

TOWN OF MILFORD
Milford, Massachusetts
NOTICE OF MEETING

Board or Commission _____ Milford Select Board
Date and Time of Meeting _____ January 10, 2022, 7:00PM
Place of Meeting _____ Room 03, 52 Main Street

RECEIVED
MILFORD TOWN CLERK
2022 JAN -6 PM 1:37

A.) SIGNING OF WARRANT, APPROVAL of Minutes, December 20, 2021
EXECUTIVE SESSION Minutes, December 20, 2021

B.) INVITATION TO SPEAK

Remote Public Hearing/Invitation to Speak access now requires advanced registration. Please register online here: <http://tiny.cc/mn8nuz> 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

1. 7:00 PM Hearing, re: Demolition-72 Depot Street

D.) SCHEDULED APPOINTMENTS

1. Human Resources Director, re: Job Description
2. Joint Meeting-Trustees of Vernon Grove Cemetery, re: Vacancy Appointment
3. Finance Director, IT Director, re: ARPA

E.) TOWN ADMINISTRATOR'S REPORT

F.) OLD BUSINESS

1. Amazon, re: Update

G.) NEW BUSINESS

1. Milford Youth Center, re: Acceptance of Gifts (4)
2. Milford Police Department, re: Acceptance of Gift
3. Community Impact, Inc.- Donation to Regional Substance Navigational Program Gift Account #2624

H.) CORRESPONDENCE

1. Police Chief, re: Auxiliary Police Activity Report

I.) EXECUTIVE SESSION

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. A. Villani Dated 1/6/22




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: 72 Depot St
Date: January 5, 2022



72 Depot St. has been a dangerous and unsafe vacant property for many years.

I was first made aware of issues on February 19 2015 when Milford Fire Dept. asked me to evaluate a partial building collapse. The roof on the front portion of the building had partially collapsed into the building. Due to the collapse, I declared the building unsafe, in accordance with MGL c.143 § 6-9, as well as 780 CMR MA State Building Code.

Initially, the owner of the building in 2015 ("original owner") was eager to remedy the unsafe conditions. However, he indicated that he was working with his insurer to obtain the funding to do so. Ultimately, he never took action, and the remainder of the front portion of the building further collapsed in another winter weather event.

On August 8, 2019, the owner was served further notice that the building was unsafe, and was ordered to make the structure safe by September 5, 2019.

On November 4, 2019, The original owner, the Architect for the owners, the Attorney for the owners, Milford Town Counsel, and the Milford Building Officials met on site to discuss abatement and resolution of the dangerous conditions.

On November 12, 2019, an appointment was made by the original owner's attorney to meet the Milford Building Officials with the promise that the original owner would retain an architect or engineer to develop a plan for the demolition and/ or preservation of the building. Subsequently,

on December 20, 2019, the architect submitted a written report and stamped plans to remediate the unsafe conditions. No action was ever taken to remediate the unsafe conditions.

On Monday, November 18, 2019, the property was declared a public nuisance by the Board of Selectmen, and the Board prescribed its disposition by razing the fire-damaged and dilapidated structure and thereby making it safe.

On January 3, 2020, Highway Surveyor Scott Crisafulli provided a memo with a detailed list of items that would be required to be completed prior to the actual demolition.

On Monday, January 6, 2020, the Board of Selectmen requested the Building Commissioner to begin the process to demolish the building. The effort began to include a structural report, the disconnection of all utilities, securing the site with temporary fencing, rodent control, and hazardous material assessment and abatement.

In a structural report obtained by the Town received from DWD Engineering Inc, dated January 14, 2020 and an identical stamped report dated January 28, 2020 and signed by Domenic Deangelo, a Professional Structural Engineer, the building was again deemed unsafe.

On February 5, 2020 Fire Inspector Lt. Neil Thomas deemed the building unsafe.

Town Engineer Michael Dean, referencing the DWD Engineering Report also deemed the structure unsafe, on February 21, 2020.

At the June 29, 2020 Annual Town Meeting, \$140,000.00 was allocated via a transfer to fund the demolition of this structure.

On March 11, 2021, an application to demolish the unsafe portion of the building was received, and subsequently, a Building Permit was issued to the original owner for the demolition.

An invitation to bid was issued on June 17, 2021. Upon review, each bid received was over-budget. As result, modification of the scope of work as well as requesting additional funding at Town Meeting became considerations.

In late July 2021, with the aforementioned Orders still in place, the property was sold. On July 27, and again July 28, 2021, I was contacted by Donnie Donahue of Mad Designs informing me that the property had been sold, and his firm had been contracted to demolish the collapsed front portion of the structure. The deed was recorded on July 30, 2021., and a building permit for this partial demolition was issued on August 2, 2021 to demolish the front portion of the building.

