

TOWN OF MILFORD
Milford, Massachusetts

NOTICE OF MEETING-AMENDED

Board or Commission _____ Milford Select Board
Date and Time of Meeting _____ August 23, 2021, 7:00PM
Place of Meeting _____ Room 03, 52 Main Street

RECEIVED
MILFORD TOWN CLERK
2021 AUG 19 PM 3:06

- A.) SIGNING OF WARRANT, APPROVAL of Minutes, August 9, 2021
EXECUTIVE SESSION Minutes, August 9, 2021**
- B.) INVITATION TO SPEAK**
Remote Public Hearing/Invitation to Speak access now requires advanced registration.
Please register online here: <http://tiny.cc/m53iuz> 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. 7:00PM Central Gas and Market, Inc., re: Cessation of Business
- D.) SCHEDULED APPOINTMENTS**
1. Joint Meeting with School Committee, re: Vacancy
2. Human Resources Director, re: Policies update/ Salary and Wages Compensation Plan
- E.) TOWN ADMINISTRATOR'S REPORT**
- F.) OLD BUSINESS**
1. Amazon, re: update
- G.) NEW BUSINESS**
1. High Hopes, re: Permit to Obstruct
- H.) CORRESPONDENCE**
- I.) EXECUTIVE SESSION**
1. Attorney Jed Nosal, re: Water Company Update

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 Rebecca Dated 8/19/21



MILFORD SELECT BOARD

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

August 18, 2021

Mr. Kevin Ribeiro
11 Oak Street
Bellingham, MA 02019

Re: Milford Select Board Meeting on License # 89827-PK-0706 concerning cessation of business by Licensee at 186 Central Street.

Greetings:

Pursuant to your request you are hereby notified that the Milford Select Board acting in their capacity as the Licensing Authority of the Town of Milford, Massachusetts will hold a hearing on **August 23, 2021 at 7:00 p.m. in Room 3, Milford Town Hall, 52 Main Street, Milford, MA** to determine whether the licensee violated M.G.L. c. 138, Section 77 et seq. (governing cancellation of a license for cessation of a licensed business) by closing, ceasing operations, and/or otherwise failing to use or exercise the said alcoholic beverages License # 89827-PK-0706.

At the hearing the Milford Select Board acting in their capacity as the Licensing Authority of the Town of Milford, Massachusetts will take notice of its file on the licensee and will hear testimony as to whether the license-holder violated M.G.L. c. 138, Section 77 et seq. by closing, ceasing operations, and/or otherwise failing to use or exercise the said alcoholic beverage License # 89827-PK-0706.

Hearings are conducted in accordance with M.G.L. c. 138, Section 64. You may appear on your own behalf or with an attorney. You may arrange for your own stenographer.

Please note that it is important for licensees and those interested in this matter attend the hearing to present evidence and testimony. The Milford Select Board acting in their capacity as the Licensing Authority of the Town of Milford, Massachusetts has the authority to impose sanctions for a violation, up to, and including, revocation of the license.

Yours truly,

Richard A. Villani

Town Administrator

CM/RM



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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

RE: Milford School Committee Vacancy

DATE: August 23, 2021

As the Board knows, there is a vacancy on the Milford School Committee due to the resignation of James Ligor. Notice of the Vacancy was posted as required by M.G.L. Chapter 41, section 11. A joint meeting of the Milford School Committee and Select Board was posted for Monday, August 23, 2021 at 7 PM.

We received five (5) letters of interest for the position. The interested applicants are Robyn Bratica, Margaret McIsac, Douglas Parke, Brendan Rickert and RJ Sheedy. Attached are their Letters of Interest and/or Resumes. The vacancy can be filled with a roll call vote of the members of the Milford School Committee present and the members of the Select Board.

The individual appointed will serve on the School Committee only until April 5, 2022. The position will be placed on the April 5, 2022 Local Election ballot. **The Board must also VOTE to place this position on the April 5, 2022 Election Ballot.**

Please let me know if you have any questions.

cc Files

B-2
8-23-21



Background Check Policy and Procedure

All offers of employment by the Town of Milford are specifically conditional; contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.

