roof signs.

3.9.4.8 Temporary and portable signs except as permitted in Section 3.9.12 herein.

3.9.4.9 Signs placed so as to obscure vision as per Section 2.4.6 herein.

3.9.5 Exemptions: The following shall be exempt from regulation under this by-law:

3.9.5.1 Exemptions for sign placement within the right-of-way of a public or private street shall be limited to the following:

3.9.5.1.1 Changeable copy electronic message panels utilized by the Police Department for traffic control and/or safety purposes.

3.9.5.1.2 Official legal notices, or public warning/informational bulletins posted by the Town.

3.9.5.1.3 Public Utility warning/informational signs regarding poles, lines, pipes, or similar facilities.

3.9.5.1.4 Within the CA Central Commercial district, temporary banner suspended across Main Street if authorized by the Board of Selectmen.

3.9.5.1.5 Emergency warning signs installed by a governmental agency, a public utility company, or a contractor doing authorized or permitted work within the public right-of-way.

3.9.5.1.6 Any sign installed or placed within the public right-of-way or on public property not in conformance with the requirements of these sign regulations, may be removed by the Town.

3.9.5.2 Exemptions for sign placement on lots shall be limited to the following:

3.9.5.2.1 Any public notice or warning required by a valid and applicable federal, state, or local law, regulation, or by-law.

3.9.5.2.2 Any sign inside a building, including signs attached to the inside of a window or door, not visible beyond five feet from the exterior of the window.

3.9.5.2.3 Any sign inside an athletic facility, including inward facing signs attached to the inside of a wall or fence.

3.9.5.2.4 Traffic directional signs, utilized solely as traffic control devices on private property, the face of which meet Department of Transportation standards and which have been shown on a site plan approved by the Planning Board, or on a common signage plan as per Section 3.9.10 herein.

3.9.5.2.5 Emergency warning signs installed by a governmental agency, a public utility company, or a contractor doing authorized or permitted work within the right-of-way of an adjacent street.

3.9.6 Computations: The following shall control the computation of sign area and sign height:

3.9.6.1 Sign Area - shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets zoning by-law requirements and is clearly incidental to the display itself.

3.9.6.2 Area of Multi-faced Signs - shall be computed by adding together the area of all sign faces visible from any one point. When two sign faces of identical dimensions are placed back to back, so that both faces cannot be viewed at the same time, and when such sign faces are part of the same sign structure and are not more than 42 inches apart, the sign area shall be computed by the measurement of only one of the faces.

3.9.6.3 Sign Height - The distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of (1) existing grade prior to construction or (2) the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating done solely for the purpose of locating the sign.

3.9.7 Signs Permitted: Within the districts noted below, the following signs are permitted:

3.9.7.1 RA, RB, RC and RD Districts - One wall sign or one free-standing sign per lot, and one home occupation sign in accordance with Section 3.3.3 if applicable.

3.9.7.2 RA, RB, RC and RD Districts - wall signs or free-standing signs shall not exceed six square feet in area.

3.9.7.3 RA, RB, RC and RD Districts - free-standing signs shall not exceed six feet in height.

3.9.7.4 OR District - One wall sign on each side of a building per use per lot provided that the aggregate of all wall signs does not exceed 5% of the wall area upon which they are displayed.

3.9.7.5 BP District - One wall sign on each side of a building per use per lot provided that the aggregate of all wall signs does not exceed 10% of the wall area upon which they are displayed.

3.9.7.6 OR and BP Districts - one free-standing sign per street frontage provided that the aggregate of all free-standing signs does not exceed 80 square feet in area.

3.9.7.7 OR District - free-standing signs shall not exceed 20 feet in height.

3.9.7.8 BP Districts - free-standing signs shall not exceed 30 feet in height.

3.9.7.9 CA, CB, CC, IA, IB and IC Districts - One wall sign on each side of a building per use per lot provided that the aggregate of all wall signs does not exceed 20% of the wall area upon which they are displayed.

