

TOWN OF MILFORD
Milford, Massachusetts
NOTICE OF MEETING

Board or Commission _____ Milford Select Board
Date and Time of Meeting _____ September 13, 2021, 7:00PM
Place of Meeting _____ Room 03, 52 Main Street

RECEIVED
MILFORD TOWN CLERK
2021 SEP -9 PM 1:40

- A.) SIGNING OF WARRANT, APPROVAL of Minutes**, August 23, 2021, September 2, 2021
EXECUTIVE SESSION Minutes, August 23, 2021
- B.) INVITATION TO SPEAK**
Remote Public Hearing/Invitation to Speak access now requires advanced registration.
Please register online here: <http://tiny.cc/xmxiuz> 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. 99 West, LLC d/b/a 99 Restaurant & Pub, re: Change of Manager
- D.) SCHEDULED APPOINTMENTS**
1. Miranda Industries, LLC d/b/a Yasai Bowl Milford, re: Common Victualler License
2. Town Administrator, re: Reorganization of Human Resources Department
3. Human Resources Director, re: Job Descriptions
4. Benefits Coordinator, re: Life Insurance
- E.) TOWN ADMINISTRATOR'S REPORT**
- F.) OLD BUSINESS**
1. Amazon, re: Update
2. Town Administrator, re: School Committee Vacancy/Place on Ballot
- G.) NEW BUSINESS**
1. Police Chief, re: Sign-35 Freedom Street
2. Highway Department, re: Install (2) "No Dumping" Signs-Haven Street
3. Police Department, re: Acceptance of Gift
4. Crossing Guards, re: Appointments/Reappointments
5. Transportation Committee, re: Resignation
6. Commission on Disability, re: Resignation
7. Commission on Disability, re: Appointments
8. Milford Cultural Council, re: Acceptance of Gift
9. Milford Draper Memorial Park, re: Acceptance of Gift
10. Council on Aging, re: Resignation
11. Council on Aging, re: Appointment
- 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 R. A. Quinn Dated 9/9/21

C-1
9-13-21

DEPARTMENT HEAD REVIEW FORM

1. **Name of Business:** 99 West, LLC d/b/a 99 Restaurant & Pub
2. **Mailing Address :** 196B East Main Street
3. **AKA:** 196-1 East Main Street (Property Address)

Assessors ID#: Map 32 Block 98 Lot 17D Zone IC

4. Has applied for: **Change of Manager**
5. Selectmen will take action on: **9/13/2021**
6. Hearing Continued/Postponed/MGL Deadline: _____
7. Abutters Notified: N/A Published: _____
8. **Inquiry Sent To Dept. Heads on: Tuesday August 31, 2021**
9. **Please Respond By: Tuesday September 7, 2021**
10. License Approved: _____ Denied: _____ Tabled: _____ On _____

.....
Building Commissioner: (Zoning, Occupancy, Building/Handicap Access, Restroom Handicap Access, etc.) **CB zone, allowable use, Occupant load 176, building and restrooms are accessible**

Town Planner: (Site Plan/Special Permit; Other Requirements/Stipulations)
Ok-No change of actual use

Tax Collector: (Outstanding Taxes) **No Outstanding Taxes**

Town Treasurer: (Outstanding Tax Liens) **None**

Fire Chief: (Information/Comment) **Approved**

Police Chief: (Information/Comment) **No issues**

Criminal Offense Record Info: (CORI) Approved ☐ Disapproved ☐

Board of Health: (Information/comment) **No violations, all certifications current**

Sewer Commission: (Information/Comment) _____

Milford Water Company: (Information/comment) _____

Commission on Disability: (Information/comment) _____

Dept. Head Signature: _____ **Date:** _____

.....
Contact Name/Manager: Matthew Sock **D.O.B.** SS #

Phone: 401-855-1044 **e-mail:** matthewsock@yahoo.com



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

AMENDMENT-Change of Manager

☒ **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
99 West, LLC	Milford	70600068

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Matthew Sock	General Manager	20043@99restaurants.com	508-634-1999

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Matthew Sock	Date of Birth	11/15/1978	SSN	
Residential Address					
Email	matthewsock@yahoo.com		Phone	401-855-1044	
Please indicate how many hours per week you intend to be on the licensed premises	60	Last-Approved License Manager	Chris Baptista		

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

☒ Yes ☐ No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
08/04/2009		General Manager	99 Restaurants	Steve McGovern
06/12/2005	08/03/2009	Chef	Not your Average Joes	Steve Silverstein

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

Date

08/27/2021

CORPORATE VOTE

The Board of Directors or LLC Managers of 99 West, LLC
Entity Name
duly voted to apply to the Licensing Authority of Milford and the
City/Town
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 8/26/2021
Date of Meeting

For the following transactions (Check all that apply):

☒ Change of Manager

☐ Other

"VOTED: To authorize

Charles Noyes

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Matthew Sock

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,



Corporate Officer / LLC Manager Signature

Charles Noyes

(Print Name)

For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

(Print Name)

D-1
9-13-21

DEPARTMENT HEAD REVIEW FORM

1. Name of Business: **Miranda Industries, LLC d/b/a Yasai Bowl Milford**
2. Mailing Address: **8 Central Street**
3. AKA: **200 Main Street (Legal Address)**
4. Assessors ID#: **Map _48_ Block _0_ Lot _430_ Zone _CA_**

5. Has applied for: **Common Victualler License**
6. Selectmen will take action on: **9/13/2021**
7. Hearing Continued/Postponed/MGL Deadline: _____
8. Abutters Notified: **N/A** Published: _____
9. Inquiry Sent To Dept. Heads on: **Wednesday August 25, 2021**
10. Please Respond By: **Friday September 3, 2021**
11. License Approved: _____ Denied: _____ Tabled: _____ On _____

.....
Building Commissioner: (Zoning, Occupancy, Building/Handicap Access, Restroom Handicap Access, etc.) **CA zone, allowable use, building and restrooms are not accessible, occupancy type B, occupancy load 20**