Prior to issuance of this demolition permit, a meeting was held between myself, Town Counsel Charles Boddy, Paul Braza of MAD Designs/ Braza Construction, David Consigli, Realtor, Jared Hatch who stated he is the new owner, and a Structural Engineer to represent Hatch. The group asked that we as Town Officials delay awarding the demolition of this structure as the Hatch Group just purchased the property and had full intentions of rehabilitating a substantial portion of the structure. The Structural Engineer indicated his belief that this is feasible, but admitted that

he had more investigative and invasive research to undertake in order to develop a legitimate plan. The front portion of the building was appropriately demolished in a timely manner, and was completed within 2 weeks.

Since that time, I have continually made contact with Jared Hatch, as well as Paul Braza as representative of Mad Designs, to inquire about the progress of the rehabilitation plans. I had also made sure to make them aware of the challenges that exist with the use of this property as it lies within the Water Resource Protection District. As such, many uses that would normally be allowed within the IA (Central Industrial) Zoning District are further restricted in order to preserve and protect groundwater supply and recharge areas of our Town. I made them aware that the restrictions within this district would make the use of this property as a contracting yard challenging.

After several months of inquiring, I was told that DMBC Structural Engineers would be performing an evaluation on December 16, 2021. The complete 4 page report, signed by Thomas G. Heger, Structural Engineer, is attached to this memo. As are other pertinent documents to this situation. The report concludes that "In summary, with the required seismic and wind upgrades stated, combined with the structural repairs and reinforcement to the buildings exterior walls, truss, purlins, beams, roof joists, roof decking and columns, etc, the existing warehouse will be structurally viable to be rehabilitated and used for a new warehouse and storage facility." Effectively this means that if the structure hasn't completely collapsed it can be saved. However, while not stating it directly, this report further confirms the current unsafe condition of the building by identifying the numerous structural deficiencies.

It should be noted, that since late July, Jared Hatch of the Hatch Group, identified himself as the new owner of the property. However, just two days ago, on January 4, 2022, I was contacted by Che Patel, who identified himself as the principal owner of RCVA, LLC, which is listed as owner on the deed for 72 Depot St. Mr. Patel informed me that he is now responsible for the property moving forward. He briefly explained that his involvement was initially scheduled to be short term. He indicated that he will attend the Select Board Meeting scheduled for Monday January 10, 2022 to address the Board.

Due to the unsafe condition of the entire structure, it is my recommendation that the Select Board reaffirm the previous decision to order the building's disposition by razing the fire-damaged and dilapidated structure and thereby making it safe. I recommend the Board issue an Invitation to Bid for this Demolition project forthwith.

In my discussion with Mr. Patel, he indicated his intention to rehabilitate the structure for use as a contractor's yard. There will be several challenges to this effort, including but not limited to the following considerations: *(Zoning By-Law references in red italics)*

- I. A Special Permit issued by the Zoning Board of Appeals is required in order for this damaged structure to be repaired or rebuilt: (This holds true for any zoning district)**

3.1.2 Restoration - No non-conforming structure damaged by fire, storm or other catastrophe to the extent of more than 75% of its replacement value as determined by the Building Commissioner shall be repaired or rebuilt except upon issuance of a Special Permit by the Board of Appeals authorizing such repair or rebuilding.

II. To re-establish use of this property as a Contractor's Yard, a Special Permit must be issued by the Zoning Board of Appeals: (This holds true for all zoning districts)

3.1.1 Non-Use - Non-conforming uses which have not been in operation for two consecutive years shall not be re-established, and any future use shall conform with the provisions of this By-Law provided, however, that non-conforming uses which have not been in operation for a period of two consecutive years, but which use has not been abandoned, may be re-established in accordance with Section 3.1, above, upon the issuance of a Special Permit by the Board of Appeals. A non-conforming use shall be considered abandoned when the intent of the owner to discontinue the use is apparent.

III. Specific Regulations for property in the WR1 and WR2 Districts:

7.5.4 The following uses are permitted by Special Permit in both the Water Resource Protection District 1 (WR1) and the Water Resource Protection District 2 (WR2), subject to the approval of the Zoning Board of Appeals under such conditions as they may require:

7.5.4(c) non-residential development resulting in more than 50% of the lot area being rendered impervious and/or the maintenance, repair and enlargement of any existing non-residential use or structure, if permitted in the underlying zoning district and excepting those uses specifically prohibited in Section 7.5.3, above; such Special Permit applications to be accompanied by:

7.5.4(c)(1) a recharge plan, provided, however, that upon submission of evidence, prepared by a professional consultant in the related field, that the subject property is not a significant recharge area, the requirement for a recharge plan may be waived;

7.5.4(c)(2) a drainage plan which shall depict drainage designed to flow first into catch basins with oil/gas separators;

7.5.4(c)(3) maintenance and reporting schedule to ensure continued proper operation for required pollution control devices; and

7.5.4(c)(4) other information as needed to determine that the purpose of this by-law is satisfied such as analysis or monitoring of ground and surface waters, hydrogeologic evaluations, erosion or siltation, compaction, sedimentation control, and any other limitations or standards deemed necessary.