Background checks shall include (the list is intended to serve as an example and not exhaustive):

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure, and eligibility for rehire. This verification will be run on the past two employers or the previous five years, as applicable.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors are among those to be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the proposed position.
 - The time lapse since the conviction.
 - The number (if more than one) of convictions (and whatever the convictions were for concurrent charges).
 - Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the business, its employees, or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search shall be run when driving is an essential requirement of the position.
- **Credit History:** confirms candidate's credit history. This search shall be run for positions that involve management of the Town of Milford's funds and/or handling of cash or credit cards.

Procedure

The Town of Milford shall require the completion of a background check authorization form at the time an offer of employment is extended.

Human Resources shall order the background check upon receipt of the signed release form, and internal HR staff will conduct the checks. A designated HR representative shall review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information shall be maintained in a file separate from employees' personnel files for a minimum of five years.

Note: Any active employee, board or committee member not previously having had a background check is required to submit an authorization form if requested by Human Resources in order to be brought into compliance with this policy.

The following positions should have background checks repeated once every two years:

Human Resources Director

IT Director

Town Counsel

MYC Director

MYC Assistant Director

MYC Program Director

Senior Center Director

Town Treasurer

Tax Collector

The Town of Milford reserves the right to modify this policy at any time without notice.

EAP Options from ESI for The Town of Milford, MA

Costs shown below are per employee, per year and total annual cost.

Proposals were finalized based on a Town employee census that included the school department. Due to the latest underwriting review of the census, ESI wanted to simplify and improve upon their previous proposals.

3 Sessions Plan:

- **956 lives \$21.50 PEPY - \$20,554 total per year**

5 Sessions Plan:

- **956 lives \$22.00 PEPY - \$21,032 total per year**

**** Both proposals still include 2-year rate guarantee ****

- ESI is committed to establishing a successful and prosperous relationship with the Town of Milford. They are well versed in the intricacies of municipalities and unions alike. They are a top EAP carrier for these types of scenarios.
- Each ESI coach or counselor works one on one with the employee. The employee is not “bounced around” to whomever may pick up the phone that day. They’ve found this fosters trust and better communication allowing the employees to maximize utilization of the plan.
- This standalone EAP from ESI is far more robust than an EAP that may be included as part of a group life or disability insurance plan. It also has a far superior training component that is not typically included with “add on” type EAP’s.

From your EAP

Introducing **Certified Financial Coaching**

If you need help with budgeting, debt, money management issues or savings, your EAP can help. You and your family members have unlimited access to Certified Financial Coaches, as well as more than 200 new Personal Finance and Investing courses! Our Coaches can also help you address any related stress that so often accompanies financial problems.



Start today with a simple, confidential phone call or login to your EAP.



TotalCare EAP
Public Safety EAP
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HealthCare EAP
Union AP

800.252.4555
800-225-2527
www.theEAP.com

The 3 components of your Financial Coaching Benefit:

Certified Financial Coaches

- Financial assessments
- Goal setting structure and support
- Determining strategies for problem resolution
- Establishing focus on financial wellbeing
- Recommending services, tools, and resources

Financial Assessments

- Calculate net worth
- Analyze budgets
- Verify debt to income ratios and credit scores
- Profile habits and obstacles to success
- Assess family dynamics around money

Financial Education

- Taking control of finances
- Changing habits and attitudes about money
- Understanding and dealing with debt
- Understanding consumer credit
- Saving for the future

How to access website resources

1. Log on to **www.theEAP.com**
2. Click on **Employee & Family Login**
3. If you have already created a Username and Password, simply enter that info in the appropriate boxes. If you have not registered, complete steps 4-7.
4. Click on **REGISTER HERE**
5. Enter your Employer's name and click Continue.
6. Your employer's name will appear; select the button and click Continue.
7. Fill out the Registration Form and create your Username and Password, then click Continue.
You only need to register once.
8. Click on **Personal Finance Education Center** and explore!

