

TOWN OF MILFORD
Milford, Massachusetts
NOTICE OF MEETING

Board or Commission _____ Milford Select Board
Date and Time of Meeting _____ December 06, 2021, 7:00PM
Place of Meeting _____ Room 03, 52 Main Street

RECEIVED
MILFORD TOWN CLERK
2021 DEC -2 PM 4:05

- A.) SIGNING OF WARRANT, APPROVAL of Minutes, November 22, 2021**
EXECUTIVE SESSION Minutes, November 22, 2021
- B.) SCHEDULED APPOINTMENTS**
1. State Senator, Becca Rausch and State Representative, Brian Murray
- C.) INVITATION TO SPEAK**
Remote Public Hearing/Invitation to Speak access now requires advanced registration. Please register online here: <http://tiny.cc/e93muz> 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."
- D.) PUBLIC HEARINGS**
- E.) SCHEDULED APPOINTMENTS**
1. Building Commissioner, re: Staffing
2. Human Resources Director, re: Job Descriptions
3. Town Administrator, re: Insurance Broker
- F.) TOWN ADMINISTRATOR'S REPORT**
- G.) OLD BUSINESS**
1. Amazon, re: Update
- H.) NEW BUSINESS**
1. Vernon Grove Cemetery, re: Resignation
2. Commission on Disability, re: Resignation
- I.) CORRESPONDENCE**
- J.) EXECUTIVE SESSION**
1. To receive Attorney/Client and Expert/Client communication of legal advice regarding reasonably anticipated litigation or legal issues the disclosure of which would compromise the Town's position
2. Town Counsel, re: Resignation as Labor Counsel

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 RL A. Villani Dated 12/2/21



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@Townofmilford.com

MEMORANDUM

To: Richard Villani, Town Administrator
From: John Erickson, Building Commissioner
RE: Local Building Inspector
Date: November 30, 2021

As you are aware, the Department of Inspections has been short-staffed since February of this year.

As part of an assessment of the staffing of this department in early 2017, I had put forth a request to increase staffing by adding a 2nd permanent part-time Local Inspector at 19 hours per week, in addition to the (1) 25 hour per week inspector that was in place at that time. The request was not moved forward by the Chair of the Select Board at that time. Subsequently, the part-time local inspector position became full-time.

Since my return to the Department in April, I have been assessing the current needs of the department. The number of building permits issued and fees collected continue to rise, and are at an all-time high.

While the full-time Local Inspector position has been vacant since February, I have been extremely fortunate to have Robert Speroni serving as a temporary Local Inspector. As you know, Mr. Speroni is retired, after serving as a full-time Building Commissioner for many years. To have someone with his knowledge and skills to assist me since May has been invaluable. It has re-affirmed my long-standing opinion that the Department is better served with (1-2) part-time Local Inspectors, rather than (1) full-time Inspector. The pool of candidates for a full-time local inspector vs. a part-time local inspector are essentially mutually exclusive, especially at the highest performing level. To find an experienced Certified Building Commissioner that is committed to long term full-time service as a Local Inspector is unlikely, if not impossible. Article 5.1(A) of the Personnel By-Laws specifically states "Under special circumstances,

positions currently classified as full-time, may need to be filled on a part-time schedule basis. In such instances, the salaried position may be pro-rated to allow compensation for the part-time employee to be paid on an hourly basis". For these and many other reasons, I respectfully request that the Select Board appoint Robert Speroni as permanent part-time Local Building Inspector, with a 20 hr. per week schedule, at his current hourly rate of \$50.43. I'll note that while this appointment would be eligible for benefits and this cost is already carried in the budget, Mr. Speroni will not enroll in health insurance, as he receives health care as Military Veteran.