Town Planner: (Site Plan/Special Permit; Other Requirements/Stipulations)
OK-Change of use site plan approved 5/18/21

Tax Collector: (Outstanding Taxes) **No outstanding taxes**

Town Treasurer: (Outstanding Tax Liens) **None**

Fire Chief: (Information/Comment) **Accepted-Seating layout to leave room for egress**

Police Chief: (Information/Comment) **No Issues**

Criminal Offense Record Info: (CORI) Approved ☐ Disapproved ☐

Board of Health: (Information/comment) **No violations and all certifications are current**

Sewer Commission: (Information/Comment) _____

Milford Water Company: (Information/comment) _____

Commission on Disability: (Information/comment) _____

Dept. Head Signature: _____ **Date:** _____

.....
Contact Name/Manager: *Tarik Miranda* **DOB:** _____ **SS#:** _____

Phone: 774-214-6394_ **e-mail:** *tarikmiranda@hotmail.com*



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

LICENSE APPLICATION

(CHECK ONE)

- ☐ APPLICATION FOR A NEW LICENSE
☐ TRANSFER OF AN **EXISTING** LICENSE
☐ **AMENDMENT** TO EXISTING LICENSE (Change of operating days/hours, change of location, etc.) *describe on reverse*

1. ☐ AUCTIONEER
2. ☐ BOARDING HOUSE
3. ☐ BOWLING ALLEY(S)
4. ☒ COMMON VICTUALLER
5. ☐ FORTUNE TELLER
6. ☐ HAWKERS/PEDDLERS
7. ☐ INNHOLDERS
8. ☐ POOL TABLES
9. ☐ 2ND HAND/ANTIQUA DEALER
10. ☐ PAWNBROKER

11. ☐ LIVE ENTERTAINMENT (*describe on reverse*)
12. ☐ AUTOMATIC AMUSEMENT
(Coin-Operated Games)
13. ☐ TRANSIENT VENDORS
14. ☐ CARNIVAL/CIRCUS
Location: _____
15. ☐ CHRISTMAS TREE SALES
\$ ☐ VALUE OF GOODS
16. ☐ CLASS I (NEW CARS)
☐ CLASS II (USED CARS)
☐ CLASS III (JUNK CARS) - Public Hearing Required
(Describe on Reverse)
17. ☐ WORKERS COMPENSATION IF NEEDED

SEE ADDITIONAL INFORMATION REQUIRED BELOW

BUSINESS NAME: Miranda Industries LLC DBA Yasai Bowl Milford

BUSINESS ADDRESS: 8 Central Street Milford, MA, 01757

DAYS/HOURS OF OPERATION Monday - Sunday 12pm - 11pm

(Some Sunday licenses may require approval of State DPS)

I/We, the undersigned, apply for this license in accordance with the provisions of all Statutes relating thereto. I/We further certify, under penalties of perjury, that, to the best of my/our knowledge and belief, I/We have filed all state tax returns and paid all state taxes required under law.

NAME OF APPLICANT: Tarik Miranda

MAILING ADDRESS: _____

EMAIL ADDRESS: tarikmiranda@hotmail.com

APPLICANT'S DATE OF BIRTH: 09/14/1995

_____ and _____
Social Security No. (Mandatory)

_____ Federal Identification No. (Mandatory)

APPLICANT'S SIGNATURE: Tarik P. Miranda

DATE: 08/24/2021

Tarik Miranda

(Individual or Corporate Officer)

(774) 214-6394

Type or print name on this line

Daytime Telephone Number

IMPORTANT: Read this section carefully. Provide required information on reverse side. *Additional Information Required:*
License # Above

- 1 Provide copy of State and/or County Auctioneer's License
3, 8, 12 Indicate number of alleys, pool tables and number and types of coin-operated games
6, 9, 10, 13 Request Town By Laws, which states applicant's responsibility
6, 13 Describe in detail: type, quantity, and cost (to you) of goods to be offered for sale
11 Describe in detail: type of live entertainment to be licensed
14 Applicant must request and agree to abide by established policy

CONTINUE APPLICATION PROCESS ON REVERSE SIDE OF THIS FORM



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: SELECT BOARD

FROM: Richard A. Villani, Town Administrator

RE: REORGANIZE HUMAN RESOURCES AND BENEFITS DEPARTMENT

DATE: September 13, 2021

This Memo is a proposal to the Board to reorganize the Human Resources and Benefits Department into one Department and to fill the vacant HR Coordinator position.

Since the inception of the Human Resources function in 2018, we have developed new policies, procedures and processes that did not previously exist. As we grow this function, it has become apparent that we will be significantly more efficient by merging the HR and Benefits Departments.

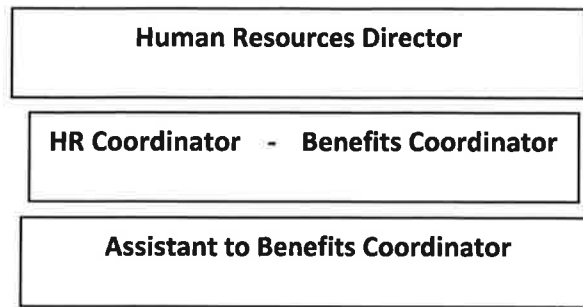
The benefits of combining the HR and Benefits departments will result in the:

- Natural intersection of the two functions; in many organizations, one person handles both functions
- HR Director being more closely involved with benefits as it pertains to employee recruitment and retention
- More efficient coordination of benefits with HR especially regarding open enrollment and employee engagement strategies
- Benefits coordinator having the opportunity to learn more about the HR function and how it dovetails with benefits
- Relieves Finance Director of responsibility for a function in which he has less practical or academic experience; whereas the current HR Director has extensive experience in benefits, enrollment, and benefits analysis; allowing the Finance Director to focus on his area of expertise
- HR Director to recommend benefit plans which is in the position job description
- More practical oversight of benefits compliance issues
- More coordination of communication to the staff in general in terms of information, training, etc.