CONSULTING ENGINEERS
100 Crescent Road, Suite 1A
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02494-1457
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PRINCIPALS
Thomas G. Heger, PE, LEED AP
Ali R. Borojerdi, PE, LEED AP

ASSOCIATES
William H. Barry, PE

December 17, 2021

Mr. Jared Hatch
The Hatch Group
40 Cape Road
Milford, MA 01757

RE: STRUCTURAL CONDITION SURVEY, 72 DEPOT ROAD, MILFORD, MASSACHUSETTS

Subject: Structural Condition Survey and Structural 2015 International Existing Building Code (IEBC) Study Results and Structural Upgrades

Dear Mr. Hatch;

We have completed our structural IEBC study and the structural condition survey of the existing warehouse building. We have based our IEBC code study on the Work Area Compliance Method.

GENERAL DESCRIPTION OF BUILDING

The warehouse building is a one-story, rectangular in shape, and originally had a footprint of approximately 18,000 square feet. As we understand, recently a past, approximately, a 25-foot by 100-foot addition was torn down due to unsalvageable poor structural condition



STRUCTURAL CONDITION SURVEY, 72 DEPOT ROAD, MILFORD, MASSACHUSETTS
Structural Condition Survey and Structural 2015 International Existing Building Code (IEBC)
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DESCRIPTION OF STRUCTURE

The building construction can be classified as heavy timber wood-framed. The structure consists of lines of heavy timber wood trusses, girders and columns, spaced approximately 15-feet on center running the short dimension of the building. The middle third of the roof is raised above the two outside portions of the roof. The knee wall between the low roof and high roof supports the upper roof rafters. In the past, this knee wall served as light monitor and had framed window openings and have since been sided over. The high roof is framed with wood joists spaced at approximately 2-feet on center. The joists span to heavy timber purlins running the long dimension of the building. The purlins are support by the heavy timber trusses. The outside portions of the roof are framed with wood joists running the long direction of the building and are spaced at approximately 2-feet on center and span to the heavy timber wood girders.

The exterior walls appear to be nonbearing and are infill walls between the heavy timber wood building frame. We could not observe the foundation system, but it is likely that the columns are founded on brick or granite piers. The perimeter foundation construction could not be determined.

The floor of the building had areas of wood framing and deck supported directly on grade and others areas with a concrete slab-on-grade.

STRUCTURAL CONDITION AND IEBC CODE STUDY RESULTS

As we understand the renovation work area will be greater than 50 percent of the building footprint area and will include the majority of the existing building floor area. There will be no change of use, as the building use is proposed to remain as a warehouse and storage facility.

Based on our IEBC code study and analysis, the proposed renovations to the building will fall under Level 3 work of IEBC Work Area method. All structural requirements for Level 1, 2 and 3 must be checked. As summary to the IEBC requirements and our field observations, the following structural upgrades are required to comply with the requirements of the 2015 IEBC with Massachusetts Amendments and with good general engineering practice:

1. Generally, the majority of existing heavy timber wood primary structure (trusses, girders, purlins columns and roof joist) is in moderate to good condition and with structural upgrades and rehabilitation will have the capacity to support the Code required dead and roof snow loads. However, there are structural assemblies within the building that have been and will be identified as structurally deficient due to moisture attack, rot, prior damage etc. All these assemblies will be further evaluated during the design phase and construction and replaced or repaired with new members designed under the latest Code requirements.



DM BERG CONSULTANTS, P.C.
SERVING THE INDUSTRY SINCE 1963

STRUCTURAL CONDITION SURVEY, 72 DEPOT ROAD, MILFORD, MASSACHUSETTS
Structural Condition Survey and Structural 2015 International Existing Building Code (IEBC)
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2. Current planned renovations to the exterior walls of the building include stripping all siding and reframing the exterior walls. If required, new concrete perimeter frost walls will be installed.
3. The current wind and seismic lateral load resisting system within the building consists of solid wood diagonal knee braces on the heavy timber wood frames in the short direction of the building and the exterior wall sheathing in the long direction. This system is considered inadequate under today's standards. During renovation and rehabilitation of this building, an upgraded lateral system will need to be introduced. To resist lateral wind and seismic loads, in the long directions of the building, the new exterior wood framed walls will have panels designed as plywood sheathed shear walls. In the short direction, steel tube X-bracing (or plywood sheathed shear walls) will be introduced at several bays between columns.
4. The proposed renovations will not comprise the structural integrity of the original structure during construction and or after completion of the project.
5. The building is scheduled to be reroofed. The original roofing will be stripped off and a new membrane roof installed. The original roof structure (with all structurally deficient framing and roof decking replaced or reinforced) will have sufficient capacity to support the new roofing. Additionally, the original roof structure connections do not need to be upgraded per the new Code loads and requirements since the occupancy category is not type IV. However, as good engineering and construction practice, we would recommend providing new hurricane wind uplift anchors to all roof joist bearing points.
6. The bases of the wood column are concealed below the concrete slab-on-grade areas and the wood floor on grade areas. We recommend that in the early stages of construction, all column bases be exposed and surveyed to verify the condition of the wood. Any structurally deficient columns repaired or replaced.
7. We observed areas of the wood floor on-grade areas with severe rot with mold. These areas must be relaced with a new concrete slab-on-grade.
8. We did observe isolated roof areas with active leaks, partially collapse joists and rotted roof decking. Also, we observed lengths of the exterior wall with studs, sheathing and posts with severe rot and water damaged. We recommend these areas to be temporarily shored to guard against further collapse during snow loading from a winter storm event.



