

TOWN OF MILFORD  
Milford, Massachusetts  
**NOTICE OF MEETING**

Board or Commission \_\_\_\_\_ Milford Select Board  
Date and Time of Meeting \_\_\_\_\_ November 8, 2021, 7:00PM  
Place of Meeting \_\_\_\_\_ Room 03, 52 Main Street

MILFORD TOWN CLERK  
2021 NOV -4 PM 4:25

**A.) SIGNING OF WARRANT, APPROVAL of Minutes, November 1, 2021  
EXECUTIVE SESSION Minutes, November 1, 2021**

**B.) INVITATION TO SPEAK**

Remote Public Hearing/Invitation to Speak access now requires advanced registration. Please register online here: <https://tinyurl.com/34yb96bd> Any member of the public may now register to access the zoom webinar as an attendee. Public attendees will be able to view the zoom LIVE and request to speak at the "Public Hearing/Invitation to Speak."

**C.) PUBLIC HEARINGS**

**D.) SCHEDULED APPOINTMENTS**

1. Attorney Jed Nosal, re: Water Company
2. Finance Director, Town Administrator, re: ARPA
3. Human Resources Director, re: Job Descriptions

**E.) TOWN ADMINISTRATOR'S REPORT**

**F.) OLD BUSINESS**

1. Amazon, re: Update

**G.) NEW BUSINESS**

1. Police Chief, re: "No Parking Here to Corner" Sign-2 Claflin Street
2. Police Chief, re: New Policy-Small Unmanned Aircraft Systems
3. Building Commissioner, re: Permit Fees-Plumbing, Gas, Wiring
4. Milford Youth Commission, re: Resignation
5. Director of Public Health, re: Charles River Climate Compact
6. Fair Housing Committee, re: Resignation
7. Fire Chief, re: Comprehensive Emergency Management Plan

**H.) CORRESPONDENCE**

**I.) EXECUTIVE SESSION**

1. Attorney Jed Nosal, re: Update-Water Company
2. Police Chief, re: Contract
3. Town Counsel, re: Police Union Contract Negotiations

The listing of matters above are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Signature R. J. Nosal Dated 11/4/21

D-3  
11-8-21



### **Job Description**

Position: Fire Chief  
Primary Location: Fire Station  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Select Board  
Description Updated On: October 6, 2021

### **Summary/Objective**

The Fire Chief is responsible for managing and administering the services and operations of a major department of the Town including developing and implementing department goals, policies, procedures, staffing and budgets to ensure for the efficient operation of the department and reviewing plans and inspecting premises to ensure compliance with fire codes. Employee is required to perform all similar or related duties and is responsible for the supervision of forty-four (44) full-time employees.

### **Essential Functions**

- Plans, organizes, directs, and controls the overall operations of Fire Department activities to include firefighting, investigations, fire prevention and safety education, training, building and equipment maintenance, emergency medical service and rescue services and operations.
- Develops and administers department goals, policies, procedures, staffing and budgets to ensure for the efficient operation of the department; responds to major fires to direct firefighting and control operations.
- Staffs, schedules, and ensures for the proper training and development of personnel; recruits, promotes, evaluates, disciplines, and terminates staff, and administers union contracts; also responds to all personnel related matters for fire department staff.
- Develops pre-fire plans and procedures and arranges for the treatment, handling and removal of hazardous waste materials and conditions.
- Reviews, approves, or oversees plans for all buildings located in the Town of Milford such as subdivisions, sprinkler systems, alarms, or site plans to ensure compliance with fire codes; meets with contractors, builders and others to review and enforce fire rules and regulations.
- Prepares vehicles and equipment specifications, solicits bids and awards contracts.
- Performs administrative duties such as compiles and assembles reports as needed; prepares and maintains reports and records related to department operations and activities; oversees the preparation of payroll and related personnel records; approves and oversees the processing of invoices and monitors expenditures.
- Oversees the operation of the Emergency Medical Services Plan to provide medical assistance to the public which includes contracting with a private ambulance provider.
- Attends various meetings and seminars to remain abreast of changes and/or improvements in technology, equipment, procedures, and regulations in the field.

### **Required Qualifications, Education, and Experience**

Bachelor's degree in Fire Science, and/or Public Administration, Emergency Management, and graduate of State or National Chief Executive Officer program; a minimum of ten (10) years of progressively responsible supervisory firefighting experience to the minimum rank of staff officer or any equivalent combination of

education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Licensed EMT-B, CPR Certification, and Class D Driver's License required; MEMA/ISO and training through ICS 400 required. Residency within 10 miles required, preference given to residents.

### **Preferred Qualifications, Education, and Experience**

Master's Degree in Fire Science, and/or Public Administration, Emergency Management.

### **Knowledge, Skills & Abilities**

- Extensive knowledge of:
  - Management procedures, including personnel management and budgeting;
  - Promotional and hiring procedures and practices;
  - Operations of municipal fire department including state and federal laws and regulations encompassing emergency medical service procedures and practices;
  - Building construction and fire prevention codes and standards including building design;
  - Fire prevention and public educational practices;
  - Fire investigation practices and procedures including legal and court procedures and rules of evidence collection and scene preservation.
- Excellent oral and written communication skills; common sense operational and employee management skills to determine the most appropriate response to emergency situations; good computer skills.
- Ability to:
  - Plan, assign, direct, supervise and review the work of a large number of subordinates in a positive and effective manner and to delegate authority efficiently;
  - Establish and maintain harmonious and productive working relationships with Town officials, fire service officials, and the general public;
  - Direct large -scale operations of personnel and equipment making sound judgments under stressful situations; ability to deal with the general public in a diplomatic and effective manner.

### **Physical and Mental Job Requirements**

- Work may require moderate intermittent physical strength and effort daily, such as, lifting heavy objects (over 60 lbs. but less than 100 lbs.), carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Make decisions that have an impact on the health and wellbeing of Townspeople
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Communicate in-depth information for the purpose of interpreting, and/or negotiating

- Memorization/concentration
- Learning/knowledge retention
- Preparing/analyzing numerical figures
- Emotional/behavioral self- regulation
- Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment. However, circumstances may require a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constantly conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety are compromised.
- Duties regularly present potential risk of injuries from improper exposure that could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as coats, gloves, hats or boots may be required.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 40 hours during a Monday through Friday workweek. As a salaried position, the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 40 per week are required, including nights, weekends, and holidays.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



## **Job Description**

Position: Maintenance Supervisor  
Primary Location: Various locations  
Employment Status: Full-time, Hourly, Non-Exempt  
Reports To: Facilities Director  
Description Updated On: October 18, 2021

### **Summary/Objective**

The employee is responsible for the provision of cleaning, repair, and routine maintenance services in numerous Town-owned buildings such as the Town Hall. Employee is required to perform all similar or related duties.

### **Essential Functions**

- Develops and maintains a preventative building maintenance program pertaining to the cleaning and routine maintenance of electrical, plumbing, and other mechanical functions of Town buildings.
- Sets up rooms (tables/chairs/may assist with audio visual equipment) for various public meetings as necessary.
- Ensures that walkways and grounds around Town buildings are clean.
- Cleans and maintains furniture, windows, floors, etc.
- Maintains an inventory of cleaning equipment and supplies and orders replacements as necessary within budgetary appropriations.
- Collects and disposes of building refuse as well as yard waste.
- Performs routine plumbing, carpentry, mechanical or electrical work as required.
- Oversees construction contractors and other tradespersons performing work on or in Town buildings to ensure quality installations and repairs.
- Analyzes heating and/or AC actual usage and pricing, compared with budgeted usage and pricing for both heating (under 65 degrees) and cooling (over 65 degrees).

### **Required Qualifications, Education, and Experience**

High School Diploma or equivalent; a minimum of three (3) years' prior work experience in repair and maintenance or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Knowledge, Skills & Abilities**

- Working knowledge of building maintenance products, equipment, techniques, and practices including HVAC, plumbing, electric and masonry construction work. Knowledge of safe work practices in the maintenance of buildings to avoid injury.
- Must have effective work organizational skills; proficient mechanical and physical skills required to carry out job duties.
- Ability to carry out a variety of work assignments in a detailed, efficient, independent, and safe manner

and to carry out job duties often under potentially dangerous working conditions in a safe and efficient manner. Ability to read, interpret and follow oral and written instructions.

### **Physical and Mental Job Requirements**

- Duties generally present occupational risks to the employee; personal injuries may occur from the improper use of cleaning and/or building maintenance equipment and related materials. Other hazards include traffic, confined spaces/high places, and exposure to hazardous toxins or fumes and chemicals that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with extremely heavy material for long periods of time and falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or boots may be required to carry out job duties in a safe and effective manner.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Communicate and exchange routine/basic information
  - Memorization/concentration
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in various environments, mostly town-owned buildings.

### **Hours of Work**

- This role is paid on an hourly basis.
- Full-time hourly employees work 40 hours during a Monday through Friday workweek.

### **AAP/EEO Statement**

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### **Other Duties**

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**Signatures**

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Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_





## **Job Description**

Position: Legal Secretary  
Primary Location: Town Hall  
Employment Status: Full-time, Hourly, Non-Exempt  
Reports To: Town Counsel  
Description Updated On: October 7, 2021

### **Summary/Objective**

The Legal Secretary provides a range of clerical and administrative duties in support of the Legal department's day-to-day operations in accordance with established department policies and operating procedures. The employee is required to perform all similar or related duties.

### **Essential Functions**

- Performs a range of administrative and clerical services including but not limited to greeting and directing visitors, answering routine inquiries, processing department mail, accounts receivable and payable, and preparing all correspondence; maintains department records and files; reconciles all budget or grant accounts.
- Assists the Zoning Board of Appeals with notification of abutters of pending variance and/or special permit hearings; prepares decisions and related certificates; coordinates meetings of the Zoning Board including the posting of meeting notices in accordance with the State Open Meeting Law.
- Prepares administrative reports such as open case lists as required.
- Maintains an inventory of department supplies and orders replacements as necessary.
- Other duties as assigned.

### **Required Qualifications, Education, and Experience**

High School Diploma or equivalent and a minimum of one (1) year of prior office experience, preferably in the legal field or an equivalent combination of education and experience.

### **Knowledge, Skills & Abilities**

- Thorough knowledge of office procedures and practices as well as legal terms and phraseology. Must be able to effectively utilize office equipment and technology including but not limited to office software (word processing and spreadsheet applications) and be comfortable in the use of the Internet and email systems in support of department operations. Knowledge of Town government functions and the provisions of the State Open Meeting Law is helpful.
- Must have proficient customer service and organization skills, as well as written and oral communication skills.
- Must possess ability to plan and prioritize work, and to perform multiple tasks in a timely and accurate manner.
- Ability to deal effectively with disgruntled members of the public is essential as well as the ability to work with and maintain highly sensitive, confidential information.

### **Physical and Mental Job Requirements**

- Little or no physical demands are required to perform the work as the position principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self- regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment.