In addition, there is a growing need for support in the HR Department in the form of the unfilled position of HR Coordinator. This function would be instrumental in the following areas:

- Administrative support with personnel files, almost none of which are currently centralized. This project alone is a massive undertaking. There are record retention issues associated with this as well.
- Fielding routine questions from employees and assisting with more routine clerical functions
- FMLA and other Leave tracking and document processing
- Upkeep on compliance notifications
- Assistance with onboarding of employees
- Support for Newsletter and Social Media posts and pages.

Therefore, it is recommended that the new configuration of the Departments be as follows:



I am also recommending we relocate the HR Department from its present location to the office currently occupied by the Retirement Department. The Retirement Department would be relocated to space in the Senior Center.

cc: Board of Selectmen

Files

D-3
9-13-21



Job Description

Position: Finance Director
Primary Location: Town Hall
Employment Status: Full-time Salaried, Exempt
Reports To: Town Administrator
Description Updated On: August 18, 2021

Summary/Objective

The Finance Director, as the Town's Chief Financial Officer is responsible for coordinating and supervising Accounting, and Treasury & Collection financial service areas performing a variety of complex professional, administrative, supervisory, and technical accounting and finance duties including the preparation of the Town's capital and operating budgets. The employee is required to perform all similar or related duties.

Essential Functions

- Develops, implements, and administers financial procedures and systems in accordance with local, state, and federal laws and regulations. Directs employees in the processes and procedures for maintaining the Town's financial records.
- Responsible for developing accurate revenue and expenditure forecasts. Exercises influence over the investment of Town funds, cash management, and short and long-term debt financing with the assistance of the Town Treasurer.
- Assists the Town Administrator in the preparation, presentation, and administration of the Town's annual operating and capital budgets by participating in meetings with various departments, boards and Town Meeting as directed by the Town Administrator; responsible for the implementation, monitoring, and adjustment of those budgets and the monitoring and adjustment of revenue collections.
- Exercises purchasing authorization following financial and accounting procedures and in accordance with State regulations.
- Performs special financial studies/analyses and prepares financial reports as necessary for Town officials, State or federal officials, Town meeting members, taxpayers and the general public.
- Participates in audits of the Town's financial operation by government agencies or independent auditors.
- Assists Department Heads, Board and/or Committees in the management of Town funds including the evaluation of changes requested.
- Participates in the tax rate setting process that includes the review of databases and documents submitted to the State Department of Revenue, Division of Local Services by the Chief Assessor, Treasurer, and the Town Accountant.
- Participates in public forums and provides support to Town committees as requested.

Required Qualifications, Education, and Experience

- Master's Degree in Finance, Public Administration, Accounting, or a related field; seven to ten (7-10) years related work experience in a municipal setting with at least five (5) years in a supervisory level; 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.

Preferred Qualifications, Education, and Experience

- Certification as a member of the Accounting & Auditor's Association is required within two (2) years of appointment. As a condition of employment, must be bonded and complete a CORI certification.

Knowledge, Skills & Abilities:

- Thorough knowledge of the principles and practices of government accounting and of applicable financial or treasury provisions of the Massachusetts General Laws including the investment of funds and the borrowing of short and long- term debt financing government operations
- Working knowledge of computer applications for accounting and financial management.
- Knowledge of Town government operations as well as pertinent State and Federal agencies.
- Knowledge of municipal budgeting techniques and practices as well as local, state, and federal regulations and/or laws pertaining to local government financial operations
- Proficient skill in working with numbers in an accurate and detailed manner; excellent analytical, oral, and written communication skills
- Must have excellent computer skills including demonstrated skill in use of business and municipal financial software applications
- Effective supervisory and interpersonal skills working with employees as well as local, state, and federal officials
- Ability to analyze and interpret financial data and to present findings clearly in written and oral form
- Ability to establish and maintain cooperative relationships with Town officials and governmental representatives; ability to provide motivation, incentive, and leadership

Physical and Mental Job Requirements

- Physical requirements:
 - Work is mostly sedentary, and majority of time is typically spent in a stationary position.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures

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

Work Environment

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

Hours of Work

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

AAP/EEO Statement

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

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

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

Other Duties

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

Signatures

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

Employee_____ Date_____

Hiring Manager_____ Date_____



Job Description

Position: Human Resources Director
Primary Location: Town Hall
Employment Status: Full-time Exempt/Salaried
Reports To: Town Administrator
Description Updated On: August 17, 2021

Summary/Objective

Under the direction of the Town Administrator, the Human Resources Director provides professional and administrative management and direction for all aspects of Human Resources administration in accordance with applicable federal and state laws, Town By-laws, policies, and procedures.

Essential Functions

- Performs strategic, planning, coordination and administrative duties for various functions including, but not limited to human Resources, employee benefits, blanket insurance, budgets, purchasing and procurement, legal matters, and special projects.
- Develops benefits policies and activities; recommends new policies and activities for employee recruitment and retention purposes; develops benefits-related trainings.
- Handles highly confidential information and performs varied and responsible duties requiring independent judgment in ensuring conformance with applicable laws, regulations, collective bargaining agreements, and departmental policies.
- Is required to work independently in formulating decisions regarding procedures and plans at the municipal-wide level.
- Is required to attend meetings of the Board of Selectmen and of other Town Boards and Committees as reasonably required or necessary for the proper performance of the employee's duties.
- Serves as a Town representative in a variety of forms and venues, including grievance hearings, mediations, fact-finding, and arbitrations.
- Assesses the climate for effective performance, training and development needs, employee relations and organizational structure as it affects employee motivation and interdepartmental relations.
- Develops and recommends to the Town Administrator administrative controls, policies and procedures concerning Town-wide Human Resources administration; implements and enforces policies and procedures as directed; advises on the effectiveness of policies and procedures; and keeps senior management informed on relevant personnel issues.
- Provides direction on all Human Resources functions for Town personnel, with the exception of school personnel, to include, but not limited to, wage and salary administration, position descriptions and classifications, policy administration, grievance procedure administration, program administration, performance evaluations.