DM BERG CONSULTANTS, P.C.
SERVING THE INDUSTRY SINCE 1963

STRUCTURAL CONDITION SURVEY, 72 DEPOT ROAD, MILFORD, MASSACHUSETTS
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In summary, with the required seismic and wind upgrades stated above combined with structural repairs and reinforcement to the buildings load carrying elements (exterior walls, truss, purlins, beams, roof joists, roof decking and columns etc.), the existing warehouse building will be structurally viable to be rehabilitated and used for a new warehouse and storage facility.

If you have any questions or comments, please do not hesitate to contact our office.

Sincerely,

DM BERG CONSULTANTS, P.C.

A handwritten signature in blue ink, appearing to read 'T. Heger', is written over the printed name.

Thomas G. Heger P.E., LEED AP



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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

Loriann Braza-Butts
Asst. Zoning Enforcing Officer
Email:LBraza@townofmilford.com

Contracting Yard LLC
C/O Newman & Newman
One McKinley Square
Boston, MA 02109

RE: Parcel 53-0-8, 72 Depot St.

February 19, 2015

Dear Property Owner:

I was called to inspect the structure at the above referenced property today by Milford Fire Department. Upon arrival, I found that a substantial portion of the roof has collapsed inward, apparently due to the heavy snow load.

Immediate action is necessary, as I have deemed the building unsafe.

These conditions place the property in violation of Massachusetts State Building Code **780 CMR R155. 1** which references **MGL C. 143 § 6** which reads:

Section 6. The local inspector, immediately upon being informed by report or otherwise that a building or other structure or anything attached thereto or connected therewith in that city or town is dangerous to life or limb or that any building in that city or town is unused, uninhabited or abandoned, and open to the weather, shall inspect the same; and he shall forthwith in writing notify the owner, lessee or mortgagee in possession to remove it or make it safe if it appears to him to be dangerous, or to make it secure if it is unused, uninhabited or abandoned and open to the weather. If it appears that such structure would be especially unsafe in case of fire, it shall be deemed dangerous within the meaning hereof, and the local inspector may affix in a conspicuous place upon its exterior walls a notice of its dangerous condition, which shall not be removed or defaced without authority from him. Upon such notice under either of the preceding sentences, the owner, lessee or mortgagee in possession shall furnish a floor plan of such building or other structure to the chiefs of the fire and police departments of the city or town.

Section 7. Any person so notified shall be allowed until twelve o'clock noon of the day following the service of the notice in which to begin to remove such structure or make it safe, or to make it secure, and he shall employ sufficient labor speedily to make it safe or

remove it or to make it secure; but if the public safety so requires and if the aldermen or selectmen so order, the inspector of buildings may immediately enter upon the premises with the necessary workmen and assistants and cause such unsafe structure to be made safe or taken down without delay, and a proper fence put up for the protection of passers-by, or to be made secure. If such a building or structure is taken down or removed, the lot shall be levelled to uniform grade by a proper sanitary fill to cover any cellar or foundation hole and any rubble not removed.

Section 8. If an owner, lessee or mortgagee in possession of such unsafe structure refuses or neglects to comply with the requirements of such notice within the time limited, and such structure is not made safe or taken down as therein ordered, or made secure, a careful survey of the premises shall be made by a board consisting in a city of the city engineer, the head of the fire department, as such term is defined in section one of chapter one hundred and forty-eight, and one disinterested person to be appointed by the local inspector, and in a town of a surveyor, the head of the fire department and one disinterested person to be appointed by the local inspector. If there is no city engineer in such city or no head of the fire department in such city or town, the mayor or selectmen shall designate one or more officers or other suitable persons in place of the officers so named as members of said board. A written report of such survey shall be made, and a copy thereof served on such owner, lessee or mortgagee in possession.