3.9.7.10 CA, CB, CC, IA, IB and IC Districts - One free-standing sign per street frontage provided that the aggregate of all free-standing signs does not exceed one square foot per foot of lot frontage on the street towards which they are oriented.

3.9.7.11 CA, CB, CC, IA, IB and IC Districts - Free-standing signs shall not exceed 30' in height.

3.9.7.12 CA, CB, CC, IA, IB and IC Districts - The total area of all signs, either wall mounted or free-standing, shall aggregate not more than four square feet per foot of lot frontage on the street towards which they are oriented.

3.9.7.13 Within all zoning districts - Community Bulletin Boards maintained by the Town on Town owned or operated property to the extent authorized and approved by such board or agency with jurisdiction over such property. Such bulletin boards shall not be included in the aggregate calculation required by Section 3.9.7.10 herein.

3.9.8 Design, Construction, and Maintenance: Except for banners, flags, temporary signs, and window signs, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure, and shall be maintained in good structural condition at all times. Banners affixed directly to the exterior surface of any building or wall shall be prohibited.

3.9.9 Permits Required: A building permit is required for the placement, construction, erection, or modification of any sign except within the RA, RB, RC, and RD zoning districts. The permit application shall be accompanied by detailed drawings to show the dimensions, design, structure,

and location of each sign, to the extent that such details are not contained on a Common Signage Plan then in effect for the premises. A single application and permit may include multiple signs on the same premises.

3.9.10 Site Plan Required: Site plan approval by the Planning Board shall be required for all free-standing signs prior to the issuance of a building permit, except for temporary signs as provided for in Section 3.9.12 herein.

3.9.11 Common Signage Plan: On lots containing existing multiple uses and/or buildings where a change to the signage is proposed, a common signage plan shall be submitted to the Building Commissioner to provide coordination among the various interests in providing signage on such lots. Such common signage plans may be approved by the Building Commissioner prior to the issuance of applicable permits.

3.9.11.1 The Common Signage Plan shall contain the following elements:

3.9.11.1.1 An accurate site plan of the premises, at such scale as the Building Commissioner may reasonably require.

3.9.11.1.2 Location of buildings, parking lots, driveways, and landscaped areas on such premises.

3.9.11.1.3 Computation of the maximum total sign area, the maximum area for individual signs, the height of signs and the number of freestanding signs allowed on the premises included in the site plan.

3.9.11.1.4 An accurate indication on the site plan of the proposed location of each present and future sign of any type, whether requiring a permit or not.

3.9.11.2 Provisions: The Common Signage Plan shall specify standards for consistency among all signs on the premises affected by the Plan with regard to Type, Lighting, Location, and Sign proportions.

3.9.11.3 Existing Nonconforming Signs: For Common Signage Plans filed for a property on which existing nonconforming signs are located, all such signs and the extent of their nonconformity shall be noted on the plan.

3.9.11.4 Binding Effect: After approval of a Common Signage Plan, no sign shall be erected, placed, painted, or maintained, except in conformance with such plan. In case of any conflict between the provisions of such a plan and any other provision of this by-law, the by-law shall control.

3.9.11.5 Common Signage Plan - New Construction: A Common Signage Plan shall be included with the submittal of required Site Plans to the Planning Board for all new development proposals and for all re-development proposals.

3.9.12 Temporary Signs: On lots within the RA, RB, RC, RD and OR zoning districts, and within non-residential zoning districts where the principal use on a premises is residential, temporary freestanding signs relating to one-time events shall be allowed subject to the following requirements:

3.9.12.1 No more than 1 such sign shall be permitted on the same lot at any one time, except that during the months of March, April, September, October and November no more than 4 such signs shall be permitted on the same lot at any one time.

3.9.12.2 Such signs shall not exceed 6 square feet in area per sign.

3.9.12.3 Such signs shall not exceed 3 feet in height.

3.9.12.4 Such signs shall not be displayed more than 45 days before the event being announced, and shall be removed within 72 hours following said event.