**OVER 8,000
NEW TRAININGS!**

New Employee Development Upgrade From ESI

Every ESI Employee Assistance Program offers more benefits for employees facing personal problems than any other EAP.

**But you and your employees
need more!**

That is why ESI is the only employee assistance provider to include an Employee Development Program as part of the EAP. This extra benefit adds online trainings and coaching programs from certified clinical coaches. Since its introduction in 2018, the ESI Employee Development Program has been helping participating employers improve productivity, develop supervisors and managers, and reduce overall turnover cost.

Now this program is even more effective. We have added over 8,000 online trainings to turbocharge the overall effectiveness of the program.

8,000+ Training Center Courses

1,000	HR Compliance Courses
400	Sales/Customer Service Courses
2,700	Business Skills Courses
900	Leadership/Management Courses
300	Information Technology
2,700	Software
700	Safety

To learn more about this important new program, call Sheri Johnson at 800-535-4841 ext. 123 or email her at sherijohnson@theeap.com.

Coaching Programs

Personal Finances
Budgeting
Balancing Life at Work and at Home
Resilience
Effective Communication
Home Purchasing
Student Debt
Yoga and Relaxation for Beginners
Workplace Conflict
Saving & Spending
Basic Supervisory Skills
Practical Aspects of Retirement
Fitness
Nutrition
Weight Loss
Stress
Tobacco Cessation
Drugs and Alcohol



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

Your EAP Benefits: One-on-One Personal & Professional Coaching

Your EAP offers exciting personal and professional coaching benefits designed to help you grow and succeed both personally and professionally. These benefits are free for you and your eligible family members. Peak Performance Coaching Benefits are one-on-one coaching programs conducted by ESI Masters and PhD level coaches. In addition to having telephonic coaching and support, you can access online self-help resources and trainings.

Coaching is available in the following areas:

- ✓ **Certified Financial Coaching** - help for budgeting, credit, debt, money management and more.
- ✓ **Balancing Life at Work and Home** - make the most of family life while learning to succeed at work.
- ✓ **Resilience** - recognize your personal strengths and improve resilience to face life challenges.
- ✓ **Effective Communication** - improve your interpersonal communication skills to be more effective.
- ✓ **Home Purchasing** - help with the home buying process, credit and financing basics.
- ✓ **Student Debt** - learn about Federal Student Loan types, repayment plans, consolidation and more.
- ✓ **Yoga & Relaxation for Beginners** - get support and referrals to yoga, relaxation or meditation training programs.
- ✓ **Workplace Conflict** - improve interpersonal skills and learn methods for resolving conflict.
- ✓ **Retirement Coaching** - get help to address the practical and emotional aspects around retirement.
- ✓ **Succeeding as a Supervisor** - learn key management concepts and ways to develop and empower employees.



To access a Coach, simply call 800.252.4555 and ask to speak to a Coach.

To access online support resources, simply login at www.theEAP.com.

In addition to Coaching, we have other resources designed to support your personal and professional growth:

- Access thousands of online videos, articles, calculators, self-assessments and other tools.
- Take online personal and professional development trainings in more than 300 topics.



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

800.252.4555
www.theEAP.com

Great benefit: your own **Wellness Coach!**



Your employer provides free, confidential access to Certified Wellness Coaches

If you thought that access to a Fitness or Nutrition Coach was too expensive, you're in luck. This employer-paid benefit is designed to help you and your family be as healthy as you can be. Get help for:

- ✓ Nutrition and Weight Loss
- ✓ Fitness and Increasing Endurance
- ✓ Reducing Stress
- ✓ Quitting Tobacco, Alcohol or Drugs

You also have access to an online Wellness Center

Our online Wellness Center is a self-help resource that is available to you and your family 24 hours a day, 7 days a week.

- ✓ General Health Risk Assessment to give you a snapshot of your current health and health risks.
- ✓ Other assessment tools to learn your risk of diabetes, cardiac issues, depression and other conditions.
- ✓ Hundreds of videos, articles and tools on virtually every health and medical condition.
- ✓ Wellness tools and tips on stress management, diet, nutrition, fitness and smoking.