Section 9. If such report declares such structure to be dangerous or to be unused, uninhabited or abandoned, and open to the weather, and if the owner, lessee or mortgagee in possession continues such refusal or neglect, the local inspector shall cause it to be made safe or taken down or to be made secure, and, if the public safety so requires, said local inspector may at once enter the structure, the land on which it stands or the abutting land or buildings, with such assistance as he may require, and secure or remove the same, and may remove and evict, under the pertinent provisions of chapter two hundred thirty-nine or otherwise, any tenant or occupant thereof, and may erect such protection for the public by proper fence or otherwise as may be necessary, and for this purpose may close a public highway. In the case of such demolition, the local inspector shall cause such lot to be levelled to uniform grade by a proper sanitary fill. The costs and charges incurred shall constitute a debt due the city or town upon completion of the work and the rendering of an account therefor to the owner of such structure, and shall be enforced in an action of contract, and such owner, lessee or mortgagee in possession shall, for every day's continuance of such refusal or neglect after being so notified, be punished by a fine of not less than one hundred dollars. The provisions of the second paragraph of section three A of chapter one hundred and thirty-nine, relative to liens for such debt and the collection of claims for such debt, shall apply to any debt referred to in this section, except that the local inspector shall act hereunder in place of the mayor or board of selectmen. During the time such order is in effect it shall be unlawful to use or occupy such structure or any portion thereof for any purpose.

In the interim I have placed a notice of unsafe condition on the premise and am prohibiting entry until the situation is fully evaluated.

I have concerns regarding **780 CMR AJ102.11** as well which states:

AJ102.11 Latent Conditions. When latent conditions are observed and which are determined by the licensed construction supervisor, the owner or the *building official* to be dangerous or

unsafe, or when a component or system is determined to be unserviceable, said conditions shall be corrected in accordance with applicable provisions of this code. A building *permit* shall be obtained or the building *permit* shall be amended in accordance with the provisions of Section R105 in order to reflect the necessary required work and the approval shall be obtained from the *building official* prior to commencement of the corrections.

Exception. If the public safety so warrants, the building permittable corrective actions are permitted to be made prior to amending the building *permit* application, providing that the *building official* is notified in writing within 24 hours of actions taken pursuant to this exception. This exception shall not be construed as to authorize constructive approval nor set aside the requirements to amend the *permit* application, nor shall the authority of the *building official* to enforce this code be abridged. Such corrective actions shall be documented by the construction supervisor or the owner and submitted to the *building official* within 48 hours of the completion of the action under this exception. Such corrective

work shall not be concealed until the *building official* has inspected and approved the work.

Latent conditions are numerous, and will require extensive evaluation and surveying of the structure to determine the course of action necessary to remediate.

Please contact this office upon receipt of this notice.

John Erickson
Building Commissioner

CC: Richard Villani, Town Administrator
John Touhey, Fire Chief
Mark Nelson, Fire Inspector
Paul Mazzuchelli, Health Officer



Town of Milford
Department of Inspections

52 Main Street, Milford, MA 01757

Tel. (508) 634-2313 Fax (508) 473-2358

Matthew Marcotte
Building Commissioner / Zoning Officer
E-mail: mmarcotte@townofmilford.com

NOTICE OF VIOLATIONS AND ORDER
PURSUANT TO MILFORD GENERAL BY-LAWS

Date: **August 8, 2019**

Contracting Yard LLC
C/O Newman & Newman
One McKinley Square
Boston MA 02109

RE: **72 Depot St**

Dear **Property Owner**

This Notice is sent to you pursuant to the General By-Laws of the Town of Milford, Massachusetts as presently in effect adopted under the general powers granted to cities and towns by Article 89 of the Amendments to the Massachusetts Constitution, and the specific powers granted by M.G.L., Ch. 139, §§ 1-3A. Particular General By-Laws were adopted to help protect the health, safety, and welfare of the citizens of Milford by preventing blight, protecting property values and neighborhood integrity, protecting the Town's resources, avoiding the creation and maintenance of nuisances and ensuring the safety and sanitary maintenance of all buildings and structures. Inadequately maintained residential or commercial/business buildings are at an increased risk for fire, unlawful entry, or other public health and safety hazards. This bylaw will help secure the welfare of the Town's residents and neighborhoods by requiring all property owners, including lenders, trustees and service companies and the like, to properly maintain their respective properties.

A recent inspection of your property located at **72 Depot St, Milford MA** revealed several violations regarding nuisance conditions, vacant and abandoned structures, or other violations affecting the community.

The following violations (as checked off by the inspector) were noted:



Section 31.2.6 Permitting Blight such as any condition constituting a nuisance that seriously impairs the value, condition strength, durability or appearance of real property;



Section 31.2.6 Maintaining a Dilapidated Structure permitting or allowing a condition of decay or partial ruin by reason of neglect, misuse, or deterioration. The term includes, but is not limited to: Property having deteriorated or ineffective waterproofing of exterior walls, roofs, foundations or floors, including broken or inadequately secured windows or doors; Property having defective weather protection (such as paint, stain, siding or tarpaulin) for exterior wall covering; deleterious weathering due to lack of such weather protection or other protective covering; Personal property that is broken, rusted, worn, partially or wholly dismantled or otherwise due to deterioration is unsuitable for the purpose for which designed.



Section 31.2.6 Maintaining a Hazardous Condition permitting or allowing a condition of decay or partial ruin by reason of neglect, misuse, or deterioration.