3.9.12.5 Such signs shall not be illuminated in any way.

On lots within the BP, CA, CB, CC, IA, IB, and IC zoning districts, temporary banner signs announcing one-time special community events or similar public service announcements shall be allowed subject to the following requirements:

3.9.12.6 No more than 1 such banner shall be permitted on the same lot at any one time.

3.9.12.7 Such banner shall not exceed 12 square feet in area.

3.9.12.8 Such banner shall not be displayed more than 30 days before the event being announced, and shall be removed within 72 hours following said event.

3.9.12.9 Such banner shall not be illuminated in any way.



3.9.13 Temporary Sign/Substitution: Where a permit has been issued as per Section 3.9.9 herein, a temporary sign may be utilized in place of the permanent sign so permitted, but only for a period not to exceed 30 consecutive days prior to such time as the permanent sign is installed.

**AND IN ADDITION**, by deleting under Section 4.1 Definitions the following words and their definitions: "Sign, Accessory", "Sign, Directional", "Sign - Non-accessory", "Sign, Portable", "Sign, Area of" and by inserting in lieu thereof the words "Sign - See Section 3.9.3 herein."

**AND FURTHER IN ADDITION**, by inserting in Section 2.3 Use Regulation Schedule the following:

2.3 Use Regulation Schedule

DISTRICT													
ACTIVITY OR USE	RA	RB	RC	RD	OR	BP	CA	CB	CC	IA	IB	IC	
<b>OTHER PRINCIPAL USES</b>													
Billboard	O	O	O	O	O	O	O	O	O	O	O	O	O
<b>ACCESSORY USES</b>													
Signs <sup>26</sup>	P	P	P	P	P	P	P	P	P	P	P	P	P

<sup>26</sup> Signs subject to the requirements of Section 3.9 herein.

or take any other action related thereto.

**INFO:** Supreme court ruled that if your signs are not content neutral the bylaws are not enforceable. These changes make the bylaw compliant.

**FINCOM:** This is outside the scope of the Fincom

**FINANCE COMMITTEE RECOMMENDATION IS TO REFER TO SPONSOR**

**ARTICLE 22:** Board of Selectman

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be utilized to complete the unfinished existing 2<sup>nd</sup> floor space at the Senior Center, or take any other action in relation thereto.

**INFO:** This is an upgrade to the Senior Center so that there would be a bathroom on the 2<sup>nd</sup> floor. At present the current bathroom on the second floor is not big enough at certain peak times on certain peak days to accommodate all the people. Sometimes people have to wait or take an elevator to the first floor.

The capital sub-committee asked the head of the Senior Center if this was either an emergency or if there were special circumstances that would move this from the scheduled fall implementation to the spring meeting. She told the sub-committee neither was the case but she was recommended to do it in the spring.

**FINCOM:** The Fincom recommend to the Selectmen that this be passed over until the fall when it was in the plan. The Fincom supports this article but not the timing. It has been successful to hold non-emergency / non special circumstance projects until the fall when we know our free cash situation. Over \$750K of projects were brought forward that would be nice to do in the Spring. The subcommittee pushed them back to the fall when the actual financial situation is known. This is a small amount compared to many others. However, the precedence is the issue. Also there was no sense of urgency last fall to include the bath room before the fall of 16 when the town allocated \$75K for renovation of the 2<sup>nd</sup> floor and it was only brought forward for the Spring in the last month. The issue is waiting a few months using the system seems prudent versus changing the system that has worked so well for the town.

**FINANCE COMMITTEE RECOMMENDATION IS UNFAVORABLE**

## ARTICLE 23: Board of Selectman

To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$250,000 to be utilized for purposes for contracting with the Metrowest Regional Transportation Authority for purposes of providing a fixed loop public transportation service in Milford, with buses to be wheel chair accessible vehicles, said amount to be reduced by the amount of any grants received by the town for purposes of funding said contract and providing such services, and to accept and expend any such grants, or take any other action in relation thereto.