**It's simple, it's free,
it's confidential, and
it's available to you and
your family members!**



TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

800.252.4555

www.theEAP.com

Here's how it works

To access a Coach, just call your same EAP toll-free confidential number **(800-252-4555)** and ask to speak to a Wellness Coach.

Your Coach will then help you assess your needs, establish goals, and build a personal plan.

Your Coach will provide support and coaching until you reach your goals, and will provide referrals to any support resources (facilities, equipment, etc.) you may need.

To access your online Wellness Center,

log in at www.theEAP.com and select the Wellness tile.



CONTRACT AWARD

TOWN OF MILFORD

REQUEST FOR QUOTES

DESCRIPTION – Implementation of a pay and classification study for Article 2 employees

AWARDING AUTHORITY – Select Board

DATE – August 19, 2021

BIDDER NAME/ADDRESS

QUOTE AMOUNT

1. GovHR USA
630 Dundee Road, Suite 225
Northbrook, IL 60062

\$ 23,400.00

Contract Award – The Personnel Board established criteria to evaluate the responses of the bid requests. After reviewing the proposals the decision was made to award the contract to GovHR USA due to:

- Meeting the highest criteria of the parameters established in the RFP;
- Their experience in the state of Massachusetts (a criteria eliminating McGrath HR Group);
- References from comparable towns, particularly Hingham and Shrewsbury, which emphasized their methodology, timeliness, and future utility of the final product;
- The primary consultant to be assigned to the Town of Milford had impressive expertise, particularly in state and federal policies and in the re-building of compensation structures.



E-1
8-23-21

MILFORD SELECT BOARD

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

PERMIT TO OBSTRUCT APPLICATION

- 1) Read appropriate By-Law on reverse side (Article and Section is identified below)
- 2) An Insurance Certificate (\$1,000,000/\$3,000,000) is required, worded as follows:
THE TOWN OF MILFORD IS AN ADDITIONAL INSURED.
- 3) If requesting a Permit to hang a Sign or Banner, first obtain a permit for the **Sign or Banner** itself from the Building Commissioner. Attach a copy of that permit.
- 4) If a Banner overhanging a public street is to be attached to a building, you must obtain permission from the property owner.
- 5) Applicant shall engage a responsible individual to hang banner: **town employees are prohibited from engaging in this activity.**
- 6) Submit complete application, including Insurance Certificate and any other required documents, to Select Board Office at least **two weeks prior to date requested below.**

Detach and retain top section for future use. Complete and submit bottom section to Select Board's Office

NAME OF ORGANIZATION
MAILING ADDRESS:

High Hopes 3 mile run / Lynn Principe
7 Winterberry Lane
Milford, MA 01757

CONTACT PERSON:
CHECK ONE:

Lynn Principe

PHONE: 508-451-2255

- ☐ PERMIT TO OVERHANG PUBLIC WAY (Article 13, Section 5)
☒ PERMIT TO OBSTRUCT A PUBLIC WAY (Article 12, Section 3)
☒ PERMIT TO OBSTRUCT SIDEWALK (MERCHANDISE DISPLAY) (Article 13, Sec. 6)

DESCRIBE IN DETAIL WHAT YOU PLAN TO DO: Road Race to raise money for a local charity.

10:00 - 11:30 AM October 9, 2021

INDICATE EXACT LOCATION (Street(s) & Number(s), EXACT DAY(S) AND DATE(S), TIMES OF DAY.

AND ALL OTHER RELEVANT INFORMATION: Begin at 4 Industrial Road Right out of parking lot, left onto Birch. Proceed to end. At light at 109, left onto 109, then left onto Veterans Memorial Drive to bike trail. Proceed down bike trail and turn around before Hayward St. Reverse back to 4 Industrial Road.

Lynn Principe
Signature of person authorized to apply for permit

7/8/21
Date

James Falvey
Police Chief's Signature

8/19/2021
Date

Comments:

Recommend all runners to stay on same side of street on Birch St, midway Rd and Veterans Parkway on route to and back. The Police Dept. will try to get Aux Police officers to volunteer their services for additional safety.