If this appointment is made, I would recommend a January 1 official start date, simply for the convenience of tracking anniversary date and subsequent benefits, as the current arrangement allows for up to 35 hours per week based on his availability and our needs. There is no budgetary impact with the starting date. I will then take the next several months to further assess the department needs as we transition to this staffing schedule. Currently Mr. Speroni is providing us with 12-15 hours per week due to some other professional obligations. If appointed in a permanent nature, Mr. Speroni will forego his other professional commitment to focus on Milford, and the added 5-8 hours per week will increase productivity substantially.



Job Description

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

Summary/Objective

The Town Planner is responsible for performing professional, supervisory and administrative work for the town's Planning and Engineering Department. Work involves implementation of comprehensive plans; assessing proposals for land use and development; determining compliance with Zoning Ordinances, and applicable state and federal laws; attending Planning Board meetings in an advisory capacity; planning long range projects; acquiring and administering grants; and recommending policies, standards or criteria; the employee is required to perform all similar or related duties.

Essential Functions

- Administers the Town's land use processes; coordinates all land use board actions, ensures compliance with all statutory requirements, amends zoning by-Laws as needed, prepares all required reports and maintains records.
- Applies for and manages the Town's various grants; oversees projects to ensure compliance with grant requirements.
- Provides administrative support to the Planning Board; prepares for and attends meetings, researches applications and petitions, administers policies and procedures, and provides other information or assistance as required.
- Develops, implements and administers various planning studies relating to land use, development, and infrastructure, provides recommendations regarding town land.
- Provides leadership and technical assistance to the business community and downtown revitalization groups to develop and implement business retention programs
- Executive board member of downtown partnership.
- Serves as a liaison to State and Federal officials regarding planning issues affecting the community.
- Works with developers, engineers, attorneys, and others involved with the development process; negotiates impact fees and public infrastructure improvements from developers.
- Provides information and assistance to various boards, committees and commissions on planning-related issues; permanent member of Industrial Development Commission.
- Provides information and assistance to other town departments and the public regarding zoning, site plans, subdivisions and other topics; responds to inquiries or complaints and explains policies and procedures.
- Prepares and submit annual budget and annual report for the Planning Board and Industrial Development Commission; administers the Planning Department approved budget and monitors

expenditures.

- Prepares and oversees the Planning Department budget of the Planning Board and Industrial Development Commission.

Required Qualifications, Education, and Experience

Master's degree in Urban Planning with a minimum of seven (7) years' experience as a Municipal Planner 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 have a valid Massachusetts Class D Driver's License.

Preferred Qualifications, Education, and Experience

Certification as a Planner by the American Institute of Planners is preferred within one (1) year of appointment.

Knowledge, Skills & Abilities

- Thorough knowledge of local, state and federal laws governing the work.
- Strong administrative, budgetary and computer skills; effective written, verbal and communication skills; legislative drafting, and excellent negotiation skills.
- Ability to develop programs and manage projects efficiently; read and interpret blueprints; ability to establish effective working relationships with other town staff, outside officials, contractors, developers, attorneys and the public.

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
 - 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

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 Town Planner
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Town Engineer and Town Planner
Description Updated On: November 10, 2021

Summary/Objective

The employee provides a range of administrative duties in support of the department's day-to-day operations assisting the Town Engineer, Town Planner, Planning Board, and Conservation Commission. The employee is required to perform all similar or related duties.

Essential Functions

- Prepares meeting agendas, support materials, public hearing notices, correspondence and minutes, as well as attends the meetings of the Planning Board; posts meeting agendas with the Town Clerk and the Town's website in accordance with the state Open Meeting Law.
- Serves as liaison between consulting engineers, attorneys, and the public for non-technical inquiries concerning filings and/or business with the Planning Board.
- Maintains department records in electronic format; monitors GIS and Auto CAD information; updates spreadsheets and project cost-related information.
- Assists the Engineer and Planner with site inspections as needed.
- Performs a range of administrative and clerical services including, but not limited to, greeting and directing visitors, answering routine, non-technical inquiries, processing department mail and maintaining department records.

