

TOWN OF MILFORD
Milford, Massachusetts
NOTICE OF MEETING

Board or Commission _____ Milford Select Board
Date and Time of Meeting _____ September 27, 2021, 7:00PM
Place of Meeting _____ Room 03, 52 Main Street

2021 SEP 23 PM 1:04
MILFORD TOWN CLERK

**A.) SIGNING OF WARRANT, APPROVAL of Minutes, September 13, 2021
EXECUTIVE SESSION Minutes, September 13, 2021**

B.) INVITATION TO SPEAK

Remote Public Hearing/Invitation to Speak access now requires advanced registration. Please register online here: <http://tiny.cc/r5ejuz> Any member of the public may now register to access the zoom webinar as an attendee. Public attendees will be able to view the zoom LIVE and request to speak at the "Public Hearing/Invitation to Speak."

C.) PUBLIC HEARINGS

1. 7:00 PM 99 West, LLC, re: Change of Officers/Directors/LLC Managers
2. 7:05 PM Central Gas and Market, Inc., re: Cessation of Business

D.) SCHEDULED APPOINTMENTS

1. Finance Director, re: Financial Update
2. Town Administrator, re: Approval of Warrant
3. Town Administrator, Town Counsel, Town Moderator, re: Town Meeting Format
4. Town Counsel, re: Animal Control By-Laws/Kennel Application
5. Human Resources Director, re: Job Descriptions

E.) TOWN ADMINISTRATOR'S REPORT

F.) OLD BUSINESS

1. Amazon, re: Update

G.) NEW BUSINESS

1. Police Chief, re: School Street Intersection
2. The Knights of Columbus Valencia Council, re: Permit to Obstruct
3. St. Mary of the Assumption Church, re: Permit to Obstruct (2)
4. St. Mary of the Assumption Church, re: One-Day License (2)
5. Milford High School Boosters Club, re: One-Day License
6. Milford Scout Organizations, Scouting for Food, 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 *R. G. Villano* Dated *9/23/21*

MILFORD SELECT BOARD: AGENDA
September 27, 2021 – 7:00 PM, ROOM 03, TOWN HALL

CITATION-Jim Charzenski

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9-27-21

DEPARTMENT HEAD REVIEW FORM

1. **Name of Business:** 99 West, LLC
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 Officers/Directors/LLC Managers**
5. Selectmen will take action on: 9/27/2021
6. Hearing Continued/Postponed/MGL Deadline: _____
7. Abutters Notified: N/A Published: N/A
8. **Inquiry Sent To Dept. Heads on: Tuesday September 14, 2021**
9. **Please Respond By: Tuesday September 21, 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 are current**

Sewer Commission: (Information/Comment) _____

Milford Water Company: (Information/comment) _____

Commission on Disability: (Information/comment) _____

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

.....
Contact Name: Attorney Joseph H. Devlin **D.O.B.** N/A **SS #** N/A

Phone: _____ **e-mail:** _____



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, Boston, MA 02114
www.mass.gov/abcc

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

☒ **Change of Officers/ Directors/LLC Managers** ☐ **Change of Stock Interest**

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- CORI Authorization
- Vote of the Entity
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement (New Stockholder Only)*
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ **Change of Ownership Interest**

(e.g. LLC Members, LLP Partners, Trustees etc.)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement (New Stockholder Only)*
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

☐ **Non-Profit Club Change of Officers/ Directors**

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents -**Articles of Organization** from the Secretary of the Commonwealth

☐ **Management Agreement**

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Management Agreement
- Vote of Entity

**If abutter notification and advertisement is required for transaction, please see the local licensing authority.*

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
99 West, LLC	Milford	00068-RS-0706

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Goodloe M. Partee has left the company, and has been replaced by Wendy Harkness as LLC Manager, Chief Administrative Officer, and Secretary.

APPLICATION CONTACT

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

Name	Title	Email	Phone
Joseph H. Devlin	Attorney		

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
Charles O. Noyes			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
LLC Manager, President	0%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Kurt Schnaubelt			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
LLC Manager, CFO	0%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Wendy Harkness			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
LLC Manager, CAO, Secretary	0%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
W. Craig Barber			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
LLC Manager, CEO	0%	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
99 Restaurants, LLC			

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
LLC Member	100%	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Ownership structure remains	unchanged.		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?