INFO: This would provide a public transportation system within the Town of Milford. The cost would be \$250,000 per year for the actual bus system. This would allow people who need transportation and people who do not want to drive to appointments and work to use a bus. The actual route has not been worked out yet as what was presented was only a place holder. If approved the Selectman would create a committee to work out the details of how the system would be run and monitored. The Selectmen have committed to have quarterly reviews and circulate a report that monitors the ridership and other critical factors so we can decide if this pilot project is worth maintaining. The state is expected to provide a \$75,000 grant for the first 3 years

FINCOM: A lengthy discussion was held citing ridership statistics from other towns in Massachusetts that have a similar program. The presentation cited an expected ridership of 30,000 people per year or 120 people a day average. The general sentiment of the fincom seemed to be that the idea of providing a service such as a bus loop to those who cannot drive is a good idea. The vote was favorable by only a single vote.

Those in favor of trying the proposal as a trial believed that regardless of the data shown from other towns, there is no manner to really see if this type of services will be well accepted in Milford until you try it for a year. The key is to try it and see. If the ridership is not there and the benefits are not realized, then we cancel it after the first year.

Five of the 11 members of the fincom present voiced questions that they felt could not be answered. The general sentiment is that this is being rushed and there is too much money involved to rush into a large project. Some of the general questions discussed were: How can we vote on a project that has yet to be fully defined.

The route that was presented was much more comprehensive than the route expected as it would take too long to complete. At the time of the meeting, the actual route was not certain yet but a shorter one was being considered. The impact with complying with the Americans with Disabilities Act ADA requirement of having to deviate from the fixed bus route for an ADA certified rider who is within 3/4 mile of the bus route, was not explained.

How is it that this proposal has only been brought to the fincom and selectman a couple of months before the town meeting. Why have the committees not been involved in such a large project from the beginning as it was reported that people have been working on this for quite some time.

It seems that there are some alternatives that on the surface seem to present more cost effective alternatives. It would appear that the town of Milford could run the busses and save a significant cost as a large part of the budget is to compensate the MWRTA for their expertise and management.

Why would we not wait until the fall town meeting and have the committee proposing this program have time to research the program and present a complete evaluation before we vote on \$250-\$250K of expenditures. The proponents mentioned that they want to start in the summer versus the winter.

The cost to build and maintain the bus stop shelters, as well as the neighborhood reaction to having them and where they would be located was not explained.

Why is such a large amount of the budget allocated to the MWRTA overhead. It was explained that they are the experts and we want to use their expertise. The proponents also noted that they reached out to many other companies and no one wanted to take this project on. The Fincom was curious as to what companies were contacted.

Opponents felt that there were too many unanswered questions to support a favorable town meeting recommendation and that the fincom should understand the costs of the project in its entirety, and should have ample opportunity to evaluate the costs and impact on the town and taxpayers.

The proponents felt that as the Chairman of the Selectman noted he will set up a committee with a fincom member represented, and this will be evaluated quarterly for at least one year, this is an experiment that is worth trying, but we should be clear that if it does not work out we can cancel at the end of one year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

#### ARTICLE 24: HIGHWAY SURVEYOR

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money in the amount of \$125,000 to be spent under the jurisdiction of the Highway Surveyor for the purpose of storm water mapping completion for compliance with the EPA Storm Water Permit, or take any other action in relation thereto.

INFO: Last of the mapping to complete the project, no real option but to go ahead with this.  
FINCOM: no discussion required

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

#### ARTICLE 25: Board of Selectman

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money in the amount of \$10,000 to be spent under the jurisdiction of the Town Administrator for the retainage of Engineering Consultants to assist with preliminary design, cost estimates, limited site investigations, and grant writing, for the purpose of planning for and funding engineering projects for the Town, or take any other action in relation thereto.

INFO: This is the grant writer funds. The town has had good luck in getting grants with a grant writer  
FINCOM: This is independent of the town engineer. The reason that this is not in a normal annual general, government budget is that it may not be needed each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

#### ARTICLE 26: Chief of Police

To see if the Town will vote to revoke its acceptance of the provisions of the Massachusetts General Laws placing the Town of Milford Police Department under Civil Service Law, G.L. c. 31 which civil service status was accepted by vote of the 1925 annual town meeting; and further, such revocation of acceptance, in accordance with G.L. c. 4, § 4B(e) not to affect the civil service rights of any employee of the Milford Police Department entitled thereto prior to vote under this article, or take any other action in relation thereto. or take any other action in relation thereto.