Required Qualifications, Education, and Experience

Bachelor's Degree in Planning or related field with a minimum of three (3) years planning or land use experience or an equivalent combination of education and experience.

Knowledge, Skills, & Abilities

- Thorough knowledge of MS Office as well as office terminology and the effective utilization of office equipment such as copiers and scanners. Knowledge of department office procedures and Town government functions; must be able to effectively use the internet and email systems in support of department operations.
- Knowledge of state and local laws and/or regulations pertaining to the Planning Board and the permitting process.
- Working knowledge of techniques and practices associated with both short- and long-term comprehensive planning with the ability to plan and prioritize work and to perform multiple tasks in a timely, organized, and accurate manner. Knowledge of federal and state grant programs.

- Proficient customer service, written, and oral communication skills, and good judgment; ability to deal effectively with disgruntled members of the public.
- Must be proficient in data processing and specialty software such as Adobe Acrobat; Auto CAD and GIS a plus.

Physical and Mental Job Requirements

- Works in an office setting which primarily 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. Outdoor site inspections may be required on occasion.
- 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
 - 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 primarily in an office environment and outside site inspections on occasion.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time 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 may be required to work beyond normal business hours in order to attend evening meetings of the Planning Board, Conservation Commission or other Committees, Boards or Commissions.

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

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Employee _____ Date _____

Hiring Manager _____ Date _____



Job Description

Position: Information Technology Manager
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: IT Director
Description Updated On: October 7, 2021

Summary/Objective

The Information Technology Manager maintains functional operation of information technology equipment and systems and provides quality IT support to clients using a high degree of customer service, technical expertise, sense of urgency, and timeliness. This is a hands-on, supervisory position responsible for managing the daily operations in the Town of Milford's IT Department. This position further maintains the security of the Town's technology and prohibits, eliminates, and reduces threats to the information technology system(s) of the Town. The employee is responsible for the supervision of one (1) full-time employee.

Essential Functions

- Manages and establishes the framework for the Town of Milford IT Department. This includes but is not limited to the following: Department/Town-wide standards, policies, procedures, procurements, goals, and commitments to the Town of Milford's ongoing IT needs.
- Oversees the technology assets for the Town of Milford and disposal of these assets.
- Prepares, plans, and manages the implementation and configuration of technology equipment refreshes.
- Performs team management, professional development, training, and participates in hiring decisions.
- Records incidents, requests, and changes as they are reported but also serves as the final escalation point to assist in the resolution of incidents and requests.
- Acts as a liaison to the Milford Public school's IT department to help resolve incidents, requests, and problems as needed.
- Provides to the IT Director reports detailing departmental metrics and the status of projects.
- Recommends to the IT Director standards for the purchase of desktop systems, laptops, hand-held devices, software, and peripherals at a town-wide level.
- Continually reviews and recommends to the IT Director improvements associated with workflow, call handling, classification and routing of calls, and the subsequent logging, tracking, prioritization, escalation, and timely follow-up on calls. Ensures work in these areas is done properly.
- Oversees the system administration for designated applications, services, and servers within the IT Department.
- Duties include administration, support, customer interaction, product research, business analysis, IT purchasing, and software license management.
- Manages incident responses, and service request completions and is responsible for the design, planning, and implementation of projects which will maximize existing technologies and integrate new services/solutions. The IT Manager is responsible for establishing and maintaining a variety of relevant

KPIs to track, measure, and maintain the performance and integrity of the department

- Serves as liaison with 3rd party hardware/software vendors or consultants in support of IT services and equipment.
- Gives presentations, provides training/instruction, and attends Select Board meetings when needed.
- Assumes additional responsibilities as may be determined by the IT Director, Town Administrator, or the Select Board.
- Advises of technical advancements and upgrades.