### **Hours of Work**

- This role is paid on an hourly basis.
- This is a 35 hour per week position during a Monday through Friday workweek.

### **AAP/EEO Statement**

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### **Other Duties**

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Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_



## **Job Description**

Position: Financial Analyst  
Primary Location: Town Hall  
Employment Status: Part-time, Hourly, Exempt  
Reports To: Chairperson/Finance Committee  
Description Updated On: October 6, 2021

### **Summary/Objective**

The Financial Analyst provides a range of financial, and administrative duties in support of the Finance Committee keeping with established department policies and operating procedures. Performs assigned financial analyses, planning and/or budgeting activities. The employee is required to perform all similar or related duties.

### **Essential Functions**

- Performs a range of financial services including but not limited to assisting departments to prepare their operating and capital budgets and related supporting documents.
- Prepares financial analyses and spreadsheets as required; reports on:
  - The impact of wage and benefit increases
  - Changes in revenues, expenses and capital projects
  - The overall budget and available funds
  - The impact of additional debt to the Town's budget
- Prepares financial reports with regard to tax rate and cash flow.
- Acts as a liaison between the Finance Committee and various town boards/committees.
- Conducts independent research on various topics as directed by the Finance Committee.

### **Required Qualifications, Education, and Experience**

Bachelor's degree in Accounting or Finance and a minimum of five (5) years of experience in municipal government or corporate finance, or Master's Degree, CPA, or MBA with a minimum of three (3) years of experience in municipal government or corporate finance.

### **Knowledge, Skills & Abilities**

- Thorough knowledge of municipal accounting practices and budgetary functions and techniques; working knowledge of office procedures and practices as well as legal terms and phraseology and the effective utilization of office equipment. Proficient in financial software applications, word processing and spreadsheet applications.
- Proficient in the use of the Internet and email systems in support of department operations and research.
- Excellent in customer service, organizational skills, written and oral communication skills. Ability to establish and maintain effective working relationships with department heads, employees, and the

public.

- Ability to:
  - Plan and prioritize work, and to perform multiple tasks in a timely and accurate manner.
  - Work with and maintain highly sensitive information and to update and maintain detailed records, work independently, and be detail oriented.
  - Follow directions and to conduct independent research and retain information in a detailed, accurate manner.

### **Physical and Mental Job Requirements**

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Analyzing/examining/testing data
  - Emotional/behavioral self- regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment.

### **Hours of Work**

- This role is paid on an hourly basis.
- This is a part-time position not to exceed 19 hours per week, requiring attendance of the regularly scheduled Finance Committee meetings, and other meetings as needed. Regular office hours should be kept.

### **AAP/EEO Statement**

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**Other Duties**

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Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



## **Job Description**

Position: Parks & Recreation Administrator  
Primary Location: Park Department  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Parks Commission  
Description Updated On: October 14, 2021

### **Summary/Objective**

The Parks and Recreation Administrator is responsible for administering and managing the Town's recreation department programs and maintenance activities of all school and parks grounds and a variety of outdoor properties and facilities; oversees and manages an outdoor municipal swimming pool, town cemetery, six-mile bike trail, and the town's 20-acre former landfill site; the employee is required to perform all other similar or related duties. The employee is responsible for the supervision of full time, part time, and seasonal employees.

### **Essential Functions**

- Provides efficient, effective organizational leadership and customer service of recreation programs, school, parks and town facilities and grounds maintenance, and the operation of the Town pool and the summer band concert series.
- Formulates departmental policy in accordance with existing state and federal laws, and activity rules, regulations, and standards.
- Conducts research and prepares annual written operating budget, expenditure justification, performance-based goals and objectives, facility usage, activity reports, revenue projections, and capital improvement program.
- Demonstrates continuous effort to improve operations and systems, works cooperatively with Town departments, citizens, school officials, businesses, and media and community groups.
- Recruits, hires, trains, and supervises full and part-time, seasonal, and volunteer staff.
- Plans and directs a broad and varied program of recreational programs and facility and grounds maintenance activities and special events for all ages, groups, and interests.
- Plans and implements capital improvement projects, park and facility improvements.
- Attends events, inspects facilities, activities, and programs to evaluate and plan improvements. Directs the work of professional staff, seasonal staff, and volunteers in planning, organizing, and evaluating programs, parks, and facilities.
- Advises consultants, contractors, and service and equipment vendors in developing plans for new recreation facilities.
- Prepares and administers grant applications for local, state, and federal funds to support recreation programs, facilities, and services in the community.
- Attends local, state, and national professional meetings and educational seminars.

- Attends meetings of Planning Board, the Select Board, Parks Commission, Conservation Commission and other boards and committees as assigned.
- Assists the Town Tree Warden in the removal of trees from public property.
- Manages the Louisa Lake recreational facility and the associated weed mitigation program.
- Oversees maintenance of Plains Park, the town's 20- acre park and former landfill; responsible for managing the state mandated post-closure gas monitoring program at the site.

### **Required Qualifications, Education, and Experience**

Bachelor's degree in Recreation Management, Leisure Studies, Physical Education or related field and a minimum of three (3) years of supervisory experience in recreation, parks & leisure services or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must possess a valid Motor Vehicle Driver's License.

Member of (MRPA) Massachusetts Recreation and Park Association, or the ability to obtain membership.

### **Knowledge, Skills & Abilities**

- Thorough knowledge of the principles and practices of community parks/recreation program administration and leisure service activity curriculum management; thorough knowledge of laws pertaining to youth labor, chemical management and disposal, municipal pool water quality and sports safety procedures/techniques; basic knowledge of office practices and related equipment.
- Excellent planning, communication, and organization skills; excellent customer service skills.
- Ability to deal effectively and diplomatically with other Town employees and the general public and youth of all ages; ability to supervise and evaluate the work of professional and non-professional employees; ability to communicate in a clear and concise manner, both orally and in writing; ability to develop innovative, cost-effective leisure service programming to meet the needs of the community; ability to prepare and administer program budgets and to maintain detailed and accurate records; ability to recruit, train, and supervise subordinate personnel located at different facilities; ability to operate a personal computer and office software; ability to manage multiple tasks.

### **Physical and Mental Job Requirements**

- Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as recreation equipment.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Communicate in-depth information for the purpose of interpreting, and/or negotiating
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures



- Emotional/behavioral self- regulation
- Interacting with others

### **Work Environment**

- The functions of this role are typically conducted in an office environment.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required. Employee is required to work beyond normal business hours to attend evening meetings.

### **AAP/EEO Statement**

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### **Other Duties**

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### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



## **Job Description**

Position: Plumbing and Gas Inspector  
Primary Location: Town Hall  
Employment Status: Part-Time, Hourly, Non-Exempt  
Reports To: Building Commissioner  
Description Updated On: October 6, 2021

### **Summary/Objective**

The Plumbing and Gas Inspector is responsible for inspecting plumbing and gas fitting construction projects to ensure compliance with the State Uniform Massachusetts Plumbing & Gas Code and local by-laws. Assists the public regarding the permit process. Employee is required to perform all similar or related duties.

### **Essential Functions**

- Enforces all state plumbing and gas fitting codes throughout the town and makes interim, rough, and final inspections to ensure compliance.
- Examines plans and specifications with applications to permit commercial, industrial, and residential plumbing and gas installations. Reviews and approves construction documents for compliance with state and local codes.
- Responds to calls or complaints regarding defective, inadequate, or illegal plumbing and gas devices.
- Reports all violations of gas and plumbing systems and inspects all corrections.
- Verifies that plumbers and gas fitters are licensed and qualified.
- Responds to emergency calls 24 hours 7 days a week from the fire department, local gas company, and/or Board of Health.
- Provides court testimony on behalf of the Town as necessary.
- Prepares daily reports and maintains records of inspections and related activities.
- Meets with architects, engineers, contractors and developers for remodeling and new construction projects.
- Attends mandatory continuing education 12 hours per year to maintain required certifications.
- Provides phone coverage in office as available to answer technical questions, schedule inspections, and meetings.
- Collects and records permit fees

### **Required Qualifications, Education, and Experience**

Must have a High School diploma or equivalent and a minimum of five (5) years of plumbing and gas experience or an equivalent combination of education and experience. A candidate for this position is required to have a valid Class D Motor Vehicle Operator's license, and a Massachusetts Master Plumber's License. CSST Certification is required.

### **Knowledge, Skills, & Abilities**

- Must have thorough knowledge of plumbing and gas fitting techniques and equipment, state laws and codes and local by-laws related to plumbing and gas fitting.
- Must have effective written and verbal communication skills.
- Must possess ability to interact effectively and appropriately with the public and other personnel, read and interpret plans and blueprints, and maintain confidential information. Must be able to access the internet to obtain information in support of department operations. Ability to enforce rules and regulations in a consistent and impartial manner is expected.
- More than ordinary courtesy, tact and diplomacy may be required to attempt to resolve complaints and deal effectively with uncooperative or uninformed persons.

### **Physical and Mental Job Requirements**

Essential functions regularly present potential risk of injuries from improper exposure to hazardous work conditions including communicable diseases which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or safety boots is required.

- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is continually performed outdoors, regardless of weather conditions.

### **Hours of Work**

- This role is paid on an hourly basis.
- This is a part-time position working approximately 20 hours during a Monday through Friday workweek.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide

by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



## **Job Description**

Position: Wiring Inspector  
Primary Location: Town Hall  
Employment Status: Part-Time, Hourly, Non-Exempt  
Reports To: Building Commissioner  
Description Updated On: October 5, 2021

### **Summary/Objective**

The Wiring Inspector is responsible for issuing electrical permits and inspecting electrical installations to ensure compliance with the Massachusetts State Electrical Code and local by-laws. Assists the public regarding the permit process. Employee is required to perform all similar or related duties.

### **Essential Functions**

- Enforces all state and federal electrical codes throughout town and makes interim, rough, and final inspections.
- Examines plans and specifications with applications for permit commercial, industrial electrical installations. Reviews and approves construction documents for compliance with state and local codes.
- Responds to calls or complaints regarding defective, inadequate, or illegal wiring.
- Reports all violations of electrical installations and directs and inspects all corrections.
- Verifies that electricians are licensed and qualified in accordance with state law.
- Responds to emergency calls 24 hours per day, 7 days per week from the fire department, electric utility company, and/or Board of Health.
- Provides court testimony and support documentation as required by the State Board of Examiners.
- Prepares daily reports using Municipality and maintains records of inspections and activities.
- Meets with architects, engineers, contractors, and developers to review and comment on electrical plans for remodeling and/or new construction projects.
- Attends mandatory continuing education courses/seminars to maintain required certifications and knowledge of changes in the state code.
- Provides phone coverage in office mornings and afternoons to answer technical questions.
- Assists Fire Marshall in determining the cause of fires; disconnects power or isolates power as needed to extinguish fires.
- Collects and records permit fees

### **Required Qualifications, Education, and Experience**

Must have a High School Diploma or equivalent and a minimum of five (5) years of electrical trade experience or an equivalent combination of education and experience; must possess a valid Class D Motor vehicle operator's license; must be a Massachusetts Journeyman Electrician and have a Master Electrician's License.