Section 31.3 Permitting Nuisances permitting, allowing, causing, or creating any substantial interference with the common interest of the general public in the maintenance of decent, safe, and sanitary structures that are not dilapidated, and neighborhoods, when such interference results from the hazardous or blighted condition of private property, land or buildings.

The term nuisance includes but is not limited to:



(a) burned structures not otherwise lawfully habitable or usable;



(b) dilapidated real or personal property;



(c) dangerous or unsafe structures or personal property;



(d) overgrown vegetation which may harbor rats and vermin, conceal pools of stagnant water or other nuisances, or which is otherwise detrimental to neighboring properties or property values;



(e) dead, decayed, diseased or hazardous trees, debris or trash;



(f) vehicles, machinery or mechanical equipment or parts thereof that are located on soil, grass or other porous surfaces that may result in the destruction of vegetation or contamination of soil;



(g) personal property which has been placed for collection as rubbish or refuse in violation of any rule or regulation of the Board of Health, or left in public view for more than three (3) days. The exterior storage or accumulation of junk, trash, litter, bottles, cans, rubbish, or refuse of any kind, except for domestic refuse stored in such a manner as not to create a nuisance for a period not to exceed fifteen (15) days.

The term "junk" shall include parts of machinery or motor vehicles, used stoves, refrigerators, or other cast-off material of any kind whether or not the same could be put to any reasonable use;

☐ (h) the storage of building materials upon residential properties unless there is in force a valid building permit issued by the building official for construction upon said property and said materials are intended for use in connection with said construction. Building materials shall include but shall not be limited to lumber, bricks, concrete or cinder blocks, plumbing materials, electrical wiring or equipment, heating ducts or equipment, shingles, mortar, concrete, nails, screws, steel, or any other materials commonly used in constructing any structure;

☐ (i) gravel, rocks, and dirt piles stored by the owner for purposes of construction and/or landscaping and said item(s) remain stored for more than twelve months upon the owner's premises.

☒ **Section 31.2.6 Failure to Adequately Maintain Vacant Properties.**

☒ (a) failure to maintain vacant properties subject to this bylaw in accordance with the relevant sanitary, building, and fire codes;

☒ (b) failure to secure vacant properties subject to this bylaw to prevent unauthorized entry and exposure to the elements;

☒ (c) failure to maintain vacant properties in a manner that ensures their external/visible maintenance, including but not limited to the maintenance of major systems, the removal of trash and debris, and the upkeep of lawns, shrubbery, and other landscape features;

☒ (d) failure to repair or replace broken windows or doors within thirty (30) days. Boarding up any doors or windows is prohibited except as a temporary measure for no longer than thirty (30) days;

☐ (e) failure to shut off the utilities for properties vacant for six months or more including removing or cutting and capping such utilities to prevent accidents;

These enumerated violations should not be considered a comprehensive list of the actual violations existing on the site.

You are hereby ordered, in accordance with the General By-Laws, to make said premises safe and secure and compliant with the By-Laws. You are allowed until twelve o'clock noon of **September 5, 2019**, to employ sufficient labor to remove such structures or conditions, to ameliorate such violations, to demonstrate compliance with law, and to make said premises of structures safe.

Failure to comply with this Notice within the time limits shall result in further action being taken, up to and including legal action to obtain compliance. Such action may include a Petition to Appoint a Receiver for the premises. If the structures require demolition, non-compliance shall result in a careful survey of the premises by a board consisting of a surveyor, the head of the fire department and one disinterested person to be appointed by the local inspector shall be made. A written report of such survey shall be made, and a copy thereof served upon you.

If such report declares such structure to be dangerous or to be unused, uninhabited or abandoned, and open to the weather, and if you continue such refusal to make the premises safe, or neglect to do so, the local inspector shall cause it to be made safe or taken down, and, if the public safety so requires, said local inspector may at once enter the structure, the land on which it stands or the abutting land or buildings, with such assistance as he may require, and secure or remove the same. In the case of such demolition, the local inspector shall cause such lot to be levelled to uniform grade by a proper sanitary fill. The costs and charges incurred shall constitute a debt due the town upon completion of the work and the rendering of an account therefor to the owner of such structure, and shall be enforced in an action of contract.

Furthermore, every day's continuance of such refusal or neglect after being so notified, shall be punished by a fine of not less than one hundred dollars. The provisions of the second paragraph of section three A of chapter one hundred and thirty-nine, relative to liens for such debt and the collection of claims for such debt. During the time this order is in effect it shall be unlawful to use or occupy such structure or any portion thereof for any purpose.

Please contact the department within 48 hours of this letter, with your plan and course of action.

Very truly yours,

Matthew Marcotte,
Building Commissioner

D-1
1-10-22



Job Description

Position: Dispatcher (PT)
Primary Location: Police Station
Employment Status: Part-time, Hourly, Non-Exempt
Reports To: Chief of Police
Description Updated On: October 5, 2021

Summary/Objective

The Dispatcher (PT) answers and responds to all emergency and non-emergency calls for service by telephone, radio, or other signal system; receives and transmits information to emergency units in the field. Operates two-way radio system, 911 PSAPs, alarm and business telephone lines, and additional telephone lines for after-hour emergency calls. Acts as frontline communication for first responders to keep the public, police officers, Emergency Medical Technicians and Fire personnel safe. The employee is required to perform all similar or related duties.