- Oversees the maintenance of centralized personnel files.
- Mediates employee disputes; works to improve communication within Departments; provides advice and counsel to Department Heads on personnel related issues
- Develops recruitment procedures and directs recruitment efforts; advertises and posts vacancies; reviews applications, works with department head to interview candidates and makes recommendations in accordance with established guidelines and ensures legal compliance during the interview process.
- Under the direction of the Town Administrator and in conjunction with the Benefits Coordinator, develops procedures for and oversees orientation of new employees; maintains and revises employee handbook.
- Conducts exit interviews with departing employees and uses information to improve the operation, organization and culture of the individual department, administrative policies, and the Town as a whole.
- Develops, conducts, or provides training for Town officials and employees as needed or required by federal, state, or local statutes, policies, procedures, and by-laws related to Human Resources Issues; develops training topics and conducts training for the professional development of the staff.
- Serves as the Town EEOC (Equal Employment Opportunity Commission) in the areas of hiring and other employment activities; acts as the Privacy Officer in HIPAA (Health Insurance Portability & Accountability Act) matters.
- Attends meetings of the Personnel Board, conveys all relevant issues to the Personnel Board for policy direction, advice, and recommendations; prepares all necessary supporting data for Personnel Board members

Additional Duties

- Maintains and disposes of departmental records in accordance with Massachusetts Public Records Law.
- Oversees the planning of employee appreciation events.
- Performs other duties as assigned by the Town Administrator.

Required Qualifications, Education, and Experience

- 7-10 years of progressively more responsible Human Resources administration and management experience.
- Deep knowledge of Human Resources principles, practices, and methods as applicable to a municipal setting.
- Thorough knowledge of all applicable federal and state statutes, as well as regulations affecting Human Resources activities.
- Ability to exercise a high degree of diplomacy and judgment to influence all types of persons.
- Strong interpersonal, verbal, and written communication skills.
- Ability to work with all levels of the organization, i.e., appointed, and elected boards, department heads, and front-line staff, as well as legal counsel, consultants and the general public, and display sensitivity to the issues and concerns of the above-mentioned people.
- Ability to administer and interpret regulations, policies, and procedures firmly, tactfully, and impartially, while maintaining flexibility to compromise and reach consensus.
- Ability to serve in an advisory capacity during union negotiations.
- Computer literate with strong working knowledge of Microsoft Office.
- Strong organizational and budgetary skills.
- Ability to develop policies and procedures to ensure equity within the organization.

Preferred Qualifications, Education, and Experience

- Bachelor's Degree in Human Resources, Public Administration, or Business Administration with a

Master's Degree preferred. Professional Human Resources (PHR) or Senior Professional Human Resources (SPHR) certification.

Physical and Mental Job Requirements

- Physical requirements:
 - Work is mostly sedentary, and majority of time is typically spent in a stationary position.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - Analyzing/examining/data
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- Typical office or administrative working conditions; position is not exposed to adverse environmental conditions.

Hours of Work

- This role is paid on salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position. Therefore, the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 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 woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

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

Other Duties

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

Signatures

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

Employee _____ Date _____

Hiring Manager _____ Date _____



Job Description

Position: Benefits Coordinator
Primary Location: Town Hall
Employment Status: Full-time Salaried
Reports To: Human Resources Director
Description Updated On: August 18, 2021

Summary/Objective

The Benefits Coordinator is responsible for the administration of Town sponsored insurance benefit plans for Town and School employees and retirees. Employee is required to perform all similar or related duties.

Essential Functions

- Processes a range of departmental monthly bills and prepares deposits for all accounts under the responsibility of the Benefits Coordinator. Reconciles the accounts with the Treasurer and Finance Director making corrections as necessary.
- Transfers benefits such as health, dental, basic life, and supplemental plans upon employee term or retirement.
- Processes employee/retiree activity forms in accordance with department guidelines and practices when an employee is enrolled, terminated or any changes are made to an employee/retiree benefits that include sending a notification to the Town's insurance carriers for health, dental, and life insurance as well as Cobra notices. Processes life insurance claims.
- Assists Medicare eligible retirees who are 65 and over, transition to Medicare Supplement Plans in accordance with State Law.
- Communicates group rate changes to MTRB, Retirement Board, Payroll (Town and School) as well as processing individual plan/rate changes as required.
- Coordinates the administration of an employee flexible spending account during open enrollment periods.
- Monitors and follows-up to ensure that changes to an employee's or retiree's benefits are made in an accurate and timely manner.
- Provides assistance to new hires and reviews with them the Town's benefit program including medical, dental, and life insurance plans; enrolls them for any benefit that they may want to enroll in and assists them with the proper completion of required payroll forms. Annually notifies participants of plan/rate change; plans informational meetings for all members/retirees annually.
- Performs a range of clerical support duties including but not limited to filing correspondence, ensuring that there is an ample supply of insurance brochures, assists in answering inquiries from employees regarding town benefits.
- Assists Treasurer in establishing employee data upon hire and or change of employment, including demographic information, pay code set up and benefit maintenance.

- Oversees one clerical employee with the guidance of the Human Resources Director; Directs, prioritizes and manages their duties on a daily basis.
- Prepares and submits to Human Resources Director annual health insurance and departmental budget; manages the budget throughout the year.

Additional Duties

- Prepares communication materials for benefits area.
- Other duties as assigned.

Required Qualifications, Education, and Experience

- Bachelor's degree; three to five (3-5) years related work experience, especially in a municipal setting; 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.