### **Knowledge, Skills & Abilities**

- Must have working knowledge of electrical work techniques and equipment, state and national codes related to electrical service. Knowledge of technology including office software (Municipality, MS Office) and the Internet/e-mail in support of department operations.
- Must have proficient written and oral communication skills and possess proficient skill at conducting inspections, making observations, and recording information in a detailed, impartial manner.
- Must have ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, read and interpret plans and blueprints, deal with irate customers, and maintain confidential information. Must be able to access the internet to obtain information in support of department operations and be able to read, interpret, and enforce rules and codes in an impartial manner.

### **Physical and Mental Job Requirements**

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; required to stand or walk for extended periods of time. Occasionally, work may require lifting objects and carrying them. There may be a need to stretch and reach to retrieve materials.
- Essential functions regularly present potential risk of injuries from improper exposure to hazardous work conditions which could result in loss of time from work and possible loss of life. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with heavy materials, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hardhats, or safety boots is required.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical and toxic fumes, traffic, electricity, explosive materials, dust, smoke, heat, cold, oil, dirt, or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours on a 24/7 basis in response to natural or man-made emergencies.

### **Hours of Work**

- This role is paid on an hourly basis.
- This is a part-time position working 20 hours during a Monday through Friday workweek.

**AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



## **Job Description**

Position: Assistant Wiring Inspector  
Primary Location: Town Hall  
Employment Status: Part-time, Hourly, Non-Exempt  
Reports To: Building Commissioner  
Description Updated On: October 5, 2021

### **Summary/Objective**

The Assistant Wiring Inspector is responsible for issuing electrical permits inspecting electrical installations to ensure compliance with the Massachusetts State Electrical Code and local by-laws. Assists the public regarding the permit process. Employee is required to perform all similar or related duties.

### **Essential Functions**

- Enforces all state and federal electrical codes throughout town and makes interim, rough, and final inspections.
- Examines plans and specifications with applications for permit commercial, industrial electrical installations. Reviews and approves construction documents for compliance with state and local codes.
- Responds to calls or complaints regarding defective, inadequate, or illegal wiring.
- Reports all violations of electrical installations and directs and inspects all corrections.
- Verifies that electricians are licensed and qualified in accordance with state law.
- Responds to emergency calls 24 hours per day, 7 days per week from the fire department, electric utility company, and/or Board of Health.
- Provides court testimony and support documentation as required by the State Board of Examiners.
- Prepares daily reports and maintains records of inspections and activities.
- Meets with architects, engineers, contractors, and developers to review and comment on electrical plans for remodeling and/or new construction projects.
- Attends mandatory continuing education courses/seminars to maintain required certifications and knowledge of changes in the state code.
- Provides phone coverage in office mornings and afternoons to answer technical questions.
- Assists Fire Marshall in determining the cause of fires; disconnects power or isolates power as needed to extinguish fires.
- Collects and records permit fees.

### **Required Qualifications, Education, and Experience**

Must have a High School Diploma or equivalent and a minimum of five (5) years of electrical trade experience or an equivalent combination of education and experience;

Must possess a valid Class D Motor vehicle operator's license;

Must be a Massachusetts Journeyman Electrician and have a Master Electrician's License.

### **Knowledge, Skills & Abilities**



- Must have working knowledge of electrical work techniques and equipment, state and national codes related to electrical service. Knowledge of technology including office software and the Internet/e-mail in support of department operations.
- Must have proficient written and oral communication skills and possess proficient skill at conducting inspections, making observations, and recording information in a detailed, impartial manner.
- Must have ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks, read and interpret plans and blueprints, deal with irate customers, and maintain confidential information. Must be able to access the internet to obtain information in support of department operations and be able to read, interpret, and enforce rules and codes in an impartial manner.

### **Physical and Mental Job Requirements**

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain; required to stand or walk for extended periods of time. Occasionally, work may require lifting objects and carrying them. There may be a need to stretch and reach to retrieve materials.
- Essential functions regularly present potential risk of injuries from improper exposure to hazardous work conditions which could result in loss of time from work and possible loss of life. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with heavy materials, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hardhats, or safety boots is required.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical and toxic fumes, traffic, electricity, explosive materials, dust, smoke, heat, cold, oil, dirt, or grease. Work is continually performed outdoors, regardless of weather conditions. The employee is required to work beyond normal business hours on a 24/7 basis in response to natural or man-made emergencies.

### **Hours of Work**

- This role is paid on an hourly basis.
- This role is hourly on an as-needed basis, typically filling in if the Wiring Inspector is on vacation, sick, has a conflict, or is otherwise unavailable. Must be available with short notice.

### **AAP/EEO Statement**

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basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

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Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

#### **Other Duties**

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#### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



## **Job Description**

Position: Assistant Plumbing and Gas Inspector  
Primary Location: Town Hall  
Employment Status: Part-time, Hourly, Non-Exempt  
Reports To: Building Commissioner  
Description Updated On: October 4, 2021

### **Summary/Objective**

The Deputy Plumbing and Gas Inspector is responsible for inspecting plumbing and gas fitting construction projects to ensure compliance with the State Uniform Massachusetts Plumbing & Gas Code and local by-laws. Assists the public regarding the permit process. Employee is required to perform all similar or related duties.

### **Essential Functions**

- Enforces all state and federal plumbing and gas fitting codes throughout the town and makes interim, rough, and final inspections to ensure compliance.
- Examines plans and specifications with applications to permit commercial, industrial, and residential plumbing and gas installations. Reviews and approves construction documents for compliance with state and local codes; issues permits and records and collects fees.
- Responds to calls or complaints regarding defective, inadequate, or illegal plumbing and gas devices.
- Reports all violations of gas and plumbing systems and inspects all corrections.
- Verifies that plumbers and gas fitters are licensed and qualified.
- Responds to emergency calls 24 hours 7 days a week from the fire department, local gas company, and/or Board of Health.
- Provides court testimony on behalf of the Town as necessary.
- Prepares daily reports and maintains records of inspections and related activities.
- Meets with architects, engineers, contractors and developers for remodeling and new construction projects.
- Attends mandatory continuing education 12 hours per year to maintain required certifications.
- Provides phone coverage in office mornings and afternoons to answer technical questions.

### **Required Qualifications, Education, and Experience**

Must have a High School diploma or equivalent and a minimum of five (5) years of plumbing and gas experience or an equivalent combination of education and experience. A candidate for this position is required to have a valid Class D Motor Vehicle Operator's license, and a Massachusetts Master Plumber's License. CSST Certification is required.

### **Knowledge, Skills, & Abilities**

- Must have thorough knowledge of plumbing and gas fitting techniques and equipment, state laws and codes and local by-laws related to plumbing and gas fitting.
- Must have effective verbal and written communication skills.
- Must possess ability to interact effectively and appropriately with the public and other personnel, read and interpret plans and blueprints, and maintain confidential information. Must be able to access the internet to obtain information in support of department operations. Ability to enforce rules and regulations in a consistent and impartial manner is expected.
- More than ordinary courtesy, tact and diplomacy may be required to attempt to resolve complaints and deal effectively with uncooperative or uninformed persons.

### **Physical and Mental Job Requirements**

Essential functions regularly present potential risk of injuries from improper exposure to hazardous work conditions including communicable diseases which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or safety boots is required.

- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work is continually performed outdoors, regardless of weather conditions.

### **Hours of Work**

- This role is paid on an hourly basis.
- This is a part time, position working on-call as-needed, typically filling in if the Plumbing Inspector is not available for any reason; must be available on short notice.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on

the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

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**Other Duties**

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**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_



## **Job Description**

Position: Local Building Inspector  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Building Commissioner  
Description Updated On: October 7, 2021

### **Summary/Objective**

The Local Building Inspector is responsible for interpretation and enforcement of the State Building Code as a recognized Public Safety Official, Town of Milford Zoning By-Law in accordance with MGL C.40A (The Zoning Act), Town of Milford By-Law as applicable, and 521 MR Architectural Access Board handicap regulations, and all similar or related duties. There are no supervisory responsibilities.

### **Essential Functions**

- Reviews zoning and building applications to include a thorough review of all files including Planning Board notices of action.
- Answers questions from the public and staff concerning land use laws and ordinances including verbal and written interpretations and administrative decisions provided to appropriate town board/committees concerning new development.
- Performs periodic inspections in accordance with state building codes.

### **Required Qualifications, Education, and Experience**

Must have at least five years of experience in the supervision of building construction or design, or a two-year Associates degree in a field related to building construction or design; or shall have any combination of education and experience so determined by the Board of Building Regulations and Standards which would confer equivalent knowledge and ability. Must meet or exceed the minimum qualifications, be certified, and maintain certification status through continuing education. A candidate for this position is required to have a valid Class D Motor Vehicle Operator's license.

### **Preferred Qualifications, Education, and Experience**

Construction supervisor license preferred, but not required.

### **Knowledge, Skills, & Abilities**

- Must have general working knowledge of the quality and strength of building and construction materials, accepted requirements for building construction, fire prevention, light, ventilation, and safe exits as well as other provisions of the state building code (mechanical, electrical, plumbing etc.), AIA guidelines and engineering testing reports, National Fire Protection Agency Code, life/safety codes, energy codes, UL listing reports, local zoning by-laws and building regulations. Knowledge of standard inspection practices and procedures in accordance with department guidelines is required.
- Must possess skill in conducting inspections, making observations, and recording information in a detailed and accurate manner; proficient oral and written communication as well as customer service

skills a must.

- Ability to interact effectively and appropriately with the public and other personnel, interpret and enforce regulations firmly and impartially, perform multiple tasks, read and interpret architectural plans and blueprints, deal with irate customers, and maintain confidential information. The employee must be able to access the internet to obtain information in support of department operations. Ability to carry out multiple duties in a detailed, accurate manner.

### **Physical and Mental Job Requirements**

The nature of the position's duties may involve the continuous presence of unpleasant or irritating elements, such as considerable noise, odors, toxic chemical fumes, explosives, electricity, traffic, dust, smoke, heat, cold, oil, dirt, or grease. Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in both an office environment and in the field. Work may be performed outdoors, regardless of weather conditions. The employee may be required to respond to emergency situations on an on-call basis, and at all hours, as needed.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week may be necessary to respond to emergency situations on an on-call basis, and at all hours, as needed.

