

TOWN OF MILFORD
Milford, Massachusetts

MILFORD TOWN CLERK
2021 NOV 18 PM 12:06

NOTICE OF MEETING-AMENDED AGENDA

Board or Commission _____ Milford Select Board _____
Date and Time of Meeting _____ November 22, 2021, 4:30PM
Place of Meeting _____ Room 03, 52 Main Street

- A.) SIGNING OF WARRANT, APPROVAL of Minutes, November 15, 2021**
- B.) INVITATION TO SPEAK**
Remote Public Hearing/Invitation to Speak access now requires advanced registration. Please register online here: <http://tiny.cc/fulluz> 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 the "Public Hearing/Invitation to Speak"
- C.) PUBLIC HEARINGS**
- D.) SCHEDULED APPOINTMENTS**
1. Town Treasurer, re: Issuance of General Obligation Bonds-Water Company Acquisition
 2. Town Administrator, re: Award of Contract – Emergency and Non-Emergency Repair Service-Water Department
 3. Attorney Jed Nosal, re: Water Company Closing/Signatures vote
 4. Human Resources Director, re: Job Descriptions
 5. Human Resources Director, re: Consideration of request for extension of leave by Shannon Sanches
- E.) TOWN ADMINISTRATOR'S REPORT**
- F.) OLD BUSINESS**
- G.) NEW BUSINESS**
1. Saint Mary of the Assumption Parish, re: One Day License
- H.) CORRESPONDENCE**
- I.) EXECUTIVE SESSION**
1. 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  Dated 11/18/21

D-1
11-22-21

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Milford, Massachusetts (the "Town"), certify that at a meeting of the board held November 22, 2021, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$77,175,000 General Obligation Water Bonds of the Town dated December 1, 2021 (the "Bonds"), to BofA Securities, Inc. at the price of \$81,936,084.97 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on December 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2022	\$1,650,000	5.000%	2034	\$ 2,650,000	2.000%
2023	1,750,000	5.000	2035	2,750,000	2.000
2024	1,850,000	5.000	2036	2,700,000	2.000
2025	1,900,000	5.000	2037	3,000,000	2.000
2026	1,900,000	5.000	2038	3,000,000	2.000
2027	2,150,000	5.000	2039	3,000,000	2.000
2028	2,225,000	5.000	2040	3,000,000	2.000
2029	2,300,000	5.000	2041	3,000,000	2.000
2030	2,500,000	5.000	2044	8,600,000	2.250
2031	2,500,000	5.000	2048	11,200,000	2.125
2032	2,550,000	4.000	2051	8,350,000	2.500
2033	2,650,000	4.000			

Further Voted: that the Bonds maturing on December 1, 2044, December 1, 2048 and December 1, 2051 (each a "Term Bond") shall be subject to mandatory redemption or mature as follows:

Term Bond due December 1, 2044

<u>Year</u>	<u>Amount</u>
2042	\$3,000,000
2043	2,800,000
2044*	2,800,000

*Final Maturity

Term Bond due December 1, 2048

<u>Year</u>	<u>Amount</u>
2045	\$2,800,000
2046	2,800,000
2047	2,800,000
2048*	2,800,000

*Final Maturity

Term Bond due December 1, 2051

<u>Year</u>	<u>Amount</u>
2049	\$2,800,000
2050	2,800,000
2051*	2,750,000

*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated November 9, 2021, and a final Official Statement dated November 17, 2021 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds, as applicable, for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a

copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: November 22, 2021

Clerk of the Select Board

100497991v.1

D-2
11-22-21

CONTRACT AWARD

TOWN OF MILFORD

INVITATION TO BID

DESCRIPTION – EMERGENCY & NON-EMERGENCY REPAIR SERVICE ON-CALL MECHANICAL AND FACILITIES REPAIR FOR MILFORD WATER SYSTEM

AWARDING AUTHORITY – SELECT BOARD

DATE – November 22, 2021

BIDDER NAME/ADDRESS

BID PRICE

1. RH WHITE CONSTRUCTION & SERVICE SOLUTION
41 Central Street
Auburn, MA 01501

See Bid Price Form

Contract Award - After reviewing the proposal, the decision was made to award the Contract to RH WHITE CONSTRUCTION AND SERVICE SOLUTION, as the most responsible vendor, based upon their quote.

FORM FOR BID: PRICE PRESENTATION

The undersigned, in compliance with the contract terms and specifications offer the prices as noted below.