Preferred Qualifications, Education, and Experience

Physical and Mental Job Requirements

- Use of and/or subject to:
 - Computers/monitors
- Physical requirements:
 - Work is mostly sedentary, and majority of time is typically spent in a stationary position.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

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

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position. Therefore, the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 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 woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

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

Other Duties

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

Signatures

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

Employee_____ Date_____

Hiring Manager_____ Date_____



Job Description

Position: Administrative Assistant to Town Administrator
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Town Administrator
Description Updated On: 8/26/2021

Summary/Objective

The Administrative Assistant to the Town Administrator is responsible for the provision of a wide range of administrative and clerical support services in support of a major department of the Town. The employee is required to perform all similar or related duties.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as a liaison for the Town Administrator and/or the Select Board, assisting citizens and other staff members via phone and in person, referring inquiries to appropriate Town staff and assisting with general issues; forwards questions and/or concerns to the Town Administrator, Select Board or other Town officials as applicable for review.
- Provides assistance to individual members of the Select Board as required. Has frequent encounters with selectmen and is responsible for addressing their needs and questions as they arise in the absence of the Town Administrator.
- Administers procedures for all insurance claims including automobile, worker's compensation, and general liability.
- Processes all injured on duty claims for Police and Fire personnel, coordinates efforts to resolve claims issues, submits invoices for payment, maintains files and prepares/submits reports as required.
- Responsible for the administration and preparation of licenses under jurisdiction of Select Board, reviewing applications for completeness, scheduling, and posting hearings, preparing approvals for appropriate signatures, and issuing approved licenses; maintains records of all licenses issued by the Board.
- Initiates, coordinates, and finalizes preparation of all liquor licensing, mails renewal reminders, receives fees and maintains accounting records. Reports to Alcoholic Beverage Control Commission and maintaining ABCC quotas.
- Reviews department bills along with the entering of data for weekly payment of bills in accordance with Town guidelines.
- Maintains a record of all town boards, committees, and members, tracks and prepares appointment

renewals to be submitted to the Select Board or Town Administrator for approval.

Required Qualifications, Education, and Experience

- A minimum of a bachelor's degree is preferred, but not required; three to five (3-5) years of office experience; or an equivalent combination of education and experience. Municipal experience preferred.

Knowledge, Skills, and Abilities

- Working knowledge of municipal departments and town government operations including state laws and local Bylaws pertaining to office of the Town Administrator and the Select Board. Thorough knowledge of office practices and procedures. Knowledge of technology including but not limited to office software (word processing and spread sheet applications) and the Internet in support of department operations. Knowledge of the State's ABCC regulations and licensing process.
- Proficient customer service, written and oral communication skills; good judgment and integrity. Proficient technology and personal computer keyboarding skills. Effective organization and planning skills.
- Ability to work independently and be self-motivated. Ability to establish and maintain effective working relationships with employees of the Town and to deal effectively with disgruntled members of the public; ability to maintain highly sensitive and confidential information. Ability to manage multiple tasks in detailed, timely and effective manner as well as to receive directions from a variety of sources. Ability to take initiative in responding to various requests for information or in response to a wide range of issues impacting the Town Administrator, Select Board and municipal services.

Physical and Mental Job Requirements

- **Physical Skills:** Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.
- **Motor Skills:** Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling, or lifting office equipment, and sorting and/or of papers.
- **Visual Skills:** Position requires the employee to constantly read documents, reports, and personal computer screens for understanding and analytical purposes. The employee is rarely required to determine color differences.
- **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

- 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.
- Typically, full-time hourly employees work 35 hours during a Monday through Friday workweek.

AAP/EEO Statement

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

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

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

Other Duties

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

Signatures

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

Employee _____ Date _____

Hiring Manager _____ Date _____



Job Description

Position: Administrative Services Coordinator
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Town Administrator
Description Updated On: 8/26/2021

Summary/Objective

The Administrative Services Coordinator provides a wide range of clerical and administrative duties in accordance with established department policies and operating procedures.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs a range of administrative and clerical services including but not limited to answering the telephone, preparing and processing warrants and payroll, journal entries, updating files, typing correspondence, and by furnishing a variety of information regarding the parking ticket program and the Registry of Motor Vehicles as well as department operating procedures and policies; maintaining department records and files; reconciliation of all budget accounts.
- Collects and processes payments received in the office and by mail for parking tickets; prepares cash reports for amounts collected and reconciles cash received and amounts due; posts amounts received to accounts and maintains records of receipts.
- Serves as Hearings Officer. Gathers necessary information and advises petitioners of decision.
- Maintains an inventory of department supplies and orders replacements as necessary.
- Maintains vacation, sick and personal leave record keeping for over 45 individuals.
- Coordinates individual projects under the general supervision of the Town Administrator.
- Updates the Traffic Rules and Orders.
- Maintains town wide Motor Vehicle Inventory
- Primary preparer of Town Report.
- Collects and record all monies received into the office, and prepares deposits to be submitted to the Town Treasurer.

Required Qualifications, Education, and Experience

- Must have a High School Diploma or equivalent, and one to three (1-3) years of prior office experience; or an equivalent combination of education and experience.

.Knowledge, Skills, and Abilities

- **Knowledge**: Thorough knowledge of office procedures and practices as well as office terminology and the effective utilization of office equipment. Knowledge of department office procedures and Town government functions; knowledge of technology including but not limited to office software (word processing and spread sheet applications) and use of the internet and email systems in support of department operations. Knowledge of state and local laws and/or regulations pertaining to the parking ticket program.
- **Skills**: Proficient customer service skills; proficient written and oral communication skills, good common sense. Proficient data processing and personal computer keyboarding skills.
- **Abilities**: Ability to work independently and be self-motivated. Ability to establish and maintain effective working relationships with employees of the Town and to deal effectively with disgruntled members of the public; ability to maintain highly sensitive and confidential information. Ability to manage multiple tasks in detailed, timely and effective manner as well as to receive directions from a variety of sources. Ability to take initiative in responding to various requests for information or in response to a wide range of issues impacting the Town Administrator, Select Board and municipal services; ability to organize department records and to effectively use database management and office software (spread sheet and word processing applications).