INFO: This will be passed over  
FINCOM: no discussion held

**NO FINANCE COMMITTEE RECOMMENDATION IS REQUIRED**

#### ARTICLE 27: School Committee

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money in the amount of \$300,000 to be spent under the jurisdiction of the School Committee for the purpose of building the network infrastructure at Brookside Elementary School, Memorial Elementary School, Stacy Middle School and Milford High School, said funds to represent the Town's share with supplemental funds from the Federal E-Rate grant, and to accept and expend funds from any such grant, or take any other action in relation thereto.

INFO: This was approved and allocated as part of the capital from the Fall town meeting. This article is just the formal request for the money to improve the infrastructure of the school system. This is to be matched by a grant that this represents 30% of the total. The school committee has advised us that the total may be less.

FINCOM: The Fincom was uncomfortable with the fact that the school committee has been requested to provide an overall plan on how the \$900K (\$300K of Milford money and a match of \$600K) will be spent since September. Each month the request was made from the Finance Committee IT Subcommittee. The concern was that a day before the grant submittal deadline the subcommittee would be presented a spend plan that does not express how this fits into the overall infrastructure and IT plan. No plan has ever been received. Four days before submittal, the grant submittal which is a spend plan of items to be purchased was turned in. Members of the finance committee were divided over not wanting to lose a grant opportunity this year (we may be able to file next year) for \$600K on equipment that looks appropriate. Another group felt it was not appropriate to support a \$300K expense of town money when the committee was not given the opportunity to participate or understand the overall plan. The article was first voted as favorable and then tabled pending the school committee coming forward with more information.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

#### ARTICLE 28: HIGHWAY SURVEYOR

To see if the Town will vote to appropriate a sum of money in the amount of \$150,748 to be spent under the jurisdiction of the Highway Surveyor for the design, bidding and construction of a storm water treatment wetland; such funds to be applied as a match to a Section 319 grant from the Commonwealth of Massachusetts for a total project cost of \$376,038 and further, to see if the Town will vote to direct how such sum shall be raised whether from the current tax levy, by transfer from available funds, by borrowing or otherwise, and how expended, or take any other action in relation thereto.

INFO: We need to create a retention area on Dilla Street that traps the initial inch of rain fall before it is sent to the Milford Pond. There is a 319 grant available that would allow us to pay \$150,748 of the total expense of \$376,083.

FINCOM: Using the grant seems prudent

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

## ARTICLE 29: HIGHWAY SURVEYOR

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be spent under the jurisdiction of the Highway Surveyor for the purpose of Milford's share of the engineering costs affiliated with the Fiske Mill bridge reconstruction project, or any other action in relation thereto.

- INFO: \$50k to do engineering then when Upton comes up with the money we will have to match 50%. This is the beginning of developing a plan to fix the Fiske Mill bridge which will be more like Milford paying 50% of \$1M
- FINCOM: We need to have the \$50K ready to match Upton when they approve their share. This project is expected to cost approximately \$1M in the next year or two.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

## ARTICLE 30: Board of Selectman

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money in the amount of \$4,000 to be spent under the jurisdiction of the Board of Selectmen for upgrading and replacement of exterior lighting at the Milford Police Headquarters, or take any other action in relation thereto.

or take any other action in relation thereto

- INFO: To update the lighting around the police station to LED is a total expenditure of \$15,597. National Grid has given the town a grant so that our total cost would be \$6,400. We expect that once the new LED lights are in place we will save \$2,400 per year. This would typically be addressed in the fall but the special circumstance is that we do not want to risk the grant. \$4,000 is sought here and \$2,400 will be allocated from the general government electricity account to meet our entire \$6,400 contribution
- FINCOM: This qualifies as a special circumstance as the grant is available now and uncertain if it would be available in the fall. This covers lights on the police station perimeter and has nothing to do with the flag pole lighting project which has been completed separately.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

## ARTICLE 31: Chief of Police

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money in the amount of \$25,000 to be spent under the jurisdiction of the Police Chief for the replacement of computers and related equipment and software at the Milford Police Department, or take any other action in relation thereto.