### **AAP/EEO Statement**

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Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

#### **Other Duties**

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#### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_





## **Job Description**

Position: Senior Center Director  
Primary Location: Senior Center  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Town Administrator  
Description Updated On: October 28, 2021

### **Summary/Objective**

The Senior Center Director is responsible for identifying community and individual needs of the older adult population in Milford, along with developing and scheduling programs to meet these needs, maintaining and evaluating current programs, directing efforts of the Senior Center staff to ensure that department objectives are met, preparing and managing the Council on Aging (COA) budget and maintaining communications with Town departments and other groups involved with the older adult population, so as to foster the overall goal of achieving an atmosphere of "Senior Wellness". Employee is required to perform all similar or related duties and is responsible for the supervision of both part time employees and numerous volunteers.

### **Essential Functions**

- Administers, directs, and coordinates all activities of the Senior Center to ensure the development of plans, policies, and procedures necessary for the establishment and maintenance of services for the elderly. Ensures that programs and services operate in accordance with Town policy, legal boundaries, and any contract funding service regulation.
- Assists elders in filing applications for assistance programs or information; provides current information on legislation and government programs affecting the elderly.
- Develops and implements all programs, activities, and day trips for elders; schedules seminars, clinics, support groups and workshops; conducts training for staff and volunteers.
- Maintains visibility and contact with elderly clients and population on a daily basis and on a professional and personal level providing continuity, friendship, humor and sensitivity to their needs.
- Serves as a staff liaison, providing advice and recommendations to the Council on Aging as required, meeting with members on a regular basis; prepares and administers annual department budget.
- Oversees and coordinates building improvements and maintenance.
- Participates in local and regional efforts to expand and improve services to the elderly. Represents the Council on Aging and the Town of Milford on various boards, task forces and planning groups regarding elderly issues.
- Prepares and submits grant applications to external funding sources for specific program funding; administers grants received.
- Assists and implements fund raising programs by the "Friends" for the benefit of the Senior Center and the elderly.
- Prepares and submits annual report to the Executive Office of Elder Affairs; prepares various reports as requested by the Council on Aging and other town officials.

### **Required Qualifications, Education, and Experience**

College graduate with a bachelor's degree in a relevant field of human services or gerontology; minimum of five (5) years of progressively responsible experience in group adult programs with supervisory experience strongly preferred or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. CORI certification is required as a condition of employment; must possess a Class D Motor Vehicle Driver's License.

### **Knowledge, Skills & Abilities**

- Thorough knowledge of federal and state elderly services and local resources available to the elderly; knowledge of federal and state regulations pertaining to programs for the elderly; knowledge of grant writing techniques; knowledge of counseling to the elderly.
- Excellent public relations and customer service skills and sensitivity to unique needs of the elderly; excellent data processing skills including desktop publishing and word processing software.
- Ability to:
  - Develop effective and constructive working relationships with Town, state and federal officials, elderly providers and the general public;
  - Assess the needs of the elderly and design and coordinate appropriate services and programs to accommodate these needs;
  - Train and supervise employees and volunteers effectively;
  - Prepare and manage department operating budget;
  - Communicate effectively both orally and in writing.

### **Physical and Mental Job Requirements**

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Make decisions that have an impact on the health and wellbeing of the elderly
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Emotional/behavioral self-regulation
  - Interacting with others

**Work Environment**

- The functions of this role are conducted in an office environment.

**Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening/weekend meetings, programs, and events.

- **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_



## **Job Description**

Position: Tax Collector  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Finance Director  
Description Updated On: October 28, 2021

### **Summary/Objective**

Plans, directs, and oversees the functions of the Tax Collector's office in accordance with state statutes and Town by-laws. Plans overall department activities to ensure the accurate and timely processing of collections received. Establishes, implements, and controls tax collection policies and procedures. Responsible for the collection of real estate, personal property, excise and other taxes and fees. Issues invoices, initiates collection activities, and handles escalated complaints from taxpayers.

### **Essential Functions**

- Accepts all commitments, abatements, and exemptions from the Board of Assessors office.
- Collects the Town's real estate, personal property, excise, supplemental, and other tax bills; reviewing and revising tax bills as needed.
- Administers sewer and income and expense liens.
- Administers municipal lien certificates.
- Plans, schedules, and implements the issuance of demands and warrants on real estate, personal property and excise taxes.
- Plans, schedules, and implements tax title proceedings.
- Prepares departmental budget and administers approved funds.
- Maintains cash book and commitment book for all tax levies and deposits daily funds.
- Reconciles over-the-counter, online, and lockbox bank statements.
- Reconciles all balances quarterly with the Finance Director.
- Prepares and submits quarterly survey of property tax collection to the U.S. Department of Commerce/U. S Census Bureau.
- Prepares and submits files to Deputy Collector for all tax billings.
- Prepares and submits files to Deputy Collector for unpaid excise taxes to be marked at the Registry of Motor Vehicles.
- Reconciles with Deputy Collector yearly on collection of warrants billed.
- Prepares and submits past due personal property tax reports to the legal department in preparation of small claims court.
- Prepares a variety of related reports and records reflecting activities of the Tax Collector's office as required.
- Occasionally produces records for and appears in District Court.

- If maintaining certification, attends required meetings and annual training for the Massachusetts Collector/Treasurer Association.

### **Required Qualifications, Education, and Experience**

Bachelor's a degree in Business Administration. A minimum of three (3) years of experience in a municipal collector's office, accounting or bank setting or any equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential functions of the job.

### **Preferred Qualifications, Education, and Experience**

Ability to be bonded; certification as a Massachusetts Tax Collector is preferred.

### **Knowledge, Skills & Abilities**

- Knowledge of municipal financial policies and procedures and applicable provisions of the Massachusetts General Laws pertinent to the operation of the Tax Collector's office. Knowledge of automated municipal systems, such as Data National. Demonstrated knowledge of accounting practices and collection techniques. Knowledge of related statutes, by-laws, regulations, policies, and procedures.
- Skill and accuracy in working with numbers and details, data processing, word processing, spreadsheets, and data management; organizational, supervisory and financial management skills required. Working knowledge of municipal accounting and bookkeeping principles a must.
- Ability to:
  - Interact appropriately and tactfully with the general public and other Town departments;
  - Communicate effectively both verbally and in writing and to establish and maintain positive public relations for the Town;
  - Maintain detailed records and prepare reports;
  - Work effectively under time constraints to meet deadlines;
  - Work independently, analyze issues, and develop relevant and realistic plans, programs and recommendations;
  - Multi- task in an environment with high traffic both in person and by telephone.

### **Physical and Mental Job Requirements**

- Work effort involves sitting to perform work tasks. Periods of stooping, kneeling, walking, and standing. Occasional lifting, pushing, or pulling of objects.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Communicate in-depth information for the purpose of interpreting, and/or negotiating
  - Memorization/concentration
  - Learning/knowledge retention

- Preparing/analyzing numerical figures
- Emotional/behavioral self- regulation
- Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 35 per week are required.

### **AAP/EEO Statement**

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### **Other Duties**

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### **Signatures**

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Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_



## **Job Description**

Position: Paralegal/Office Manager  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Town Counsel  
Description Updated On: October 21, 2021

### **Summary/Objective**

The Paralegal/Office Manager provides two distinct areas of support to the Town Legal Department. As Office Manager the position provides a wide range of administrative duties. As Paralegal, the position provides litigation and law office support to Town Counsel. The employee is required to perform all similar or related duties.

### **Essential Functions**

- Performs a range of administrative and clerical services, including but not limited to, greeting and directing visitors, answering routine inquiries, compiling and proof-reading legal correspondence, maintaining legal calendar and docket, preparing Town Meeting warrants and motions for Town Meeting articles.
- Undertakes legal-related, tasks and functions on behalf of Town Counsel including appearing in District Court on motions, hearings to recover fees, charges, taxes etc., or appearing before State and local Administrative agencies, conducting Registry of Deeds title examinations, and other forms of legal research as required.
- Provides administrative support to the Zoning Board of Appeals including, but not limited to, the drafting and mailing of notices, scheduling of hearings, disseminating information, preparing first decision drafts and preparation of certificates.
- Provides the day-to-day administration of the Town's self-insurance program including but not limited to the conducting of claims review and preparing investigative and settlement documents.
- Establishes and maintains records and related department filings; performs bookkeeping for the department's payroll and budgetary expense accounts.
- Provides legal notices to newspapers; proofreads tear sheets to ensure accuracy and legal compliance.

### **Required Qualifications, Education, and Experience**

Must have a Paralegal Certificate or an equivalent Associate's degree; minimum of three (3) years of advanced secretarial experience, preferably in the legal field dealing with the public, or an equivalent combination of education and experience.

### **Preferred Qualifications, Education, and Experience**

Fluency in Portuguese and/or Spanish is beneficial preferred.

### **Knowledge, Skills, and Abilities**

- Develops a thorough knowledge of Town Bylaws, State and Federal laws relating to municipal government and policies or Bylaws of the Town of Milford; working knowledge of office procedures and practices, as well as legal terms and phraseology, and the effective utilization of office equipment. Working knowledge of department office procedures and Town government functions; knowledge of technology including but not limited to office software (word processing and applications) and use of the Internet and email systems in support of department operations. Knowledge of business English, spelling, vocabulary, and arithmetic. Knowledge of the provisions of the State Open Meeting Law, Public Records Law, and Procurement Law.
- Proficient customer service and organization skills; written and oral communication skills, and good judgment; data processing including database management and office software (spread sheet and word processing applications).
- Planning and prioritizing work and performing multiple tasks in a timely and accurate manner; dealing tactfully with disgruntled members of the public; organizing department records; working with and maintaining highly sensitive, confidential information;; updating, and maintaining detailed records, working independently and paying close attention to detail; establishing and maintaining effective working relationships with co-workers and employees; and following directions and retaining information in a detailed, accurate manner.

### **Physical and Mental Job Requirements**

- Minimal physical effort is generally required in performing duties under typical office conditions. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Communicate in-depth information for the purpose of interpreting, and/or negotiating
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Emotional/behavioral self- regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment subject to frequent interruptions and may be required to work additional hours to meet deadlines or under extraordinary circumstances.

### **Hours of Work**

- This role is paid on a salaried basis.



- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 35 per week are required.

**AAP/EEO Statement**

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**Other Duties**

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**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_



## **Job Description**

Position: Town Accountant  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Finance Director  
Description Updated On: October 31, 2021

### **Summary/Objective**

The Town Accountant is responsible for assisting the Finance Director in directing and auditing the municipal accounting system and maintains computerized financial systems and records; performs internal and external financial reporting as required by law and is required to perform all similar or related duties. The employee supervises full time employees.

### **Essential Functions**

- Develops and implements the Town's accounting system and procedures, provides timely and accurate financial information, and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by the Massachusetts General Laws.
- Develops and prepares monthly reports to track all financial activity within the Town's many funds, to include special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds.
- Assists in the development and preparation of monthly reports to track all financial activity within the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, taxes in litigation, tax foreclosures and other town accounts; ensures that funds are reconciled on a monthly basis with both the department responsible and with applicable service bureaus.
- Maintains files of all original contracts entered into by the Town.
- Assists in the development and preparation of year-end financial reports to include balance sheet and revenue and expense statements for the audit process and for the State Department of Revenue for certification of free cash; assists in the preparation of Schedule A annually to the Department of Revenue, detailing all town financial activity for the fiscal year.
- Assists the Finance Director in the compilation of information for the annual town report, serves as a resource of financial information to the Select Board, other elected officials, Town departments, committees, and boards as required.
- Maintains personnel records for contractual entitlements for all municipal departments (except for the school department).
- Maintains a contract register for employment contracts, grants with the state and federal

government, bids, etc. for all Town departments including the School Department.