Required Qualifications, Education, and Experience

- Bachelor's degree in field related to Computer Science, Information Technology, or Business and Information Technology with a minimum of five (5) years' experience providing support services within a technology department as well as strong troubleshooting and maintenance ability for the following: servers, desktops, laptops, printers, scanners, handheld devices, software, active directory, ERP's, networking, backups, email, and telecom or an equivalent combination of education and experience.

Preferred Qualifications, Education, and Experience

- Experience working in a municipality or public educational environment.
- Certifications in Microsoft, Dell, Apple, Cisco, IT Security etc.
- Knowledge of Help Desk ticketing systems such as School Dude, Heat, Track-It.
- Telecom experience.
- Familiarity with the ITIL framework and ITSM principles.
- Proficient in Microsoft Windows software, including server, office, 365 and exchange.

Knowledge, Skills & Abilities

- Current with federal, state, and municipal laws, regulations, and procedures relating to the function of an IT department; record retention, network security, and data confidentiality.
- Proficient computer, mathematical, recordkeeping and clerical skills; proficient written and oral communication. Effective problem solving and analytical skills. Strong interpersonal skills, with the ability to establish and maintain effective working relations with various Town departments.
- Ability to communicate appropriately and effectively with people through spoken, written, listening, and reading skills; ability to learn and to train staff members; ability to multi-task and perform multiple projects is required.
- Must have excellent management and leadership skills as well as the ability to multi-task and exhibit time-management skills, with the ability to prioritize tasks.
- Must be highly organized and detail oriented with excellent analytical and problem-solving skills.

Physical and Mental Job Requirements

- Duties of the job involve minimal risks. Exposure to electrical shock is possible. 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. Ability to operate a motor vehicle and work at Town buildings in various conditions.
- 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
- Analyzing/examining/testing data
- Emotional/behavioral self-regulation
- Interacting with others

Work Environment

- The functions of this role are generally 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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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: Technology Support Technician
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: IT Manager
Description Updated On: October 25, 2021

Summary/Objective

The Technology Support Technician will serve as a first point of contact for employees seeking technical assistance. The position is responsible for ensuring effective and efficient troubleshooting through standard diagnostic techniques and provides support by maintaining a general working knowledge of all applications of network/hardware issues, including resetting passwords, printer issues, etc.; also responsible for developing, maintaining, and updating Town of Milford website content. The employee is required to perform all similar or related duties.

Essential Functions

- Installs, configures, upgrades and troubleshoots all PC hardware/software on a Microsoft Windows Platform (including but not limited to Windows Server Versions, Windows 10).
- Configures and troubleshoots all peripherals (printers, scanners, copiers, faxes, audio-visual and hand-held devices).
- Maintains Microsoft Windows Server 2012, 2016 and Exchange 2013 (Creates/unlocks/disables user accounts, resolves e-mail issues, and creates permission file shares).
- Analyzes and resolves technology issues using logic and creativity, follows established procedures and exhibits a commitment to seeing the problem through to resolution.
- Assists in preparing, planning, configuring, and implementing ongoing technology equipment updates or projects.
- Develops and maintains Town of Milford website content.
- Provides user support and training in using existing and/or new technologies.
- Performs research to remain knowledgeable and current on emerging trends and technology shifts.
- Documents all incidents, requests, and changes in the Town's helpdesk ticketing system as they are reported and resolves them in a timely manner.
- Maintains and documents the technology inventory for the Town of Milford.
- Assists in any network or server upgrades, installations, or emergencies.
- Maintains confidentiality regarding information being processed, stored, or accessed by the end-users on the network.
- Assumes additional responsibilities as assigned by the IT Manager or IT Director.

Required Qualifications, Education, and Experience

Associate's degree in field related to Computer Science, Information Technology or Business and Information

Technology; Minimum of one (1) year of experience providing support services within a technology department, as well as strong troubleshooting and maintenance experience with the following; desktops, laptops, printers, scanners, hand-held devices, software, enterprise resource programs (ERPs), networking, backups and email; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job; valid Driver's License a must.