- INFO: This is the final payment of the \$100,000 upgrade that was scheduled for 4 years of \$25,000 payment. We have made 3 years of payments to date. We approved payment #3 in the fall of 2015 and this final payment is scheduled for the fall meeting of 2016. The Chief will pass this over and it will be addressed in the fall.
- FINCOM: The Fincom asked that this be passed over until the fall as it is not an emergency and there are no special circumstances that require us to move on this in the spring. Also there is no rationale to paying a vendor early.

**NO VOTE WAS REQUIRED AS IT WILL BE PASSED OVER**

## ARTICLE 32: Board of Sewer Commissioners

To see if the Town will vote to appropriate a sum of money in the amount of \$5,200,000, said sum to be expended under the jurisdiction of the Board of Sewer Commissioners for all aspects of a sludge handling facility; and further to determine how said funds shall be raised, whether by transfer from available funds, by borrowing, or otherwise, or take any other action in relation thereto.

INFO: The main aspect of this upgrade is to put into place a drying system for the sludge we send out. At present we pay by the weight. The sludge has a high percentage of water (97% water – 3% solids) and therefore we are paying a higher amount as we pay for the water as well as the solids. This upgrade will remove the water (94% – 6% solids) and therefore we will pay less for the disposal. It was estimated that the payback period is 9 years. This includes a new building and equipment to reduce the odor during the transfer process. The lifetime of the equipment is expected to be 20 years. This number has a 20% contingency.

FINCOM: General Areas to be addressed

1. Sludge Thickening (≈\$2M)
  - a. The cost to remove the sludge sent out to be incinerated is based on weight. The highest contributor to the weight is water. This investment will reduce the water content and significantly lower the weight. When conditions are favorable, the 'treated' water will be sold, thus generating additional revenues.
2. Odor Minimization (≈\$2M)
  - a. Residents have voiced complaints about the odor that is created when sludge is transferred. The building will minimize the odor and allow more efficient operation in winter months.
  - b. The building costs are higher than one might expect. This is due first to the size of the building which must house large trucks. Additionally, due to the highly corrosive nature of the 'environment', special materials and procedures for construction are mandated by building and EPA requirements.
3. Upgrade of Sewer Department Equipment (≈\$1M)
  - a. An explanation that upgrading the equipment is normal and planned would be helpful and explaining what is being upgraded

We have \$6M in the sewer stabilization (\$3M will come out in the first year). At the end of the first year we will know the exact amount and take it out of retained earnings. We do not expect to bond any amount unless the rates are very favorable. This should not have any impact on the sewer use fee. There has not been a rate increase in the past eight years.

The major breakdown is

a. Building	\$1,414,000
b. Site Work & Utilities	\$ 571,000
c. Pumps, Valves & Pipes	\$ 400,000
d. Odor Control	\$ 383,000
e. Treatment Equipment	\$1,035,000
f. Electric Controls & Instrumentation	\$ 510,000
Sub TOTAL	\$4,313,000
Construction Admin	\$ 430,000
Contingency (10%)	\$ 430,000
TOTAL	\$5,173,000

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 33: Finance Committee

To see if the Town will vote to raise and appropriate or transfer from available funds an amount of money to offset any fiscal year 2016 deficit in the snow and ice account, or take any other action in relation thereto.

INFO: Approximately \$120,000 will be required above the budgeted \$600K for a total of \$720,000

FINCOM: This is an annual activity. The snow and ice budget is the only one that towns are allowed to go over and deal with in subsequent years. The issue is that once money is budgeted in this account it cannot be reduced. Any money not spent must be allowed to fall to free cash and is only available in the subsequent year. Thus it always makes sense to budget a minimum number (Milford budgets \$600K per year) and in large snowfall years reserve funds to balance the account at the annual meeting. This has worked very well for the past two decades.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 34: Parks Department

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be expended under the jurisdiction of the Board of Park Commissioners for purposes of purchasing a truck to replace a 2001-year model truck, or take any other action in relation thereto.