- Along with the Finance Director, facilitates and coordinates the development of the working budget document with the Finance Committee and the Select Board.
- Provides assistance to the Finance Director, as the Town liaison with the Town's independent auditors.
- Assists the Finance Director with compiling and preparing all necessary data in the setting of the tax rate to include revenue budgets, proposition 2-1/2 compliance, and the inclusion of all Town meeting voted articles.

### **Required Qualifications, Education, and Experience**

Bachelor's degree in accounting or business administration with a minimum of five (5) years of progressively responsible experience in professional municipal accounting or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Knowledge, Skills & Abilities**

- Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws; thorough knowledge of computer applications (Budget Sense/Munis) for accounting and financial management.
- Excellent skill in working with numbers; must be detail oriented with excellent analytical and communication skills; must possess excellent financial computer skills especially with spreadsheet applications.
- Ability to analyze and interpret financial data and to present findings clearly in written and oral form; ability to establish and maintain cooperative relationships with Town officials and governmental representatives.

### **Physical and Mental Job Requirements**

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have an impact on the health and wellbeing of patients
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Emotional/behavioral self-regulation
  - Interacting with others

**Work Environment**

- The functions of this role are conducted in an office environment.

**Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required.

**AAP/EEO Statement**

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**Other Duties**

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Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_



## **Job Description**

Position: Transportation Coordinator  
Primary Location: Senior Center  
Employment Status: Part-time, Hourly, Non-Exempt  
Reports To: Senior Center Director  
Description Updated On: October 25, 2021

### **Summary/Objective**

The Transportation Coordinator is responsible for the implementation and coordination of transportation programs of the Senior Center improving the quality of life and health of Milford and Hopedale elders; the employee is required to perform all similar or related duties.

### **Essential Functions**

- Screens residents for eligibility requirements; answers calls at senior center for requests for transportation; schedules transportation for seniors and disabled persons for medical appointments as well as local errands and miscellaneous trips.
- Communicates directly with van drivers when re-scheduling trips to ensure efficient use of vans.
- Records and compiles monthly reports for local and out of town transportation.
- Distributes policies and operating procedures regarding the use of vans; updates policies as necessary.
- Updates monthly list of van passengers.
- Schedules out-of-town medical transportation and submits monthly usage reports.
- Completes random customer satisfaction surveys after trip completions.
- Refers passengers in need of further assistance to other agencies.
- Attends relevant seminars and training programs to maintain knowledge of elder service programs and support service delivery systems.

### **Required Qualifications, Education, and Experience**

High School diploma or equivalent; minimum of one (1) year of related work experience, preferably with the elderly population or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. CORI certification is required as a condition of employment. First Aid and CPR Certification is preferred within thirty (30) days of appointment.

### **Knowledge, Skills & Abilities**

- Considerable knowledge of approved procedures for the provision of multi-passenger transportation services, programs and delivery systems as well as applicable state and federal laws and regulations.
- Proficient public relations skills and sensitivity to individual client issues. Proficient oral and written communication skills as well as data processing skills.
- Ability to:
  - Interact in a positive and effective manner with people at all levels of society, particularly the

- elderly;
- Communicate orally in a clear and concise manner and to receive, understand, and execute oral and written instructions;
- Maintain detailed and accurate records and to manage multiple tasks in a detailed and timely manner;
- Listen, observe and make needs assessments regarding client needs and related services and to work with highly sensitive, confidential information.

### **Physical and Mental Job Requirements**

- Little or no physical demands are required to perform the essential functions of this position.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self-regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment.

### **Hours of Work**

- This role is paid on an hourly basis.
- This is a part-time, hourly position working 19 hours during a Monday through Friday workweek.

### **AAP/EEO Statement**

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### **Other Duties**

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Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



## **Job Description**

Position: Program Coordinator  
Primary Location: Senior Center  
Employment Status: Part-time, Hourly, Non-Exempt  
Reports To: Senior Center Director  
Description Updated On: October 22, 2021

### **Summary/Objective**

The Program Coordinator is responsible for the planning, coordinating and provision of program activities for elders at the Senior Center. The employee is required to perform all similar or related duties.

### **Essential Functions**

- Develops, coordinates, and implements programs, services and activities as directed by Senior Center Director. Submits plans for each new program, service, or activity to Director for consultation and approval. Recommends programmatic changes and monitors for client satisfaction.
- Coordinates implementation of events; makes all necessary arrangements and confirmations. Recruits guest speakers, activity leaders, instructors, and entertainers.
- Submits a current monthly schedule of all activities and special events to the Director. Prepares yearly plan of activities and events.
- Prepares and issues media releases upon Senior Center Director's approval, and promotional announcements to inform community of all Senior Center activities, programs and services. Assists Director in preparation of newsletters.
- Assists Director and Coordinator of Volunteer Services in recruiting training, monitoring and evaluating volunteers who participate in the provision of services to the elderly.
- Supervises volunteers who are assisting with events and activities.
- Maintains accurate files. Enters data into database as needed; maintains confidentiality at all times.
- Performs other related duties as required, or as the situation dictates.

### **Required Qualifications, Education, and Experience**

High School diploma or equivalent; minimum of three (3) years related work experience, preferably with the elderly population or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. CORI certification is required as a condition of employment. Must possess a valid driver's license.

### **Preferred Qualifications, Education, and Experience**

- First Aid and CPR Certification is preferred within thirty (30) days of appointment.
- Fluency in English, Spanish and Portuguese languages is preferred.

### **Physical and Mental Job Requirements**

- Little or no physical demands are required to perform the essential functions of this position. Requires set-up and take down of tables and chairs in support of department activities.



- **Mental requirements:**
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self- regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment.

### **Hours of Work**

- This role is paid on an hourly basis.
- This is a part-time position that typically works 19 hours per week during a Monday through Friday workweek.

### **AAP/EEO Statement**

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### **Other Duties**

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### **Signatures**

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Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



## **Job Description**

Position: Town Counsel  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Select Board  
Description Updated On: October 31, 2021

### **Summary/Objective**

The Town Counsel is responsible for providing a variety of complex and specialized legal services, oversight, guidance, and representation to protect the Town's overall interests, affairs and activities. The employee is required to perform all similar or related duties and provides direct supervision for full time employee(s).

### **Essential Functions**

- Collects, prepares, and presents legal papers and reports, motions, deeds, and agreements.
- Assists in the development of all town legislative and policy initiatives.
- Represents the Town in complex, controversial, significant, or specialized legal proceedings before courts, government agencies, or other authorities so the Town's interests are protected.
- Provides legal counsel and ensures that the Town complies with legal and regulatory requirements.
- Investigates, settles, and presents information to courts when necessary for personal injury and property damage claims; represents the Town's interests before a variety of boards and agencies including the Appellate Tax Board, Department of Public Utilities, Emergency Finance Board, and Labor Relations Commission.
- Prepares information and materials regarding the presentation and processing of court cases.
- Attends and provides legal advice at all Town Meetings, most Select Board and School Committee meetings, and other Town boards and committees.

### **Required Qualifications, Education, and Experience**

Bachelor's Degree and a Juris Doctor Degree required as well as admission to Massachusetts Bar, and a minimum of ten (10) years of progressively responsible legal experience, the majority of which is in Massachusetts with jury and waived trial experience or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must possess a Massachusetts Class D Motor Vehicle Driver's license.

### **Knowledge, Skills, & Abilities**

- Thorough knowledge of principles and practices of municipal law and related security documents; knowledge of applicable federal and state laws and regulations.
- Must have the skill to exercise considerable judgment, innovation and discretion in establishing and maintaining effective working relationships across all levels of the organization and with external groups.

- Ability to interact and present information in a clear and concise manner; develop comprehensive reports and proposals; to conduct independent legal research and to analyze and interpret results; and to plan, organize, and manage multiple projects.

### **Physical and Mental Job Requirements**

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Communicate in-depth information for the purpose of interpreting, and/or negotiating
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self- regulation
  - Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position. Therefore, the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 40 per week are required. Required to work outside of normal business hours, nights and on weekends; may be contacted at home at any time in response to important situations.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



## **Job Description**

Position: Town Administrator  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Select Board  
Description Updated On: November 3, 2021

### **Summary/Objective**

Under the general direction of the Select Board, administers and implements policies and decisions of the Board as chief appointed Town official; acts as the designated agent of the Board pursuant to State statutes and Town by-laws.

### **Essential Functions**

- Supervises department heads under the Board's jurisdiction, and any other positions that may be added by the Select Board. Conducts and coordinates meetings with all Town department heads.
- Oversees the annual budget; develops detailed budget proposals for all accounts within the Board's jurisdiction and administers funds for routine and recurring expenses.
- Participates in, and consults with, the Board relative to collective bargaining negotiations; prepares and submits statistical data as needed; supervises administration of collective bargaining agreements for clerical personnel.
- Coordinates and implements cooperative and centralized purchasing program for departments and facilities within the Board's jurisdiction; prepares bid specifications and contracts as necessary and reviews with Town Counsel.
- Supervises processing and issuance of all licenses and permits.
- Oversees the parking ticket program and serves as Hearing Officer to settle disputes as needed.
- Drafts articles for Town Meeting as required and reviews with Town Counsel; oversees submission of proposed articles by department heads; assists Town Counsel in preparation of Town Meeting Warrants.
- Prepares specifications and bid documents for various projects, some in consultation with Planning/Engineering and/or outside consultants; maintains working familiarity with statutes, governing bid advertising, and contract awards. Oversees ongoing grantsmanship program and advises Board accordingly; writes grant proposals as necessary; organizes and participates in task force to develop grant proposals as required.
- Oversees the design, layout, and editing of the Annual Town Report.
- In conjunction with Human Resources Director, screens, interviews, and recommends to the Board candidates for appointment to various positions in departments under its jurisdiction.
- Serves as the Board's liaison to other boards, department heads, state and federal agencies, volunteer committees, business groups, and the media.
- Administers the municipal insurance program, including general and professional liability, property,

motor vehicle and Worker's Compensation.

- Develops, submits, and distributes official agenda and related informational materials for regular and special meetings of the Select Board as required. Reviews and edits official minutes as drafted.
- Refers policy and program recommendations and sensitive public issues to the Select Board.

#### **Required Qualifications, Education, and Experience**

- Master's degree in Business Administration, Accounting, or Public Administration with a minimum of seven (7) years of experience in public administration; strong knowledge of applicable state, federal, and local by-laws, basic accounting, and municipal budgeting required.