Physical and Mental Job Requirements

- **Physical Skills**: Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.
- **Motor Skills**: Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling, or lifting office equipment, and sorting and/or of papers.
- **Visual Skills**: Position requires the employee to constantly read documents, reports, and personal computer screens for understanding and analytical purposes. The employee is rarely required to determine color differences.
- **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
 - 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.
- Typically, full-time hourly employees work 35 hours during a Monday through Friday workweek.

AAP/EEO Statement

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

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

Other Duties

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

Signatures

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

Employee_____ Date_____

Hiring Manager_____ Date_____



Job Description

Position: Assistant to the Fire Chief
Primary Location: Fire Department
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Fire Chief
Description Updated On: August 31, 2021

Summary/Objective

The Assistant to the Fire Chief is responsible for the provision of a range of administrative and clerical duties including functioning as a telecommunicator receiving emergency requests, dispatching proper assistance, providing life- saving information over the telephone, and scheduling appointments. Employee is required to perform all similar or related duties.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Enters relevant information into computer databases via keyboard and as appropriate, transmits messages for dispatching, and provides customer service.
- Required to keep abreast of all department regulations, town by-laws, State statutes and communication standards related to Department operations.
- Responsible for the performance of a range of clerical, administrative duties including but not limited to maintaining and updating department files, preparing and processing the department's payroll including the maintenance of employee leave accruals, processing accounts payable/receivable, preparation of correspondence for the Fire Chief, maintaining all fire and rescue reports in accordance with State and Federal HIPAA laws and compiling department budget and statistical reports, and responding to requests for reports.
- Maintains and orders adequate inventory of fire station supplies.
- Abides by the collective bargaining agreement between the Town and Firefighters' Union for the processing of wages, compensation, and benefits.

Required Qualifications, Education, and Experience

- Bachelor's degree or a master craftsman level of clerical trade knowledge; three to five (3-5) years of office administration experience; or an equivalent combination of education and experience.

Knowledge, Skills & Abilities

- Working knowledge of the laws, codes, regulations, policies, and operating procedures pertaining to

emergency and fire prevention telecommunications of the Fire Department; knowledge of first aid and first responder practices and procedures; thorough knowledge of the geographical layout of the town as well as town government operations and town government. Working knowledge of office operating procedures and software technology (i.e., word processing and spread sheet applications) and the Internet and web site in support of department operations. Basic knowledge of bookkeeping and financial record keeping.

- Perform work accurately and efficiently despite frequent interruptions; effective organization and communication skills (orally and in writing), and attention to details. Proficient customer service skills.
- Independent judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.
- Ability to plan and prioritize work, perform multiple tasks within a timely manner and be self-motivated. Ability to maintain detailed and accurate records. Ability to interact effectively and appropriately with the public and other department personnel; ability to hear, understand, and respond to emergencies on a telephone quickly and appropriately and to deal with stressful, emergency situations in a calm, effective manner.

Physical and Mental Job Requirements

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

Work Environment

- The employee performs work in a municipal office setting subject to frequent interruptions.

Hours of Work

- This role is paid on an hourly basis and works Monday through Friday, 35 hours per week.

AAP/EEO Statement

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

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Signatures

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

Employee_____ Date_____

Hiring Manager_____ Date_____



D-4
9-13-21

TOWN OF MILFORD
Benefits Department
A Division of the Municipal Finance Department

KELLY A. CAPECE

Benefits Coordinator

KARA GEROMINI

Assistant Benefits Coordinator

September 9, 2021

Michael K. Walsh Sr., Chairman
Select Board
52 Main Street
Milford, MA 01757

RE: Life Insurance plan change

Dear Chairman Walsh,

At the September 13, 2021 Select Board meeting, I will be presenting, on behalf of the Insurance Advisory Committee (IAC), information pertaining to the Town's group life insurance plan. The IAC is seeking a vote from your Board to approve the changes and rates as voted upon at the committee's meeting on August 18, 2021.

The Committee was presented with insurance rates from The Hartford that were significantly less than our current plan. The decrease in premium would allow us to increase the amount of insurance for active employees while still having a decrease in premium.

Summarized below are the proposed rate, which is guaranteed for 3 years, as voted upon by the Insurance Advisory Committee:

	Current insurance amount	Premium	The Hartford	New Premium
Life Insurance – Active employees.	\$15k Life \$15k AD&D	\$15.15 per mo.	\$30k Life \$30k AD&D	\$14.37 per mo.
Life Insurance – Retirees	\$7.5k	\$7.35 per mo.	\$7.5k	\$3.38 per mo.

If you have questions concerning this information, I am available to meet at your convenience.

Respectfully,

Kelly A. Capece
Benefits Coordinator

CC: Thomas J. O'Loughlin, Esq., Select Board Member
Paul A. Mazzuchelli, Select Board Member
Richard A. Villani, Town Administrator
Zachary Taylor, Finance Director
Kristin Melpignano, Director of Human Resources



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: September 9, 2021
RE: Traffic Complaint

Dear Mr. Villani,

As a result of a citizen request made to the Town Administrator an officer was assigned to investigate her concern about speeding motorists on Freedom Street. The citizen is concerned for their and other neighbor's children safety and is requesting either speed hump or a traffic sign indicating children in the area. In the officer's report the he interviewed the citizen who reported that vehicles traveling downhill towards the 5-way intersection frequently speed and she mentioned requesting a fluorescent child shaped stand. The officer believes a sign indicating children living in the area would bring awareness to motorists travelling on that road.

I also agree with the officer's assessment and request the Select Board grant permission to have the town install a sign saying go slow children. After discussions with the officer and viewing the scene I also would request placement of such sign to be on the right side of Freedom Street going down from West Street right after the intersection of John Street.