Minimum Qualifications, Education, and Experience

- Associate Degree with three years of applicable technical work experience
- Minimum of three years' experience supporting Microsoft Office and Office 365
- Intermediate to advanced proficiency supporting Windows OS client computing environments. A+ Certification preferred. Chrome OS and Mac OS experience a plus.
- Familiarity with other learning technologies such as SMART Boards, LCD Projectors, Web 2.0 tools preferred.
- Ability to troubleshoot basic networking issues.
- Self-starter with exemplary customer service skills to complement proven multitasking abilities.
- Ability to provide effective support to all levels of the organization.
- Ability to multitask and work independently in a fast paced technical environment.
- Ability to work fantastically well with technical and nontechnical users.
Working in a municipality or public educational environment preferred but not required.
- Website content management and development preferred but not required.
- Active Directory, Network hardware (Cisco, Wireless AP and FortiGate/Fortinet) and Telecom VOIP experience.
- Knowledge of Help Desk ticketing systems such as; (Solar Winds Web Helpdesk) and audio-visual experience (Sound systems, Projectors, and Speaker\Microphones).

Certifications in Microsoft, Dell, Apple, Cisco, IT Security etc. are desirable but not a requirement

Preferred Knowledge, Skills & Abilities

- Current knowledge of federal, state, and municipal laws, regulations, and procedures relating to the function of an IT department; record retention, network security, and data confidentiality. Working knowledge of computer hardware, software, and various applications; digital video technology and hardware; telecommunication and programming. Working knowledge of the internet and website technology in support of municipal operations.
- Proficient computer, mathematical, record-keeping and clerical skills, proficient written and oral communication skills. Effective troubleshooting, problem solving, analytical, and interpersonal skills.
- Ability to diagnose and resolve basic technical issues. The employee must be able to work independently and to adapt to a rapidly changing technology environment.

Physical and Mental Job Requirements

- Frequent moderate effort is required for such tasks as moving computer and office equipment; occasionally required to lift equipment and supplies weighing up to 50 pounds.
- 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
 - 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

The employee performs work in a municipal office setting subject to frequent interruptions from employees. The position also requires travel to other Town buildings outside the Town Hall where the employee may be subject to garage, basement, or gymnasium-type settings.

Hours of Work

- This role is paid on an hourly basis.
- This position is full-time and hourly, working 35 hours during a Monday through Friday workweek. However, the employee may also be required to work beyond normal business hours to complete projects, routine maintenance, or attend Town meetings.

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: Network Administrator
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: IT Director
Description Updated On: October 20, 2021

Summary/Objective

The Network Administrator is responsible for the installation, operation, and management of the Town network. Role includes installing, maintaining, troubleshooting, and upgrading server hardware and software on Microsoft operating system and virtual servers.

Essential Functions

- Maintains security, safety and efficient operation of the network operating environment and its related components in the LAN/WAN and Wireless environment and recommends necessary enhancements, ensuring high quality technical repair and maintenance.
- Assists IT Director with assessing and providing network technical solutions of the school / town network systems.
- Responsible for network project design and implementation, and documenting network components.
- Constructs and maintains reliable network integrating LAN/WAN, internet and intranet.
- Installs, configures, manages, and upgrades servers on Microsoft platforms; Unix and Linux operating system knowledge is desirable.
- Maintains and analyzes network applications and related file servers and their configurations to isolate problems or to determine more efficient methods.
- Oversees LAN/WAN, wireless, and broadband/fiber environment.
- Backs up and restores network configurations regularly.
- Sets up and maintains network address distribution and documentation.
- Diagnoses and resolves network issues.
- Performs other related duties as assigned by IT Director

Required Qualifications, Education, and Experience

- Associates degree in computer science, data processing, or related field with a minimum of three (3) years of networking experience, or a combination of education and experience commensurate with the requirements of this position. Must have firewall knowledge and experience, a minimum of three years' experience as a network administrator or technician and knowledge of all facets of network infrastructure or any equivalent combination of education and experience to meet the essential functions of the position. Preferred Knowledge of Fortinet and FortiGate systems.