INFO: One of the old Parks department pickup trucks failed inspection recently and is not road worthy. The Parks department has advised us that they will not be driving this vehicle

FINCOM: An in-depth discussion was held at the Long Range Planning subcommittee and the recommendation is favorable.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 35: Upper Charles River Trail

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, take by eminent domain, or otherwise acquire a permanent easement on Assessor's Map Sheet 6, Lot 6-0-8 for the purpose of providing a pedestrian connection from the Milford Upper Charles Trail to the Towns Conservation Land and to the Walden Woods Development and further, to authorize the Selectmen to pay the costs and damages thereof. Said land to be taken or affected is shown on the Plan entitled "Trail Easement Plan of Land, Cedar St. (Route 85), dated 10/28/15" by G&H, a copy of which is on file in the office of Planning and Engineering, or take any other action in relation thereto.

INFO: A Charles River Trail board member has advised the Fincom capital subcommittee that if the land is not gifted they will seek private funds to acquire it.

FINCOM: As the committee advised the capital sub-committee that they expect to obtain the land as a gift. They further advised that if any money was required, it would be raised through private means and no public funds would be sought.

**FINANCE COMMITTEE RECOMMENDATION IS REFER TO SPONSOR**



ARTICLE 36: Town Treasurer

To see if the Town will vote to amend its vote under Article 2 of the February 10, 2014 Special Town Meeting by reducing the amount authorized to be borrowed thereunder by a sum of money which reflects the premium amount received from bonding the Woodland School Project, or take any other action in relation thereto.

INFO: This would reduce the amount we need to borrow by \$2-3M as the finance director and treasurer will work out the best financing strategy available and we may not need to borrow as much.

FINCOM: The strategy seems prudent

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 37: School Committee

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be expended under the jurisdiction of the School Committee for the purpose of upgrading the Stacy Middle School elevator to meet Commonwealth of Massachusetts Public Safety Codes, or take any other action in relation thereto.

INFO: The elevator control system has failed and parts are no longer available. We actually had a person trapped in the elevator when the control system failed. The costs will run between \$80 - \$100 K

FINCOM: The school committee will cover the elevator repair costs so that they can order parts immediately and start the repair which will take 1 month from the day the school closes. We cannot close the elevator during the school year. There is no manner to move any faster. If the money is required before it can be approved, the Fincom will cover the expense with its emergency account.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 38: Finance Director

To see if the Town will vote to close out certain Special Article Accounts to the General Funds of the Town, or take any other action in relation thereto.

INFO: This is an annual article where money left over from previous projects that will no longer be needed is returned to the general fund. As town meeting members allocated the money, an article must be voted on by town meeting members to return the left over money.

FINCOM: This is an annual motion that has served the town well in the past. See the attached table for details of the money that would be closed out and put into the general fund.

**FINANCE COMMITTEE VOTE WAS NOT TAKEN BEFORE THIS REPORT DEADLINE**

ARTICLE 39: Finance Director

To see if the Town will vote to transfer funds between certain line items voted under Article 4 of the May 18, 2015 Annual Town Meeting for the purpose of making funds available in line item accounts not sufficiently funded through the end of Fiscal Year 2016, or take any other action in relation thereto.

INFO: This is an annual article allows departments to balance their budgets, which is required, by using money that is either not used in personnel to cover expenses or vice versa. As town meeting approves budgets with separate personnel and expense budgets, moving money from one to the other requires a town meeting vote.

FINCOM: This is an annual motion that has served the town well in the past. See the attached table for details.

**FINANCE COMMITTEE VOTE WAS NOT TAKEN BEFORE THIS REPORT DEADLINE**



And you are hereby directed to serve this warrant by posting at least fourteen days before said meeting attested copies of this warrant in ten or more public places located in said Milford.

HEREOF, FAIL NOT, and make due return of this warrant with your doings thereon to the Clerk of said Town at the time of said meeting.