Essential Functions

- Operates a two-way radio system, 911 PSAPs, alarm and business telephone lines for after-hour emergency calls. Forwards all business calls to the appropriate department personnel. Dispatches all emergency personnel.
- Keeps records of all actions such as alarms received and transmitted, location and nature of emergency, and general services calls.
- Operates dispatching equipment, paging equipment, Computer Aided Dispatch (CAD), call logger, fire alarm, two-way radio equipment, police scanner, various computers, facsimile machine, copier, typewriter, and other standard office equipment.
- Monitors radio transmissions for Police, Fire and Highway, and Animal Control Departments.
- Contacts Animal Control Officer when services are required/requested.
- Transcribes information into IMC program. Disseminates information to appropriate departments in a timely manner.
- Ensures that all responding personnel are informed of all pertinent information for the safety of the public and officers.
- Provides general public with information such as directions, school closings, appropriate procedures to file paperwork, and assisting walk-in general public with any emergencies.
- Keeps department equipment especially emergency call lines, in working order and immediately reports any malfunction or defect to the appropriate agency.
- Monitors station security through electric locking entry system; may be required to monitor prisoners in the holding cell through use of closed-circuit television monitors.
- Monitors video cameras for police and fire, maintain recording machine, and monitors Highway Department and Animal Control Officer lines after hours.
- Receives incoming paperwork such as accident reports, summons, restraining orders and harassment orders.
- Performs a radio test twice daily over the Fire Department frequency and daily over the district radio frequency with surrounding communities.

- Performs a radio test once per week over the local State Police Channel.
- Records all times and any pertinent information pertaining to all incidents.
- Maintains daily logs of open burning permits, cooking permits, agricultural permits, and controlled burns.

Required Qualifications, Education, and Experience

Minimum of a High School diploma or equivalent and a minimum of one (1) year of prior work experience, preferably in an emergency dispatch center environment 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. Ability to pass and maintain a LEAPS/CJIS Certification and certification in E911 is required. Reliability and punctuality at the workplace is mandatory.

Knowledge, Skills & Abilities

- Must possess: working knowledge of the department's established rules and regulations, orders, policies and procedures relating to emergency dispatching operations; general knowledge of technology including office software (i.e., word processing and spreadsheet applications), the internet and emergency dispatch hardware and related software; knowledge of open burning permits according to Mass General Laws; thorough familiarity with all department operating procedures and policies relating to the use of the radio and other communication equipment; working knowledge of the geography of the Town including street infrastructure and key landmarks throughout the community.
- Will be familiar with the policies and guidelines manual of the Milford Communications Center.
- Must be proficient in oral and written communication skills and possess excellent communication and negotiation skills. Proficiency in the use of radios and other transmitting equipment required.
- Ability to:
 - Handle and carry out dispatch duties often under stressful, life- threatening conditions in a calm, civil manner and to deal with disgruntled members of the public in a tactful manner.
 - Work independently and make consistent decisions in accordance with established department operating procedures; must be able to quickly adapt oneself from a low-key atmosphere to a full emergency high stress situation, or adverse working condition, while still performing duties in a timely and accurate manner.
 - Ability to work independently with frequent interruptions and to attend to details occurring simultaneously while prioritizing tasks.
 - Ability to make decisions regarding the safety of the public, to direct responding personnel and to transmit the information from a caller to emergency personnel with understanding of the situation.
 - Ability to elicit needed information from a caller who may be a child, injured, or incapacitated.
 - Ability to speak clearly and give clear directions over the radio and telephone.
 - Ability to maintain highly confidential information, to think clearly in crisis situations, and make reliable decisions in accordance with the department's policies, rules, and regulations.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the essential functions of the position. Must be able to lift, push or pull department office equipment. Duties may involve close hand and eye coordination and physical dexterity to operate dispatch center equipment and multiple telephone lines.
- Mental requirements:
 - The employee is required to talk, hear, stand, sit, walk, use a personal computer keyboard, and dispatch equipment often under mentally stressful conditions for extended periods of time.
 - 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
- 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; part-time employees work per diem during a varied schedule.

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_____

5-1
1-10-22



TOWN ACCOUNTANT

52 Main Street, Milford, MA 01757
Phone: 508-634-2309 * Fax: 508-634-2324

Email to Accountant

Email to Town Admin.

GIFT ACCEPTANCE FORM

Donor Name Alavi + Braza, P.C. Address 284 Main St.
City, State, & Zip Milford, MA 01757 Phone 877-552-2529

Name of Gift Unsolicited end of the year donation

Purpose "Keep up the great work!"