Analysis, judgment, attention to detail, dependability, informal communication, initiative, knowledge of work, planning and organization, sensitivity, teamwork, technical/professional self-development, work standards.

Knowledge, Skills & Abilities

Must possess:

- Proven history of building networks - LAN/WAN.
- Superior working knowledge of network architecture and TCP/IP Protocol
- Proficient knowledge of domain controllers and active directory, along with DHCP/WINS/DNS, etc, including exchange, and backup software.
- Familiarity with a variety of networking and personal computer software.

Ability to:

- Work with employees of all levels of the organization.
- Install software and hardware on networking equipment and microcomputers.
- Troubleshoot and perform routine maintenance on servers, computers, and peripheral equipment
- Communicate information to faculty, students, staff, and the public in a clear and concise manner.
- Work as a member of a team.

Physical and Mental Job Requirements

- The functions of this role are typically conducted in an office environment. However, 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.
- 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
 - 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; work environment is moderately quiet, with exposure to hazards related to working with electrical devices. The employee is required to work outside of normal business hours periodically to

perform duties and is on call to respond to emergency situations

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_____

Hiring Manager_____ Date_____



Job Description

Position: Highway Supervisor
Primary Location: Highway Dept.
Employment Status: Full-time, Salaried, Exempt
Reports To: Highway Surveyor
Description Updated On: November 9, 2021

Summary/Objective

The Highway Supervisor, under the direction of the Highway Surveyor, oversees the daily operation of the Highway department. This involves coordinating projects, ensuring safety standards are met, and supervising daily activities. The employee is responsible for the supervision of both full and part time employees.

Essential Functions

- Schedules and advises Highway crews and outside contractors on day to day work and projects.
- Oversees work performed by Highway crews and outside contractors.
- Orders materials and supplies as needed for projects.
- Works with contractors to make sure work is compliant with specification and codes.
- Checks work orders and road opening permits for completeness and quality.
- Ensures all safety measures are followed for all workers.
- Stays apprised of and oversees repairs and maintenance of equipment.
- Keeps daily records of work.
- Ensures authorized transactions are within appropriated budget.

Required Qualifications, Education, and Experience

High School Diploma or equivalent with a minimum of seven years (7) in Public Works and a general construction related field or an equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions of the position. Must have experience supervising workers.

Preferred Qualifications

CDL Class A or B license with air brake endorsement.

Massachusetts Hoisting engineers License 2A, 4E, 4G and a valid Department of Transportation (DOT) medical card is preferred.

Knowledge, Skills & Abilities

- Must possess a broad range of construction equipment knowledge and experience; understands Dig Safe procedures and markings.
- Knowledge of the maintenance of the Highway Department, general methods and techniques of road construction and maintenance, vehicles, equipment, and tools utilized by the Highway Department;

basic knowledge of the MS4 Storm Water Permit, and hazards and safety precautions pertaining to department operations.

- Must possess computer skills in Word and Excel; have math and recordkeeping, skills, and have proficient written and oral communication skills in addition to effective problem solving and analytical skills.
- Ability to:
 - Train staff members;
 - Read plans and blueprints;
 - Communicate effectively with diverse groups of managers, employees, contractors, vendors and the general public;
 - Organize projects and plan schedules;
 - Understand and implement applicable department regulations and procedures

Physical and Mental Job Requirements

- Some physical demands are required to perform the functions of the job; work effort principally involves sitting to perform tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects 30 to 60 lbs. During weather related conditions the number of work hours required and lack of sleep can adversely affect the employee as can snow, cold, heat, rain, water, and dangerous driving conditions.
- 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
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Emotional/behavioral self- regulation
 - Interacting with residents, contractors, other departments, and the general public

Work Environment

- The functions of this role are conducted primarily in a field environment. The employees spends most of their time traveling from work site to work site and is exposed to the weather and frequently must perform in adverse conditions.