#### **Preferred Qualifications, Education, and Experience**

- Familiarity with municipal accounting principles preferred; experience with grant writing desirable.

#### **Knowledge, Skills & Abilities**

- Must have knowledge of municipal laws and ordinances and be familiar with state and federal laws as pertaining to municipals; familiarity with basic human resources concepts and collective bargaining agreements.
- Must possess excellent oral and written communications skills, especially in working with the public.
- Ability to multi-task and be diplomatic with employees of all levels is expected.

#### **Physical and Mental Job Requirements**

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Communicate in-depth information for the purpose of interpreting, and/or negotiating
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures
  - Emotional/behavioral self-regulation
  - Interacting with others

#### **Work Environment**

- The functions of this role are conducted in an office environment.

#### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This position is expected to attend regular evening meetings of the Select Board and may attend meetings of other boards as required.

**AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

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Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_



5-1  
11-8-21

# **MILFORD POLICE DEPARTMENT**

**James F. Falvey**  
*Chief of Police*

250 Main Street \* Milford, MA 01757 \* Tel. (508) 473-1113 \* Fax (508) 473-5087

TO: Richard Villani, Esq., Town Administrator  
FROM: James F. Falvey, Chief of Police  
DATE: October 28, 2021  
RE: Citizen Complaint (Parking Concern)

Dear Mr. Villani,

In response to a citizen complaint and investigation of it, I am recommending to the Select Board to install no parking from here to corner signs in front of 2 Claflin Street, starting from the end of the driveway going down on the right side to the intersection of South Bow Street.

The street is narrow and if vehicles do park there it can create problems. The citizen's request is reasonable given all the facts and circumstances.

I have included my officer's reports in the attachment.

Sincerely,

A handwritten signature in black ink that reads "James Falvey".

James F. Falvey  
Chief of Police  
Town of Milford



## Falvey, James

---

**From:** Maguire, Kara M.  
**Sent:** Wednesday, October 27, 2021 7:25 PM  
**To:** Sanchioni, John  
**Cc:** Falvey, James  
**Subject:** RE: 2 Claflin Street Parking Complaint  
**Attachments:** 2 Claflin.pdf; 2 claflin report.pdf; 2 Claflin evening.pdf; 2 Claflin Street.pdf

Good Afternoon,

I have attached the reports and pictures of 2 Claflin Street. I had the officers investigate the complaint during the day shift and the evening shift.

Thank you

Kara

**From:** Sanchioni, John <sanchioni@milfordpolice.org>  
**Sent:** Tuesday, October 19, 2021 12:12 PM  
**To:** Maguire, Kara M. <maguire@milfordpolice.org>  
**Subject:** Fwd: 2 Claflin Street

Sent from my iPhone

Begin forwarded message:

**From:** "Falvey, James" <jfalvey@milfordpolice.org>  
**Date:** October 19, 2021 at 11:21:24 EDT  
**To:** "Sanchioni, John" <sanchioni@milfordpolice.org>  
**Subject:** Fwd: 2 Claflin Street

Please assign for investigation and written report. TY

Sent from my iPhone

Begin forwarded message:

**From:** Richard Villani <rvillani@townofmilford.com>  
**Date:** October 19, 2021 at 9:55:45 AM EDT  
**To:** "Falvey, James" <jfalvey@milfordpolice.org>  
**Cc:** "Sanchioni, John" <sanchioni@milfordpolice.org>  
**Subject:** FW: 2 Claflin Street

Chief: Can you please review the request from Stephanie Atanian and advise? Thanks.

Rick

Richard A. Villani  
Town Administrator  
Town of Milford  
52 Main Street (Room #11)  
Milford, MA 01757  
508.634.2303 p  
508.634.2324 f

# MILFORD

## Massachusetts



Please consider the environment before printing this e-mail.

**PUBLIC RECORDS NOTICE:** Please be advised that the Massachusetts Secretary of State considers email to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

**CONFIDENTIALITY NOTICE:** This e-mail message, including any attachments, is for the sole use of the intended recipient's and may contain confidential or proprietary information. Any unauthorized review, use, disclosure or distribution is prohibited under the 201 CMR 17 of M.G.L c. 93H. If you are not the intended recipient, immediately contact the sender by reply e-mail and destroy all copies of the original message

**From:** Stephanie Atanian <[saatanian@gmail.com](mailto:saatanian@gmail.com)>  
**Sent:** Monday, October 18, 2021 2:51 PM  
**To:** Richard Villani <[rvillani@townofmilford.com](mailto:rvillani@townofmilford.com)>  
**Subject:** 2 Claflin Street

**CAUTION:** This email originated from outside the **Town of Milford**. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Rick, I own the home at 2 Claflin Street which intersects with South bow street. My tenants all park in the driveway on Claflin street. Other persons park their Vans and work trucks in front of my property on either side of my driveway. It is extremely difficult for my tenants to back out of the driveway as they cannot see in either direction. Directly in front of the house the trucks and vans are parked almost to the corner and people coming around the corner up or down the street cannot see onto South Bow Street or from S Bow to Claflin. It's a very tight narrow Street. It is a dangerous situation. I am hoping that they will restrict parking in front of my home at 2 Claflin Street. Thank you. Stephanie Atanian



**Milford Police Department  
Incident Report**

**Page: 1  
10/27/2021**

**Incident #: 21-26389-OF  
Call #: 21-26389**

Date/Time Reported: 10/19/2021 1919  
Report Date/Time: 10/19/2021 2029  
Status: No Crime Involved

Reporting Officer: Officer Patrick Motuzas  
Approving Officer: Sergeant Edward Varteresian

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



**# EVENTS(S)**

LOCATION TYPE: Highway/Road/Alley/Street      Zone: B Sector  
2 CLAFLIN ST @ 63 S BOW ST  
MILFORD MA 01757

**1 PARKING COMPLAINT**

**Milford Police Department**

**Page: 1**

**NARRATIVE FOR OFFICER PATRICK MOTUZAS**

**Ref: 21-26389-OF**

On Tuesday, October 19, 2021, I Officer Patrick Motuzas (590) of the Milford Police Department was informed by Sgt. Varteresian that there were concerns about parking in the area of Claflin Street near S. Bow Street, specifically vehicles blocking the driveway to 2 Claflin Street. Officer Anthony Bavosi (596) did a check of the area during the 0800-1600 patrol shift and found no parking issues as most people are working during those hours.

At approximately 1919 hours, I conducted a check of the area and observed no parking violations. There were two vehicles parked on either side of the driveway near 2 Claflin Street, but both vehicles were more than 5 feet away from the entrance of the driveway. Claflin Street is narrow and can be difficult for two lanes to pass safely when vehicles are parked on one side of the road. Attached are photos of the two vehicles near the driveway and parking of other vehicles on one side of Claflin Street. Nothing further to report.

Respectfully Submitted,

Officer Patrick Motuzas #590

Milford Police Department

**\*\* Portions of this report have been redacted \*\***



**Milford Police Department  
Incident Report**

**Page: 1  
10/27/2021**

**Incident #: 21-26997-OF  
Call #: 21-26997**

Date/Time Reported: 10/25/2021 1528  
Report Date/Time: 10/25/2021 1558  
Status: No Crime Involved

Reporting Officer: Officer Anthony Bavosi

Signature: \_\_\_\_\_



**# EVENTS(S)**

LOCATION TYPE: Residence/Home/Apt./Condo      Zone: B Sector  
2 CLAFLIN ST  
MILFORD MA 01757

**1 Assist Citizen**

Milford Police Department

NARRATIVE FOR OFFICER ANTHONY P BAVOSI

Ref: 21-26997-OF

Page: 1

On October 19, 2021 and October 20, 2021 I was dispatched to 2 Claflin St to investigate a potential traffic and safety issue. According to the reporting party, vehicles were parking on the street outside of 2 Claflin St on both sides of the driveway. This parking complaint was reportedly causing issues for people trying to back out of the driveway at 2 Claflin St. Claflin St, a public way in the town of Milford, is a narrow St and does not allow for parking on both sides of the street. There is parking allowed on the even side of the roadway.

Upon arrival to the area both 10/19/21 and 10/20/21, I did not observe any parking infractions or issues matching the description provided by the reporting party. There were no vehicles parked within 50 plus feet of the intersecting street, which is South Bow St. There were also no vehicles parked to the left of the driveway both days that I responded to the area. On the first day, 10/19/21, there was a gray sedan parked to the right of the driveway to 2 Claflin St. This vehicle should not have created any safety issues with seeing as one would back out of the driveway. It should also be noted that I did not observe any vehicles parked on the opposite side of the road on either day.

I also drove by the location on 10/25/21 and again observed what appeared to be a safe parking situation outside of the residence.

Officer Bavosi #596  
Milford Police

\*\* Portions of this report have been redacted \*\*

Milford Police Department  
Images Associated with 21-26389-OF





Milford Police Department  
Images Associated with 21-26997-OF







# **MILFORD POLICE DEPARTMENT**

**James F. Falvey**  
**Chief of Police**

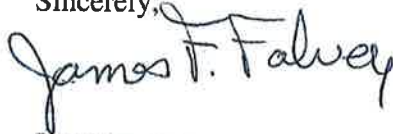
250 Main Street \* Milford, MA 01757 \* Tel. (508) 473-1113 \* Fax (508) 473-5087

TO: Richard Villani, Esq., Town Administrator  
FROM: James F. Falvey, Chief of Police  
DATE: October 13, 2021  
RE: New Policy (Small Unmanned Aircraft Systems)

Dear Mr. Villani,

Attached is a proposed Small Unmanned Aircraft Systems Policy I am submitting to the Select Board for approval for implementation. The Department already possesses a Drone and a few members of the SOT have already been training with Central Massachusetts Law Enforcement Council (CMLEC). In addition the Department has already received a Certificate of Waiver or Authorization from The Department of Transportation Federal Aviation Administration (FAA) and also attached.

Sincerely,

A handwritten signature in black ink that reads "James F. Falvey". The signature is written in a cursive style.

James F. Falvey  
Chief of Police  
Town of Milford

# Small Unmanned Aircraft Systems

|  |                                    |
|--|------------------------------------|
| POLICY & PROCEDURE NO.<br><b>21-02</b>                         | ISSUE<br>DATE:                     |
|  | EFFECTIVE<br>DATE:                 |
| MASSACHUSETTS POLICE<br>ACCREDITATION STANDARDS<br>REFERENCED: | REVISION<br>DATE: October 13, 2021 |

## I. Purpose

This policy is intended to provide authorized officers assigned responsibilities associated with the deployment and use of small unmanned aircraft systems (sUAS) with instructions on when and how this technology and the information it provides may be used for law enforcement and public safety purposes in accordance with law.