Total Amt. of Gift \$5,000.00

Contact Person Ali Alavi and Gina Braza

☒ Attached is a copy of correspondence received

☐ There was no written correspondence with this gift

☐ The Board of Selectmen/School Committee have been notified of this gift and have approved of the expenditures for the purpose stated

Board of Selectmen

Chairman _____

School Committee

Chairman _____

Contact Person _____

Town Accountant Use

Assigned Account Number _____

Date Received _____

Revised 8/8/12



TOWN ACCOUNTANT
52 Main Street, Milford, MA 01757
Phone: 508-634-2309 * Fax: 508-634-2324

Email to Accountant

Email to Town Admin.

GIFT ACCEPTANCE FORM

Donor Name ANP Bellingham (Vistra Corporate Services Compant, as Agent) Address 155 Maple St.
City, State. & Zip Bellingham, Ma 02019 Phone (508) 966-5606

Name of Gift ANP Bellingham 2021U unsolicited Holiday donation

Purpose Holiday Gift support and programming

Total Amt. of Gift \$3,000.00

Contact Person Mike Volpe, Managing Director

☐ Attached is a copy of correspondence received

☐ There was no written correspondence with this gift

☐ The Board of Selectmen/School Committee have been notified of this gift and have approved of the expenditures for the purpose stated

Board of Selectmen

School Committee

Chairman

Chairman

Contact Person _____

Town Accountant Use

Assigned Account Number _____

Date Received _____



TOWN ACCOUNTANT
52 Main Street, Milford, MA 01757
Phone: 508-634-2309 * Fax: 508-634-2324

Email to Accountant

Email to Town Admin.

GIFT ACCEPTANCE FORM

Donor Name Chick & Patricia DeGeorge Address 45 Haven St.
City, State, & Zip Milford, Ma 01757 Phone _____

Name of Gift Unsolicited donation

Purpose To support programming

Total Amt. of Gift \$1,000.00

Contact Person Chick DeGeorge

☐ Attached is a copy of correspondence received

☒ There was no written correspondence with this gift

☐ The Board of Selectmen/School Committee have been
notified of this gift and have approved of the expenditures for the purpose stated

Board of Selectmen

Chairman

School Committee

Chairman

Contact Person _____

Town Accountant Use

Assigned Account Number _____

Date Received _____



TOWN ACCOUNTANT

52 Main Street, Milford, MA 01757
Phone: 508-634-2309 * Fax: 508-634-2324

Email to Accountant

Email to Town Admin.

GIFT ACCEPTANCE FORM

Donor Name Nouria Energy Corporation Address 326 Clark St.
City, State, & Zip Worcester, MA 01606 Phone 508-762-3783

Name of Gift Unsolicited donation at their Grand Opening

Purpose To support programming

Total Amt. of Gift \$1,000.00

Contact Person Michaela Graves, Marketing Manager

☐ Attached is a copy of correspondence received

☒ There was no written correspondence with this gift

☐ The Board of Selectmen/School Committee have been notified of this gift and have approved of the expenditures for the purpose stated

Board of Selectmen

Chairman

School Committee

Chairman

Contact Person _____

Town Accountant Use

Assigned Account Number _____

Date Received _____

5-2
1-10-22

7/10/2021

Dear Chief,

We greatly appreciate the service that the Milford Police Department provides to the community, and are pleased to provide the department with the enclosed first responder donation of \$2,500. Please keep up the great work.

Thank you,

**Scott Kaplan
Distribution Center Manager**

**Benjamin Moore & Co
49 Sumner Street
Milford, MA 01757
(t) 508-482-5615
(f) 508-482-5643**

Date Received _____



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: December 30, 2021
RE: Auxiliary Police Activity Report

Dear Mr. Villani,

The Milford Auxiliary Police Unit is an important asset to the Town of Milford, helping to ensure a safe environment to the citizens of Milford and saving the town significant financial costs. This year approximately 10 members have volunteered their time and service for 16 events for a total of 365 hours. Some of those services include the following:

- Providing seniors for rides to receive COVID vaccinations
- July 4th Bike Parade
- Special Olympics Race
- Special Olympics Appreciation Day
- High Hopes Race
- Color Run
- Italian Vets Yard Sale
- Brookside PTP Event
- Plains Park Area Chamber
- Memorial Day Parade
- Tradesmen traffic sign and cones set-up
- Veterans Day Parade
- 10 Band Concerts at Milford Town Park
- Fill the Cruiser Food Drive
- Turkey trot Road Race
- Annual Santa Parade

Prior to COVID there were many more events these officers volunteered their services to help protect citizens at the many events they worked. They also provided services to many community groups and the town which saved thousands of dollars.

With Police Reform all these officers will soon will no longer have police powers however communities can still have Auxiliary Police Officers for Traffic Details and other events if they choose. I would like to keep our Auxiliary Police Force active including training and equipping them. I ask for you and the Select Board for your continued support.

Sincerely,

James F. Falvey
Chief of Police
Town of Milford