Please give summary information about the firm as requested in the specifications in a separate package contained with the bid. Submit one signed original bid (unbound) and one signed bound copy to the Purchasing Officer,

REPAIR SERVICES

Hourly Rates 7:00 AM to 3:30 PM Monday through Friday

		HOURLY UNIT PRICE		Amount hrs.	TOTAL
	ITEM DESCRIPTION	Year One	Year Two		
1	Project Manager	115.00	125.00	40	\$ 9,600
2	Foreman	97.00	100.00	40	\$ 7,880
3	Mechanic Foreman	92.00	94.00	40	\$ 7,440
4	Mechanic Helper	60.00	65.00	40	\$ 5,000
5	Large Equipment Operator	119.00	126.00	40	\$ 9,800
6	Small Equipment Operator	119.00 126.00	126.00	40	\$ 9,800
7	Truck Driver (Dump Truck)	82.00	87.00	40	\$ 6,760
8	Utility Pipers	83.00	87.00	40	\$ 6,800
9	Laborer	82.00	86.00	40	\$ 6,720
10	Electrician	134.00	139.00	40	\$ 10,920
11	Electrician's Helper	105.00	108.00	40	\$ 8,520
12	Instrumentation Technician	124.00	127.00	40	\$ 10,040
13	Instrumentation Helper	124.00	127.00	40	\$ 10,040

				Multiplier	
List	Multiplier for overtime after 3:30pm, Monday through Friday:			1.5	
List	Multiplier for overtime Saturday and Sunday:			1.5	
List	Multiplier for Holidays:			1.5	

Hourly Equipment (or equal equipment) use charges (less driver/operator)					
		Year One	Year Two	Amount	Total
14	Reserved	0.00	0.00	10	\$ 0.00
15	Reserved	0.00	0.00	10	\$ 0.00
16	Service Truck w/Tools (Water Kit)	36.00	37.00	10	\$ 730.00
17	Mechanical Service Truck	32.00	32.00	10	\$ 640.00
18	Electrical Service Truck	11.00	12.00	10	\$ 230.00
19	1 Ton Dump Truck	20.00	21.00	10	\$ 410.00
20	7 CY Dump Truck	21.00	23.00	10	\$ 440.00
21	Tractor Trailer	70.00	72.00	10	\$ 1,420.00
22	114,000# Excavator	145.00	150.00	10	\$ 2,950.00
23	62,000# Excavator	61.00	63.00	10	\$ 1,240.00
24	Rubber Tire Backhoe	28.00	30.00	10	\$ 580.00
25	3cy Loader	30.00	31.00	10	\$ 610.00
26	2 1/4 cy Loader	30.00	31.00	10	\$ 610.00
27	Excavator Mounted Hoe Ram	30.00	30.00	10	\$ 600.00
28	Compressor	6.50	6.50	10	\$ 130.00
29	Concrete Saw w/ Blades	6.00	6.00	10	\$ 120.00
30	Compactor - Vibratory Trench Roller	15.50	16.00	10	\$ 315.00
31	Power Broom - Walk behind	6.00	6.00	10	\$ 120.00
		Year One	Year Two	Amount	Total
32	Road Plates - 8x10	1.50	2.50	10	\$ 40.00
33	14 cy Dump Truck	40.00	41.00	10	\$ 810.00
34	3" Pump	4.00	4.00	10	\$ 80.00
35	Mini-Excavator	22.00	22.00	10	\$ 440.00
36	Hammer Drill	4.00	4.00	10	\$ 80.00
37	K-12 Cutoff Saw	4.00	4.00	10	\$ 80.00
38	Asphalt Zipper	32.00	32.00	10	\$ 640.00
39	Bobcat	19.00	20.00	10	\$ 390.00
40	Chain Saw	6.00	6.00	10	\$ 120.00
41	2" Pump	3.00	3.00	10	\$ 60.00
42	6" Pump	4.00	4.00	10	\$ 80.00
43	Hammer TP800	4.00	4.00	10	\$ 80.00

44	Confined Space Equipment (Charge per day)	36.00	38.00	1	\$ 74.00
45	Shoring Box (Charge per day)	90.00	95.00	1	\$ 185.00

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MATERIALS MARK-UP						
46	Contractor's cost plus %	5% 10%	10%	10%	5000	\$ 1,000
SPECIALIZED SERVICES						
47	Contractor's cost plus %		10%	10%	5000	\$ 1,000
48	Shoring if required shall be					
	Installed & removed per square feet		\$ 80. ⁰⁰	\$ 80. ⁰⁰	100	\$ 16,000
49	Rental equipment/tools at		10% 5%	10% 5%		
	cost plus %		10%	10%	500	\$ 100.00
Total Two Years						\$ 141,724.00

TOTAL WRITTEN IN WORDS: ONE HUNDRED FORTY ONE THOUSAND SEVEN HUNDRED TWENTY
FOUR DOLLARS ZERO CENTS.