## II. Policy

It is the policy of this department that duly trained and authorized agency personnel may deploy the sUAS when such use is appropriate in the performance of their official duties, and where deployment use, the collection, and use of any audio/video recordings or other data originating from or generated by the sUAS, comport with the policy provisions provided herein and applicable law.

### **III. Definitions**

1. Digital Multimedia Evidence (DME): Digital recording of images, sounds, and associated data.
2. Model Aircraft: A remote controlled aircraft used by hobbyists that is built, produced, manufactured, and operated for the purposes of public safety, sport, recreation, and/or competition.
3. Unmanned Aircraft (UA) or Unmanned Aerial Vehicle (UAV): An aircraft that is intended to navigate in the air without an on-board pilot. Also alternatively called Remotely Piloted Aircraft (RPA), Remotely Operated Vehicle (ROV), or Drone.
4. Unmanned Aircraft System (UAS): A system that includes the necessary equipment, network, and personnel to control an unmanned aircraft.
5. Small Unmanned Aircraft Systems (sUAS): UAS system that utilize UAV's weighing more than .55 pounds and less than 55 pounds and are consistent with the Federal Aviation Administration (FAA) regulations governing model aircraft.
6. UAS Flight Crewmember: A pilot, visual observer, payload operator, maintenance technician or the person assigned duties for a UAS for the purpose of flight training exercises.
7. Unmanned Aircraft Pilot: A person who exercises control over a UA/UAVG/UAS during flight.
8. COA: Certificate of Authorization as issued by the Federal Aviation Administration (FAA) pursuant to 14 CFR 107.
9. Remote Pilot In Command: The pilot of the sUAS which is responsible for all activities and safety in regards to the operation of the sUAS flight. The Remote Pilot in Command is the final authority as to the operation of the sUAS regardless of rank.

10. NOTAMS: A Notice To Airmen or NOTAMS is a notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

### **III. Procedures**

All deployments of sUAS must be specifically authorized by the Chief of Police/Deputy Chief of Police or designee. The Milford Police has adopted the uses of sUAS to provide an aerial visual perspective in responding to emergency situations and exigent circumstances, and for the following objectives:

1. Situational Awareness: To assist Incident Command in understanding the nature, scale, and scope of an incident and/or for planning and coordinating an effective response.
2. Search and Rescue: To assist missing person investigations, Amber alerts, and other search and rescue missions.
3. Tactical Deployment: To support the tactical deployment of officers and equipment in emergency situations (e.g., Incidents involving hostages and barricades, support for large tactical operations, and temporary perimeter security situations).
4. Visual Perspective: To provide an aerial visual perspective to assist officers in providing direction for crowd safety, traffic incident management, and temporary perimeter security.
5. Scene Documentation: To document a crime scene, accident scene, or other major scene (e.g., disaster managing, incident response, large scale forensic investigation).
6. Mutual Aid: To assist other agencies and/or town departments (e.g., brush fires, building fire and affected areas) in compliance with this policy and FAA regulations and agreements. This is subject to appropriate staffing.

## **V. Procedures of sUAS USE:**

The Milford Police must obtain applicable authorizations, permits, or certificates required by the Federal Aviation Administration and/or any other applicable governing body certification prior to deploying or operating the sUAS, and these authorizations, permits, and certifications shall be maintained and current.

1. The sUAS will be operated only by personnel (pilots and crewmembers) who have been trained and certified in the operation of the system.
2. The sUAS pilot in command shall follow flight notification procedures in accordance with the FAA waiver assigned to the department.
3. All sUAS certified personnel shall inspect and test sUAS equipment prior to deployment to verify the proper functioning of all equipment and airworthiness of the devices.
4. The Remote Pilot in Command shall check weather reports and NOTAMS prior to launch.
5. The sUAS equipment is the responsibility of the assigned officer(s) and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Chief of Police/Deputy Chief of Police or designee.
6. The sUAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Milford Police Department.
7. All flights will be documented on a form or database designed for that purpose, and all flight time shall be accurately recorded. In addition, each deployment of the sUAS shall include information regarding the reason for the flight; time, date, and location of the flight; the name of the supervisor approving the deployment and the personnel assigned; and a summary of the activities covered, actions taken, or outcomes from the deployment.

8. Except for those instances where officer safety or investigation could be jeopardized and where reasonably possible and practical, the operator or his/her designee should consider notifying the public.
9. Where there are specific and articulable grounds that the sUAS will collect evidence of criminal wrong doing and/or if the sUAS will be used in a manner that may intrude upon reasonable expectations of privacy, the agency will obtain a search warrant prior to conducting the flight.

## **VI. Evidence Retention and Management:**

1. All DME (Digital Multimedia Evidence) shall be handled in accordance with existing policy on data and records retention. All evidentiary data collected shall be held in compliance with the current Massachusetts Statewide Records Retention Schedule.
2. All DME shall be securely downloaded at the completion of each mission. The sUAS certified operators will record information on the file that shall include the date, time, location, and case reference numbers or other identifiers and identity of the sUAS personnel involved in the mission.
3. Officers shall not edit, alter, erase, duplicate, share, or otherwise distribute any sUAS DME without prior authorization and approval of the Chief of Police/Deputy Chief of Police or designee.
4. All access to the sUAS DME must be specifically authorized by the sUAS Supervisor or his/her designee and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
5. Files shall be securely stored in accordance with department policy and retention laws. The Milford Police Department utilizes the Massachusetts state records retention schedule as a guide. For non-evidentiary video, the data is stored for a period of one year. However, video footage for open investigations may be kept longer pending the investigation and/or criminal prosecution.

6. sUAS recorded photographic or video data will only be released pursuant to information sharing agreements to authorized agencies in compliance with state law or as required under the state public record law.
7. All Public Information requests shall be directed to the assigned officer for review to be compliance with the Massachusetts General Law Chapter 66, section 10.

## **VII. Supervision and Reporting**

1. The sUAS supervisor shall manage all deployments and uses of the sUAS to ensure that officer(s) equipped with sUAS devices utilize them in accordance with policy and procedure defined herein.
2. An authorized sUAS supervisor or administrator will audit flight documentation at regular intervals. The results of the audit will be documented.
3. The sUAS supervisor of his/ her designee shall publish an annual report documenting the agency's deployment and use of the sUAS device.
4. The sUAS Pilot in Command shall be responsible for immediately reporting to the FAA in compliance with the FFA, COA and/or Part 107, any crashes or collisions involving the aircraft and shall also immediately notify the OIC who shall notify the Chief of Police/Deputy Chief of Police or designee. The Pilot in Command and any sUAS crew member(s) present during the crash shall complete an incident report and forward it to the Chief of Police/Deputy Chief of Police or designee.
5. Any complaints regarding the sUAS shall be forwarded to the Chief of Police to be handled in compliance with policy 4.01 Internal Affairs.

## **VIII. Restricting sUAS use:**

1. The sUAS shall not be operated in an unsafe manner or in violation of Federal Aviation Administration (FAA) regulations.
2. The sUAS shall not be equipped with any weapons.
3. The sUAS shall not be used be utilized in any effort which would violate any applicable civil rights and or civil liberties. The Milford Police Department will comply with all statutes, rules, regulations, and case law regarding these issues. It shall be the responsibility of the sUAS unit leader to ensure this effort. Violations may be documented and dealt with in compliance with policy 4.01 Internal Affairs.
4. UAS-recorded data will not be collected, disseminated or retained solely for the purpose of monitoring activities protected by the U.S. Constitution, such as the First Amendment's protections of religion, speech, press, assembly, and redress of grievances (e.g., protests, demonstrations).
5. Collection, use, dissemination, or retention of UAS-recorded data shall not be based solely on individual characteristics (e.g., race, ethnicity, national origin, sexual orientation, gender identity, religion, age, or gender), which is a violation of the law.

## **IX. Qualifications and Training**

1. Police personnel who are assigned to deploy the sUAS must complete an agency approved training program to ensure proper use and operation.
2. A minimum of (4) hours of training per month is required for all personnel with sUAS responsibilities. Additional training may be required at periodic intervals to ensure the continued effective use, operation, proper calibration, and performance of the equipment to incorporate changes.
3. All agency personnel with sUAS responsibility, including command, shall also be trained in local and federal laws and regulations, as well and this policy governing the use of sUAS.



4. sUAS Flight Crew Member selection will be performed by the Chief of Police/Deputy Chief of Police or designee.

## **X. Storage**

1. The sUAS shall be stored in a hard case. Access to the case will be to all agency personnel assigned to the sUAS Unit.

## **XI: Maintenance**

1. The sUAS shall have a regular maintenance schedule in place that is in accordance with the recommendations set forth by the sUAS manufacturer for the specific aircraft, payload, intelligent batteries, and firmware. Maintenance to the sUAS and accessories shall be recorded in a digital maintenance log with restricted access to sUAS personnel and the Chief or her/his designee.

The sUAS supervisor shall oversee the maintenance of the sUAS and conduct monthly audits of maintenance records. The sUAS supervisor shall assign a Maintenance Technician within the sUAS special assignment to conduct all maintenance associated with the sUAS and record keeping of maintenance conducted on the sUAS.



E-3  
11-8-21


**Town of Milford**  
**Department Of Inspections**

52 Main Street, Milford, MA 01757  
Tel. (508) 634-2313 Fax (508) 473-2358

John Erickson  
Building Commissioner / Zoning Officer  
E-mail: Jerickson@MilfordMA.com

---

**MEMORANDUM**

**To:** Richard Villani, Town Administrator  
**From:** John Erickson, Building Commissioner   
**RE:** Plumbing & Gas Permit Fees  
**Date:** October 25, 2021

---

As you are aware, I am working to get our Municipality 5/ City Squared online permitting live. I will be implementing the software by permit type, with Wiring Permits being the first.

As part of this process, I have reviewed the current fee schedule with Plumbing & Gas Inspector Joseph Zacchilli. The current fees were last reviewed and modified in August 2012.

Attached is a proposed schedule to revise our current fees.

The goal in setting the fee schedule has always been to cover the costs, direct and indirect, of running the department, or division within the department. All of the proposed increases are modest, and more accurately reflect today's costs.



## **PLUMBING FEES**

*Effective 8/20/2012*

**(Proposed changes in Red, October 25, 2021)**

### **RESIDENTIAL**

#### **New Construction**

**A fee of \$185 per dwelling unit. (Increase to \$200 per dwelling unit)**

#### **Additions, Renovations, Replacements**

**A fee of \$25.00 per fixture will apply up to a maximum of \$185. (up to \$200.00 max)**

(Note: Sewer connection, backflow preventer, boiler connection, piping repair, and similar will be counted as a 'fixture' for the purpose of permit fee)

### **COMMERCIAL / INDUSTRIAL**

#### **Large Scale New Construction/ Renovations/ Repairs** ( > \$5000.00 job cost)

2% of job cost up to \$100,000.00 then 1% for the remaining portion of job cost.