Given under our hands at Milford this            day of            , 2016

MILFORD BOARD OF SELECTMEN

\_\_\_\_\_  
, Chairman

A true copy attest:            \_\_\_\_\_ Thomas J. O'Loughlin, Chief of Police

1		Reports of Town Officers		\$0
2		Wage and Salary Schedule	Personnel Board	\$0
3		Fix the salary and compensation	Selectman	\$0
4		Raise and appropriate sums of money	Selectman	\$0
5		Authorization to Borrow Money	Treasurer	\$0
6		Take charge of all legal proceedings	Selectman	\$0
7		Parking violations expenditures	Selectman	\$0
8		Compensating balance agreement	Treasurer	\$0
9		Insurance proceeds	Selectman	\$0
10		Town Contracts	Selectman	\$0
11		Exemptions for eligible real estate tax	Selectman	\$0
12		Accept deeds in lieu of foreclosure	Treasurer	\$0
13		Vending Machine Money	School Committee	\$0
14		Revolving Fund Accounts	Various Departments	\$0
15		Mass Electric Easement	Selectman	\$0
16		Abolish Capital Approval Committee	Selectman	\$0
17		Commission of Disability Definition	Commission of Disability	\$0
18		Salary of the Finance Director	Selectman	\$0
19		Louisa Lake Rehabilitation	Highway Surveyor	\$150,000
20		Zoning Bylaw 5 Water Street	5 Water LLC	\$0
21		Amend Article III	Planning Board	\$0
22		Senior Center Bathroom	Selectman	\$7,500
23		Milford Bus Route	Selectman	\$250,000
24		Storm Water Management	Highway Surveyor	\$125,000
25		Consultants	Fire Chief	\$10,000
26		Civil Service	Police Chief	\$0
27		Technology eGrant Match	School Committee	\$300,000
28		Storm Water Treatment	Highway Surveyor	\$376,038
29		Fiske Mill Street Dam	Highway Surveyor	\$50,000
30		Police Station Lighting	Selectman	\$4,000
31		Police Computers	Police Chief	\$25,000
32		Sludge handling facility	Sewer Commissioners	\$5,200,000
33		Snow & Ice Account	Finance Committee	\$120,000
34		Pick Up Truck	Parks Department	\$45,000
35		Permanent easement	Upper Charles River Trail	\$0
36		Woodland School Borrowing	Treasurer	\$0
37		Stacy Elevator	School Department	\$100,000
38		Close out certain Special Article Accounts	Finance Director	-\$80,283
39		Transfer funds between Accounts	Finance Director	\$0
				\$6,682,255

## Article 38 Old Article Close Outs

Town Meeting	Article	Purpose	Balance to be closed
2014-Oct	1	July 4 <sup>th</sup> Fireworks	\$2,200.00
2014-Oct	4	Upper Town Hall Audio System	\$12,082.00
2014-Oct	21	Town Hall Heating units	\$12,980.00
2015-May	38	Police Boiler	\$1,260.00
2015-May	23	Purchase Street School Boiler	\$720.00
2013-Oct	18	Street Sweeper	\$5,602.43
2011-May	35	Fino Field Well	\$35,000.00
2012-Oct	6	Tractor Mower	\$3,097.36
2013-Oct	11	Dump Truck	\$7,180.69
2014-10	5	Highway Department Truck	\$161.03
			\$80,283.51

## Article 39 Intra Department Transfers

Department Money is coming from			Department Money is going to	
122	Selectmen	Personal Services – Health Insurance 914-5300	General Expenses – Selectman	\$25,000
162	Elections	General Expenses – Elections	Personal Services – Elections	\$2,500
192	Public Bldg & Property	General Expense – Public Bldg & Property	R & M Bldg & Grounds	\$25,000
296	Hydrant Services	General Expense – General Government	General Expenses - Hydrant	\$2,200
411	Town Engineer	Personal Services – Town Engineer	General Expense – Town Engineer	\$12,230
411	Town Engineer	Personal Services – Health Insurance	General Expense – Town Engineer	\$13,000
542	Youth Services	Personal Services – General Govt	Personal Services – Youth Services	\$350