BID EVALUATION

In order to determine the LOW two-year BIDDER, the bid price shall be:

Items 1-45 inclusive (add each of the two-year bid amounts) multiplied by hours indicated each.

Items 46, 47, 49 % bid X \$ amount indicated

Item 48 square feet bid (add each of the two-year bid amounts) X 100 square feet.

Example: Item #1 (Year one \$ + Year Two \$) multiplied by 40 = Total Low bid for bid award will be the Total two-year amount.

As required under Chapters 233 and 701 of the Mass. Acts and Resolves of 1983, all bidders shall certify to the following, by returning their bid, executed in the space below.

D-3

Milford Select Board – November 22, 2021

Motion for Authority to Close the Purchase of the Milford Water Company and Sign Ancillary Documents

I move that Town Administrator, Richard A. Villani and Town Treasurer, Christopher C. Pilla each individually are hereby authorized to negotiate the terms of, and execute and deliver all documents, certificates, agreements or other instruments related to or required by the Town of Milford's purchase of the assets of the Milford Water Company pursuant to the terms set forth in the November 8, 2021 Asset Purchase Agreement (the "Ancillary Documents"); provided further that Mr. Villani and Mr. Pilla are each individually hereby authorized to make such changes to the Ancillary Documents as each deems necessary, appropriate or desirable to carry out the purchase of the assets of the Milford Water Company as approved by the Select Board and Town Meeting on August 2, 2021 and to do all other acts or deeds as are or as are deemed by such person to be necessary, appropriate, or desirable to effectuate the intent of the Select Board and Town Meeting on August 2, 2021.

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

D-4
11-19-21



Job Description

Position: System Administrator
Primary Location: Town Hall/Various Locations in Town
Employment Status: Full-time/Part-time, Salaried/Hourly, Exempt/Non-Exempt
Reports To: IT Director
Description Updated On: October 25, 2021

Summary/Objective

The System Administrator manages all aspects of the Town of Milford's computer, server, and telephone operations; recommends the proper equipment to meet the Town's needs; installs and maintains back-ups, integrity and security of all computer, server, and telephone operations. This position requires a strong desire to learn new skills and technologies and help develop an IT work plan and successful IT program.

Essential Functions

- Manages the Town of Milford's computer network servers, workstations, and notebooks including software/hardware installations, maintenance, upgrades; evaluates and recommends ways to improve and streamline technology operations.
- Performs technical troubleshooting to resolve computer and phone equipment and software problems.
- Assists with the management of the Town of Milford's Office 365 Exchange and Office Software environment.
- Manages and administers the backup system for the network servers. Restores files and databases, as required.
- Coordinates phone system repairs with hardware and software technicians. If needed, administers and programs minor phone system changes.
- Identifies and develops an IT work plan based on short- and long-term needs.
- Prepares a timely information technology systems administration budget during the Town of Milford's annual budget process.
- Maintains records on computer network service and communication systems, Town of Milford-wide inventories, purchases, and repairs.
- Remains current concerning trends and developments in computer hardware and software; performs research and provides information and assistance as assigned; assists in system planning.
- Trains and provides technical assistance and support to users regarding features, capabilities, and policies regarding Internet/email, computer, and software use.
- Assists with the development and updating of the Town of Milford's computer and software usage, communication policy and web standards.
- Consults with department directors concerning future technology implementations and projects and for specific departmental technology needs.
- Consults with department directors to coordinate system activities and to identify needs; assists with the management of major projects including software and hardware improvements, development of complex systems, and replacement of existing systems relating to voice, video and data.

- Works and acts as a team player in all interactions with other Town of Milford employees.
- Recommends consultant assistance, as needed.
- Performs other related duties as directed or assigned.

Required Qualifications, Education, and Experience

Associate's or Bachelor's degree from an accredited institution in information technology, computer science, computer engineering, or a closely-related field and a minimum of two (2) years of progressively responsible information systems administration experience. Combinations of relevant experience and education may be considered. Must hold and maintain a valid Massachusetts Driver's license.