Sincerely,

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

James F. Falvey
Chief of Police
Town of Milford



Milford Police Department
Incident Report

Page: 1
08/19/2021

Incident #: 21-20505-OF
Call #: 21-20505

Date/Time Reported: 08/19/2021 1209
Report Date/Time: 08/19/2021 1217
Status: No Crime Involved

Reporting Officer: Officer Joseph Francesconi

Signature: _____

EVENTS (S)

LOCATION TYPE: Highway/Road/Alley/Street Zone: B Sector
35 FREEDOM ST
MILFORD MA 01757

1 TRAFFIC COMPLAINT

#	PERSON (S)	PERSON TYPE	SEX	RACE	AGE	SSN	PHONE
1	ANDREYEVA, MARIYA 35 FREEDOM ST MILFORD MA 01757	REPORTING PARTY	F	W	21	*****	1-781-326-1234

On August 19, 2021, I, Officer Joseph Francesconi spoke with Sergeant Kenneth Kingkade regarding a traffic complaint made to the Town Administrator by the resident at 35 Freedom Street. Sgt. Kingkade forwarded me the email sent to Town Administrator Rick Villani by Mrs. Mariya Andreyeva who lives at 35 Freedom Street. She wrote the following complaint to Villani:

"I am a resident of Milford, MA residing at 35 Freedom St. Milford, MA 01757. We have a small child as well as our neighbors who are the parents of two. We have a busy road next to our houses and I wanted to see if you would be able to consider, approve and help us install a traffic sign or a speed hump to avoid speeding drivers that we see constantly. If you need more information about our location or a petition to be signed by us and our neighbors we would be more than happy to provide it as we worry for the safety of our children."

I spoke with Ms. Andreyeva, who stated that she had called the Highway Department and asked about putting in a speed hump. She stated that she was advised to email the Town Administrator. I asked her what her specific concerns were. She stated that she has a young child who is starting to walk and that while of course she would watch her child, she is concerned about speeding vehicles on Freedom Street. She stated that Freedom Street goes downhill towards Hopedale at a 5 way-stop and that vehicles always speed down the street. She stated that she is requesting a sign or a speed hump. She also mentioned the fluorescent child-shaped stands that one can get for the end of their driveway to signal to motorists that children are in the area. I advised her that the town does not provide those to my knowledge and that they can be purchased retail. She stated that she would consider buying one but that she thinks that at least a sign would help people to slow down.

I believe that a sign indicating that there are children living in the area would bring awareness to motorists to slow down and would positively impact speed and safety in the area.

Ofc. Joseph Francesconi

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

G-2
9-13-21

Richard Villani

From: Janice Coogan
Sent: Monday, August 23, 2021 11:29 AM
To: Richard Villani
Subject: Illegal Dumping Signs

Rick,

As we discussed we have a chronic problem with illegal dumping on Haven St. underneath the Rte. 495 overpass, for years! We are requesting from the Select Board to authorize 2 signs to be installed on either side of Haven St.

Regards,

Janice E. Coogan

Assistant to the Highway Surveyor

30 Front Street

Milford, MA 01757

Phone: 508-473-1274

Fax: 508-634-2348

Email: jcoogan@townofmilford.com





MILFORD POLICE DEPARTMENT

James F. Falvey
Chief of Police

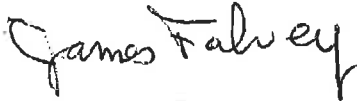
250 Main Street * Milford, MA 01757 * Tel. (508) 473-1113 * Fax (508) 473-5087

TO: Richard Villani, Esq., Town Administrator
FROM: James F. Falvey, Chief of Police
DATE: August 20, 2021

Dear Mr. Villani,

Recently I received a check in the amount of \$200.00 from Mr. Richard Dowden of Uxbridge, Ma who wants to donate to our K-9 unit. I had said check delivered to the Town Treasurer Christopher Pilla. I request the Select Board to approve acceptance of this kind gift from Mr. Dowden.

Sincerely,

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

James F. Falvey
Chief of Police
Town of Milford

E-4
9-13-21

September 10, 2021

To: All Traffic Supervisors

From: Kathy Perry

Re: 2021-2022 School Year

Please see the attached schedule regarding your location and post times. For the safety of our students you are required to be at your post for the entire time you are scheduled.

I have also attached a copy of the Job Description, Duties, Rules and Regulations for your records.

MILFORD Crossing Guards

NAME	Location	Phone	Morning	Afternoon
FRANCIS O'NEILL	WOODLAND SCHOOL	508-473-0169	7:30-8:30	2:10-3:10
PEGGY FARRELL	WOODLAND SCHOOL	508-282-0807	7:30-8:30	2:10-3:10
GLORIA LINNELL	STACY SCHOOL	508-314-0322	6:55-7:55	2:10-3:10
Open Post	BROOKSIDE SCHOOL		7:45-8:45	2:10-3:10
LARRY LOWTHER	MAIN/SUMNER	774-573-2282	6:55-7:55	2:10-3:10
MANUEL FONSECA	CONGRESS/W. WALNUT	508-282-0249	7:00-8:30	2:10-3:10
LAURIS CONNOLLY	WEST ST/ HIGH	508-478-6979	7:10-8:30	2:30-3:30
PAUL DAVIDSON	SACRED HEART	774-462-8310	7:10-8:30	2:10-3:10
RICHARD Brogioli	CONGRESS/W. FOUNTAIN	508-473-3655	7:20-8:45	2:10-3:10
DONNA MASON	N.VINE/HIGHLAND	508-482-0860	7:30-8:30	2:10-3:10
MYRON GORBEY	CONGRESS/W.SPRUCE	508-381-3928 H 508-282-7305 C	7:00-8:30	2:10-3:10
DONALD IACOVELLI	CONGRESS/N. VINE	508-473-1282	7:30-8:30	2:10-3:10
TOUSSAINT JACKSON	MEMORIAL SCHOOL	508-478-2063	7:10-8:45	2:10-3:10
NADINE LADEAU	SCHOOL/SPRUCE	508-922-9011	6:55-7:55	2:10-3:10
BILL WHITNEY	SCHOOL/WALNUT	508-400-1162	7:10-8:30	2:10-3:10