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. However, this is a salaried position, and the individual is expected to work as required during weather emergencies to complete the duties of the position. This may mean hours beyond 40

per week are required.

AAP/EEO Statement

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Employee _____ Date _____

Hiring Manager _____ Date _____



E-3
12-6-21

MILFORD SELECT BOARD

Room 11, Town Hall, 52 Main St. (Route 16), Milford, Massachusetts 01757-2679

Phone 508-634-2303 Fax 508-634-2324

Michael K. Walsh, Chairman
Thomas J. O'Loughlin, Esq.
Paul A. Mazzuchelli

Richard A. Villani
Town Administrator

Date: December 6, 2021

To: Select Board

From: Richard A. Villani, Town Administrator

Re: Broker of Record

As we are approaching the insurance renewal period for the Town, it is incumbent upon the Human Resources and Benefits Department to begin the necessary research and information gathering to obtain competitive quotes for our benefits plans.

Since our most recent broker has resigned, I would like to request a vote to appoint the current Life insurance brokerage firm, KD Benefits, to be the Town's broker for all lines of coverage. As the organization that did an outstanding job with the Life insurance rates and coverage, we expect equal effort will be exhibited going forward. It is understood that the Town does not compensate this firm (they are paid directly by the carriers) and that there is no binding contract; they can be released at any time for any reason.

Cc Select Board
Human Resources Director
Files

H-1
12-6-21
Richard Villani

From: Scott Crisafulli
Sent: Friday, December 3, 2021 10:17 AM
To: Richard Villani
Subject: Scott Vecchiolla

Hi Rick,

At our Nov 9th Vernon Grove Cemetery meeting the Trustee's accepted a resignation letter from Trustee member Scott Vecchiolla.

Regards,

Scott J. Crisafulli

Highway Surveyor
Milford Highway Department
30 Front St.
Milford MA 01757
P:508-473-1274
F:508-634-2348



MILFORD SELECT BOARD

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

Michael K. Walsh, Chairman
Thomas J. O'Loughlin, Esq.
Paul A. Mazzuchelli

Richard A. Villani
Town Administrator

TO: Michael K. Walsh, Chairman
Thomas J. O'Loughlin
Paul A. Mazzuchelli

FROM: Richard A. Villani, Town Administrator

RE: Trustees of Vernon Grove Cemetery Vacancy

DATE: December 6, 2021

I received notice from Ronald Gray, Chair of the Trustees of Vernon Grove Cemetery, informing me there is a vacancy on the Trustees of Vernon Grove Cemetery due to the resignation of Scott Vecchiolla.

In conferring with Town Counsel, the process to fill this vacancy is governed by MGL chapter 41, section 11, which provides in pertinent part "if there is a vacancy in a board consisting of two or more members, ..., the remaining members shall give written notice thereof, within one month of said vacancy, to the Select Board, who, with the remaining members of such, Board, shall, after one week's notice, fill such vacancy by roll call vote."

I would recommend the Board announce at the December 20, 2021 meeting, that there will be a joint meeting of the Trustees of Vernon Grove Cemetery and the Select Board on Monday, January 10, 2022 and that any interested person may apply to fill the vacancy. At that meeting the vacancy can be filled with a roll call vote of the members of the Trustees of Vernon Grove Cemetery present and the members of the Select Board. In addition, the Select Board must post notice of the vacancy one week prior to January 10, 2022.

This appointment will be for a term of through April 5, 2022.

Please let me know if you have any questions.

cc Files

H-2
12-6-21

Richard Villani

From: Dino DeBartolomeis
Sent: Friday, December 3, 2021 10:57 AM
To: Richard Villani
Subject: Commission on Disability

Dear Rick,

I hope all is well with you and the board. I believe that Teresa Graceffa is no longer on the COD. Thank you.