Knowledge, Skills & Abilities

- Excellent knowledge of Windows Systems, Microsoft Office (all versions including 365, Windows Server (all current systems)), BDC/PDC, and RAID systems. Knowledge of ESX 4.0, and Vsphere 4.0.
- Knowledge of Microsoft networking components such as Windows NT Server, DHCP, WINS, and client server applications.
- An array of knowledge and background experience vast enough to perform work within a large software-based environment. Strong experience with municipal-style systems, data storage, multiple types of communication devices, etc.
- Knowledge of TCP/IP networking protocol and network commands such as ping, nslookup, netstat, ipconfig, and traceroute; Intranet and Internet concepts, protocols, and connection options; network backup methods and emergency/disaster recovery for Windows servers; PC virus protection, detection, removal, and prevention; general phone system operations.
- Strong understanding of current and emerging technology and applicability and benefits to municipal operations and services.
- Efficiency in troubleshooting and resolving network connectivity and client hardware and software problems.
- Proficient computer, mathematical, recordkeeping and clerical skills; excellent written and oral communication; fluency in English (ability to read, write and speak) is necessary. Effective problem solving and analytical skills. Strong leadership and interpersonal skills, with the ability to establish and maintain effective working relations with the various Town departments.
- The successful employee will have a strong commitment to the Town of Milford's core values of exceptional public service, innovation, integrity, efficiency, commitment to employees and an overall team approach; demonstrate proficiency with the core competencies of customer focus, problem solving, composure, decision quality, perseverance, interpersonal skills, priority setting, time management, and self-development, and have an aptitude for creativity, quick learning, planning, perspective and drive for results.
- Ability to make timely and deliberate decisions without guidance or direction; work effectively with neighboring jurisdictions, government entities, and municipalities as well as the public in general; set priorities under demanding customer service conditions, workload and deadline expectations; provide responsive and effective customer service in a team environment; effectively communicate highly technical concepts to users at all skill and understanding levels; teach, guide, instruct and inform, as necessary.
- Analyze system requirements, prepare budgets and recommendations and make purchasing decisions; transport, move, remove, and install a variety of network equipment, components and parts; read, interpret, understand, and apply detailed and complex technical information; prepare, present, and analyze reports and staff recommendations orally and in writing.

Physical and Mental Job Requirements

- Moderate effort may be required for such tasks as lifting, loading, pulling, or pushing computer and related

office equipment; occasionally required to lift equipment and supplies weighing up to 50 pounds. Employee may be required to sit for extended periods of time, stand, walk, stoop, kneel, crouch, crawl, climb stairs or balance.

- 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
 - Analyzing/examining/testing data
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

Work is performed under typical office conditions; the employee is required to travel between town buildings. The work environment is moderately quiet, with exposure to hazards related to working with electrical devices.

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. The employee is occasionally required to work outside of normal business hours to perform duties during evening and/or weekend hours, and may be contacted to respond to emergency situations. Typically, the schedule will be temporarily adjusted following consultation with the supervisor.

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 Treasurer
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Finance Director
Description Updated On: November 3, 2021

Summary/Objective

The Treasurer is responsible for the oversight of a range of municipal finance functions including, but not limited to tax title, treasury, local revenue collections, cash management, payroll, investment of funds, management of debt service and payable disbursement; the employee is required to perform all similar or related duties. The employee is responsible for the supervision of full-time employees.

Essential Functions

- Provides administrative direction and coordination for financial and various non-financial activities of the Town including: the receipt of all funds; investment and/or management of surplus cash; allocation of available funds; reporting of all funds; debt management, including policy development. Administers town payroll.
- Develops, manages, and maintains an accounting system (BudgetSense) for the collection and processing of financial data needed by management and others for effective control and decision making and to ensure that all financially relevant transactions and events are properly identified, measured, classified, recorded, and reported. Manages the administration of various transaction cycles and accounting transactions. Designs and implements an effective internal control structure that supports management decision making, supplies information needed for external financial reporting, safeguards assets from theft or misuse, and provides the information needed to demonstrate compliance with legal requirements. Maintains appropriate controls over the annual appropriated budget that ensures properly authorized transactions, segregation of incompatible duties, maintenance of records and documents, controls access to assets and records, and allows for periodic independent checks on performance.
- Prepares financial statements that report the Town's financial position, results of operations, and cash flows for review by the Finance Committee, banks, bond companies and the IRS. Files disclosures annually with the IRS and SEC.
- Conducts cash management activities to ensure maximum cash availability and maximum investment yield including receipt and deposit of cash and negotiable payments, custody of monies and securities of the Town, disbursement of funds upon proper authorization. Liaisons with financial institutions with regard to investment of cash in statutorily permissible instruments, cash budgeting and forecasting, and short-term borrowing. Oversees the receipt, safekeeping and investment of all town money as authorized by Town By-laws, Investment Policies of the Town, and statutes of the Commonwealth of Massachusetts.
- Analyzes interest rate change implications as relates to the investment of all Town funds and makes changes to the funds as appropriate.