#### **Small Scale New Construction/ Renovations/ Repairs** ( < \$5000.00 job cost)

\$50.00 per inspection. (Rough, Underground, Final)

# **GAS PERMIT FEES**

(Proposed changes in Red, October 25, 2021)

## **Residential Gas Permit:**

Gas Inspection Permit

### **Existing Fee**

\$30.00 For the First Fixture

\$6.00 Per Additional Fixture

### **Proposed Fee**

**\$50 First Fixture**

**\$25.00 Per Additional**

## **Commercial Gas Permits:**

New Work and Alterations

### **Existing Fee**

Gas Inspection Permit

\$50.00 For the First Fixture

\$10.00 Per Additional Fixture

### **Proposed Fee**

**\$50.00 First Fixture**

**\$25 Per Additional Fixture**

## **Industrial Gas Permits:**

New Work and Alterations

### **Existing Fee**

Gas Inspection Permit

\$60.00 For the First Fixture

\$12.00 Per Additional Fixture

### **Proposed Fee**

**\$50.00 First Fixture**

**\$25.00 Per Additional**

**Fixture**

## **Reinspections:**

### **Existing Fee**

Price of original permit

### **Proposed Fee**

**\$25.00**



***Town of Milford***  
***Department Of Inspections***

52 Main Street, Milford, MA 01757  
Tel. (508) 634-2313 Fax (508) 473-2358

John Erickson  
Building Commissioner / Zoning Officer  
E-mail: Jerickson@MilfordMA.com

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**MEMORANDUM**

**To:** Richard Villani, Town Administrator  
**From:** John Erickson, Building Commissioner  
**RE:** Wiring Permit Fees  
**Date:** October 12, 2021

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As you are aware, I am working to get our Municipality 5/ City Squared online permitting live. I will be implementing the software by permit type, with Wiring Permits being the first.

As part of this process, I have reviewed the current fee schedule with Wiring Inspector Michael Mancini. The current fees were last reviewed and modified on November 1, 2011.

Attached is a proposed schedule to revise our current fees.

The goal in setting the fee schedule has always been to cover the costs, direct and indirect, of running the department, or division within the department. All of the proposed increases are modest, and reflect the additional time or number of inspections each project type consumes, in keeping up with the numerous changes to the Electrical Code in the past decade.

I will be reviewing the current fee schedule for Plumbing, Gas, Sheet Metal, and Building fees in the near future, as we continue to bring online permitting to all divisions within the Department of Inspections.

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## **Wiring Permit Fee's**

Rev. 4.20.2020

| <b>Residential</b>                               | <b>Current Fee</b> | <b>Proposed New Fees</b> |
|--|--------------------|--------------------------|
| New Home Overhead Service: (Single or Duplex)    | \$100.00           | \$150.00                 |
| New Home Underground Service: (Single or Duplex) | \$125.00           | \$200.00                 |
| Temporary Service:                               | \$50.00            | N/C                      |
| Service Replacement: (1-Meter)                   | \$50.00            | N/C                      |
| Service Replacement: (Each Additional Meter)     | \$50.00            | N/C                      |
| Service Riser Replacement:                       | \$25.00            | \$50.00                  |
| Sub Panel:                                       | \$50.00            | N/C                      |
| Hot Tubs: (1-Inspection)                         | \$50.00            | N/C                      |
| Pool: (Above Ground) (2-Inspections)             | \$50.00            | \$75.00                  |
| Pool: (In-Ground) (3-Inspection)                 | \$50.00            | \$100.00                 |
| Smoke Detectors:                                 | \$50.00            | N/C                      |
| Renovation: (Small 1- Inspection)                | \$50.00            | N/C                      |
| Renovation: (Large 2- Inspections)               | \$75.00            | N/C                      |
| Oil Heating System: (New or Replacement)         | \$50.00            | N/C                      |
| Gas Heating System: (New or Replacement)         | \$50.00            | N/C                      |
| AC Systems: (New or Replacement)                 | \$50.00            | N/C                      |
| Water Heater: (New or Replacement)               | \$50.00            | N/C                      |
| Appliance: (Replacement ONLY)                    | \$25.00            | \$50.00                  |
| Security & CCTV Systems:                         | \$50.00            | \$75.00                  |
| Voice/Data Wiring:                               | \$50.00            | \$50.00                  |
| Photo Voltaic Systems:                           | \$50.00            | \$100.00                 |
| Any Other Wiring not Listed: (1-Inspection)      | \$50.00            | \$50.00                  |
| Re-inspection Fee (Per Visit)                    | \$25.00            | \$50.00                  |
| Additional Inspections:                          | \$25.00            | \$50.00                  |

| <b>Commercial &amp; Industrial</b>  | <b>Fee</b> |         |
|-------------------------------------|------------|---------|
| Renovation: (Under 2K)              | \$50.00    | N/C     |
| Renovation: (2K - 5K )              | \$100.00   | N/C     |
| Fire Alarm: (Under 5K)              | \$100.00   | N/C     |
| Security & CCTV Systems: (Under 5K) | \$100.00   | N/C     |
| Voice/Data Wiring: (Under 5K)       | \$100.00   | N/C     |
| Re-inspection Fee (Per Visit)       | \$25.00    | \$50.00 |

All other work is based on the following:

**2% of the Electrical Project Cost on the first \$100,000.00 Plus 1% on any amount over \$100,000.00**

52 Main Street  
Milford, MA 01757

Ph: 508-634-2323 Fax: 508-473-2358

Email: [mmancini@townofmilford.com](mailto:mmancini@townofmilford.com)

[www.townofmilford.com](http://www.townofmilford.com)

E-4  
11-8-21

October 18, 2021  
Paige Brown  
Clerk  
Milford Youth Commission  
4 Gritte Lane  
Milford, MA 01757

**Subject: Resignation Letter due to Personal Commitments**

Dear Select Board,

This letter is to inform you that I would like to resign as a Board Member of the Milford Youth Commission, where I have held the position of Clerk since July of 2021.

Since joining the Board 3 months ago, there have been multiple unforeseen and significant changes in my work and personal commitments. I no longer have the time to dedicate to the position of Clerk or to attend meetings.

Please accept my last day as a Board Member and Clerk as 10/18/21.

Thank you,



Paige Brown

15-5  
11-8-21  
October 21, 2021

Dear Select Board Chairman Michael Walsh, Select Board Members Tom O'Loughlin and Paul Mazzuchelli, and Town Administrator Rick Villani,

I respectfully request your consideration of designating me as Milford's representative to the Charles River Climate Compact. Currently, Milford is unrepresented in this group which is working to increase regional collaboration for climate adaptation.

The Charles River Climate Compact is a coalition of 23 communities in the Charles River Watershed, convened by the Charles River Watershed Association (CRWA). The Climate Compact shares information and experiences from one municipality to another, helping the watershed communities collectively plan and implement climate adaptation strategies.

Through regional collaboration, the Climate Compact addresses challenges that individual municipalities cannot address on their own. Moreover, the Climate Compact examines how actions of individual communities impact neighboring or downstream communities, especially in the context of expected climate change-related impacts. While these emerging environmental concerns present challenges, they also present the opportunity to build healthier, more resilient communities as we adapt to an uncertain future.

Communities designate a point person as the Climate Compact Representative to join six one-hour virtual meetings per year. After one year, the representative is expected to join and participate in a subcommittee to maintain community eligibility for the Climate Compact.

If necessary, I would be happy to further discuss this group and my qualifications for this role with the Select Board.

Currently, the following communities are participating in the Climate Compact: Arlington, Bellingham, Brookline, Cambridge, Dedham, Dover, Franklin, Hopkinton, Holliston, Lincoln, Medway, Millis, Natick, Needham, Newton, Norfolk, Somerville, Walpole, Watertown, Wellesley, Weston, Westwood, Wrentham. More information is available here: <https://www.crwa.org/adapt.html>

Thank you for your attention. Please contact me with additional questions about this role, the Climate Compact, or the Charles River Watershed Association.

Sincerely,



Jacquelyn A. Murphy, DrPH, MPH  
Director of Public Health  
Milford Board of Health



## Richard Villani

---

**From:** Jacquelyn Murphy  
**Sent:** Thursday, October 21, 2021 2:33 PM  
**To:** Richard Villani  
**Cc:** Paul Mazzuchelli  
**Subject:** Request attached - Climate Compact representative for Milford  
**Attachments:** ClimateCompactRepresentativeRequest\_10.21.2021.pdf

Hi Rick,

The Charles River Watershed Association runs a Climate Compact, which is comprised of all communities touched by the Charles River. Currently, Milford is not represented, and they invited me to join.

I mentioned this to Paul (cc'ed) last night, who agreed that it was likely a question for the Select Board, not the Board of Health. I've attached a letter requesting to be considered.

If they or you would like to meet to discuss further, I'd be happy to; let me know when might work.

Thanks!  
Jackie

**Jacquelyn Murphy, DrPH, MPH**

*Pronouns:* she/her/hers ([Why pronouns are important.](#))

Director of Public Health  
Board of Health  
Town of Milford  
52 Main Street (Room 6)  
Milford, MA 01757  
Office: 508.634.2315  
Cell: 774.737.6027



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**Richard Villani**

E-6  
11-8-21

**From:** Justin Dulak <justin.dulak@gmail.com>  
**Sent:** Thursday, October 21, 2021 2:30 PM  
**To:** Richard Villani; Town Clerks Office  
**Subject:** Fair Housing Committee Resignation

**CAUTION:** This email originated from outside the **Town of Milford**. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To Whom It May Concern:

I resign from my position on the Fair Housing Committee, effective immediately. Thank you very much for this opportunity to serve the Town of Milford.

Best Regards,

Justin Dulak

Justin Dulak  
18 Mechanic Street  
Milford, MA 01757  
774-573-7262

"It's not about what it is, it's about what it can become."--*The Lorax* by Dr. Seuss



# MILFORD FIRE DEPARTMENT

21 BIRCH STREET  
MILFORD, MASSACHUSETTS 01757

MARK A. NELSON, CHIEF  
MICHAEL J. DETORE, DEPUTY

Telephone: 508-473-1214 • Fax: 508-473-4858 • Inspections: 508-473-2256

Mr. Richard Villani, Esq.  
Town Administrator  
52 Main Street  
Milford, Massachusetts 01757

October 26, 2021

RE: Comprehensive Emergency Management Plan

Dear Mr. Villani,

The Town of Milford Comprehensive Emergency Management Plan (CEMP) is complete. I thank everyone for their input and information. Upon promulgation by the Select Board, the plan will be uploaded to Massachusetts Emergency Management Agency (MEMA) Web EOC.

All cities and towns of the Commonwealth are required to have a CEMP, which provides the framework to address all-hazards. The Town will be in compliance once the plan is promulgated and uploaded to our MEMA folder. The CEMP is our guide for preparedness, mitigation, response, and recovery. Our team can utilize this resource for small and large incidents, which may include state and federal agencies.

Please contact me if I can assist with any questions.

Sincerely,

Mark A. Nelson