SUBSTITUTES LISTED BY SENORITY:**Don Iacovelli - Head Crossing Guard - 508-473-1282**

Christine Wyspianski 508-478-2753 or 508-868-3904

Barbara Jackson 508-478-2063

Sue Kozlowski 508-282-0412

Gina Puglia 774-216-1015

REVISED

3/26/2021

G-5
9-13-21

Richard Villani

From: 'James Walsh' via Richard Villani <rvillani@milfordma.com>
Sent: Wednesday, September 1, 2021 9:09 PM
To: Brian Long; rvillani@milfordma.com
Subject: Transportation Committee

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

Dear Brian and Rick,

I wanted to take the time to thank you for allowing me to serve on the Transportation Committee. Serving on this board has been a valuable experience from which I have learned many lessons.

Unfortunately at this time of my life I am going to have to resign and step down from the board effective immediately. I have full care for my mom, who lives with me and my responsibilities at my job have increased tremendously over the past two years. Therefore, I don't have the time needed to commit to the meetings, etc.

I want to thank you for the experience of serving with you and all the members of the committee. I know I will see you in the future and if I can be of help in anyway please feel free to reach out.

Best Wishes,

Jennifer Walsh
508-889-2414



E-6
9-13-21
Please consider the environment before printing this e-mail.

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

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From: James Walsh <jwalsh1616@verizon.net>
Sent: Wednesday, September 1, 2021 9:17 PM
To: Richard Villani <rvillani@townofmilford.com>; Justin Dulak <justin.dulak@gmail.com>
Subject:

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

Dear Justin and Rick,

I wanted to take the time to thank you for allowing me to serve on the Milford Commission on Disability. Serving on this board has been a valuable experience that I have enjoyed for many years. This Commission has and will always be a passion of mine.

Unfortunately at this time of my life I am going to have to resign and step down from the board effective immediately. I have full care for my mom, who lives with me and my responsibilities at my job have increased tremendously over the past two years. Therefore, I don't have the time needed to commit to the meetings, etc.

I want to thank you for the experience of serving with you and all the members of the committee. If you ever need a resource or I can be of help in anyway please feel free to reach out.

Best Wishes,

Jennifer Walsh

508-889-2414

Justin Dulak

Richard Villani

G-7
9-13-21

From: Justin Dulak <justin.dulak@gmail.com>
Sent: Wednesday, September 8, 2021 3:41 PM
To: Richard Villani
Cc: Lena Pires
Subject: Commission on Disability Open Seats

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Good Afternoon Rick,

The Commission on Disability currently has two open seats. After reviewing the Talent Bank Applications on file, I would like to recommend Robyn Bratica and Teresa Graceffa be appointed to fill these vacancies. Please let me know if you have any questions.

Be Well,

Justin Dulak

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

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

E-8
9-13-21
Richard Villani

From: Christopher Pilla
Sent: Wednesday, September 8, 2021 9:27 AM
To: Richard Villani
Subject: Amazon Donations

Rick,
The Town received two donations from Amazon. They are as follows:

\$2,500 – Milford Cultural Council “Brush to Table”
\$2,500 - Milford Draper Memorial Park

Thanks,
Chris

Christopher C. Pilla, CMMT
Town Treasurer
Department of Municipal Finance
Office of the Town Treasurer
52 Main Street (Room #18)
Milford, MA 01757
508.634.2300 p
508.634.2324 f
cpilla@townofmilford.com



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TOWN TREASURER

52 Main Street, Milford, MA 01757
Phone: 508-634-2300 * Fax: 508-634-2324

GIFT ACCEPTANCE FORM

Donor Name: Amazon Corporate Services

Receiving Department: Milford Cultural Council

Purpose: Brush to Table

Total Amt. of Gift: \$2,500.00

Contact Person Hans Goff



5-9
9-13-21

TOWN TREASURER

52 Main Street, Milford, MA 01757
Phone: 508-634-2300 * Fax: 508-634-2324

GIFT ACCEPTANCE FORM

Donor Name: Amazon Corporate Services

Receiving Department: Parks and Recreation

Purpose: Draper Memorial Park

Total Amt. of Gift: \$2,500.00

Contact Person Hans Goff

E-10
9-13-21
Richard Villani

From: 'Dino DeBartolomeis' via Richard Villani <rvillani@milfordma.com>
Sent: Thursday, September 9, 2021 12:20 PM
To: 'Richard Villani'
Cc: Dino DeBartolomeis; Susan Clark
Subject: Patricia Berry

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

Good morning Rick,

As we spoke yesterday, I believe that Patricia Berry has completed a talent bank application. Can you check for me?
Thanks.

Dear Rick,

Regina Ferrera has retired from the Milford Council on Aging. She was a dedicated and proud member. She worked tirelessly for the Senior Center as a long time volunteer, gift shop supervisor and as a member of the Milford Council on Aging. She always conducted herself in a professional and classy manner . We wish her the very best of health , success and happiness!

I am recommending that Patricia Berry be appointed to the Milford Council on Aging. Patricia Berry has been a very dependable and most valued volunteer for the Milford Senior Center. As a volunteer, she has served with distinction, always available to assist in a project and task.

Patricia has been educated and trained as a nurse and has been in this profession for many years . She cares deeply for the general health and well- being for the seniors of our town.

As a council member, Patricia will be able to offer valuable medical knowledge , health information and recommendations on how we can better inform and serve our seniors dealing with health issues and concerns.

I thank the members of the Milford Select Board in advance for your consideration in appointing Mrs. Berry to the Milford Council on Aging. Thank you!



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