- Develops and administers comprehensive financial policies to ensure fiscal planning and management, sound financial management fiscal integrity, and fiscal stability.
- Prepares special financial reports to comply with state and federal reporting requirements.
- Develops and manages departmental operating and capital budget.
- Ensures effective property tax title and tax foreclosure procedures in accordance with state general laws and regulations. Maintains accurate detail on outstanding delinquent taxes and provides payoff figures and redemption certificates; negotiates payment plans; acts as auctioneer for sale of tax possessions; maintains accurate list of tax possessions; records disposition of property and determines if properties are to foreclose through land court, or sell at auction.
- Administers the Town payroll; oversees the accuracy of all payroll deductions and related tax reporting; reviews payments of Town health, life, reinsurance, and dental insurance contracts with Human Resources Director.
- Issues, in accordance with state law and the Town by-laws, short and long term debts; monitors and invests borrowed funds in accordance with state and federal regulations.
- Manages, maintains, and controls revenues and expenditures from each Town fund, reporting the assets, liabilities, equity and performance of the fund. Fund types include General, Special Revenue, Capital Projects, Proprietary, Enterprise, Internal Service, Fiduciary and Trust.
- Attends Select Board and Finance Committee meetings to report on the Town's financial condition and make recommendations on financial strategies.
- Assists in preparation of finance related Select Board agenda submissions. Prepares analysis and makes recommendations to the Select Board for collective bargaining regarding the cost of contribution levels.
- Reviews pending legislation that may impact municipal operations.

Required Qualifications, Education, and Experience

Master's degree in Public Administration or Finance or a Bachelor's degree in Public Administration or Finance with a minimum of five (5) years' specific Town Treasurer 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 obtain certification from the Massachusetts Treasurers/Collector's Association within three (3) years of appointment and must be able to be bonded.

Knowledge, Skills & Abilities

- Thorough knowledge of federal, state, and municipal laws, regulations, and procedures relating to the function of a municipal treasurer; knowledge of accounting, collection work, payroll, borrowing, and investing functions; working knowledge of spreadsheet applications and word processing; knowledge of office procedures and equipment; knowledge of investing and dealing with investment firms.
- Proficient mathematical, recordkeeping, and written and oral communication skills. Effective problem solving and analytical skills.
- Ability to budget and forecast revenue; must have good judgment and be diplomatic while reporting on complex and sensitive issues.

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 office equipment.
- 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 dept'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
- 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 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

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 _____

E-1
11-22-21

MILFORD SELECT BOARD

Room 11, Town Hall, 52 Main St. (Route 16), Milford, Massachusetts 01757-2679
508-634-2303 Fax 508-634-2324
www.milfordma.gov

APPLICATION FOR A ONE DAY LIQUOR LICENSE PER MGL, C138, S14

APPLICANT/HOST INFORMATION:

Name or Organization: St. Mary of the Assumption
Type of Organization (Individual/Non-Profit Corp./For-Profit Corp.) Non Profit
Organization Address: 17 Winter St. Milford, MA

DETAILS OF EVENT:

Type of Event (i.e. banquet/fundraiser/party) fundraiser - Christmas Gala
Where will it be held 17 Winter St.
Who owns the premises _____ Contact Day Time# 508 473-2000
Date(s) of Event Saturday Dec. 4, 2021
Hours of Event 5pm - 10:30pm
Expected # of people 250 Admission Charge \$ 25
Type of License: All Alcohol (*Non-Profits Only*) \$100 ☒ or Beer & Wine Only \$100 _____
Alcohol will be sold or given away (check one) Sold ☒ Given Away _____
Is the event open to the general public (check one) Yes ☒ No _____

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Milford.

Applicant Signature: Peter Joyce

Applicant Cell Phone #: 774-230-0356

Applicant Email Address: frpeter@stmarymilford.org

Town Official Signature of Approval (if applicable) _____
(If using a Town Facility)