☐ Yes ☒ No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?
Please provide a copy of the management agreement.

☐ Yes ☒ No

APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Charles O. Noyes	LLC Manager, President	0%
Name of Principal	Title/Position	Percentage of Ownership
J. Stephen Sparks	LLC Manager, CFO	0%
Name of Principal	Title/Position	Percentage of Ownership
Goodloe M. Partee	LLC Manager, General Counsel, Secretary	0%
Name of Principal	Title/Position	Percentage of Ownership
W. Craig Barber	LLC Manager, CEO	0%
Name of Principal	Title/Position	Percentage of Ownership
99 Restaurants, LLC	LLC Member	100%
Name of Principal	Title/Position	Percentage of Ownership

4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See Exhibit A			

5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See Exhibit B			

6 DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?

Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
	See Exhibit C		

7. FINANCIAL DISCLOSURE

Associated Cost(s):

\$0.00

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

Officer change. No associated costs.

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9-27-21



MILFORD SELECT BOARD

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

September 21, 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 **September 27, 2021 at 7:05 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

D-4
9-27-21

Article ____ **Animal Control**

Section 1: Purpose.

The purpose of this by-law is to achieve the objectives of the animal control enabling legislation, as amended, contained in MGL c. 140, §§ 136A through 174E, which includes the regulation of domesticated animals within the borders of the Town of Milford, Massachusetts, the licensing of dogs, and the establishment of fines for violation of this bylaw.

Section 2: Applicability.

This by-law shall apply to all dogs owned by or kept by residents of the Town of Milford, all dogs harbored or kept in the Town of Milford, and all dogs physically within the Town of Milford, whether on public or private property and regardless of whether ownership can be determined. This by-law also shall apply to all residents of the Town of Milford who bring or harbor one or more dogs within the Town of Milford.

Section 3: Definitions.

As used in this by-law, the following terms shall have the meanings indicated:

ANIMAL CONTROL OFFICER

An appointed officer authorized to enforce MGL c. 140, §§ 136A to 174E, inclusive.

AT LARGE

A dog off the premises of its owner or keeper and not under the control of a person capable of preventing the dog from being a threat to public safety, biting other domestic animals, or being a public nuisance.

ATTACK

Aggressive physical contact initiated by an animal.

COMMERCIAL BOARDING OR TRAINING KENNEL

An establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal; provided, however, that "commercial boarding or training kennel" shall not include an animal shelter or animal control facility, a pet shop licensed

under MGL c. 129, § 39A, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others.

DANGEROUS DOG

A dog that either:

A. Without justification, attacks a person or domestic animal causing physical injury or death; or

B. Behaves in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to a person or to a domestic or owned animal.

HEARING AUTHORITY

The Select Board of the Town of Milford.

KEEPER

A person, business, corporation, entity, or society, other than the owner, having possession of a dog.

KENNEL

A pack or collection of dogs on a single premises, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel, or veterinary kennel.

LICENSING AUTHORITY

The Milford Town Clerk or Select Board, as applicable.

LIVESTOCK OR FOWL

A fowl or other animal kept or propagated by the owner for food or as a means of livelihood, deer, elk, cottontail rabbit, northern hare, pheasant, quail, partridge and other birds and quadrupeds determined by the Department of Fisheries, Wildlife and Environmental Law Enforcement to be wild and kept by, or under a permit from, the Department in proper houses or suitable enclosed yards; provided, however, that "livestock or fowl" shall not include a dog, cat or other pet.

NUISANCE DOG

A dog that:

A. By excessive barking or other disturbance is a source of annoyance to a sick person residing in the vicinity; or

B. By excessive barking, causing damage or other interference, a reasonable person would find such behavior disruptive to one's quiet and peaceful enjoyment; or

C. Has threatened or attacked livestock, a domestic animal or a person, but such threat or attack was not a grossly disproportionate reaction under all the circumstances.

PERSONAL KENNEL

A pack or collection of more than four dogs, three months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided, further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided, further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally owned dogs; and provided, further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the Department of Agricultural Resources, may be sold, traded, bartered or distributed if the transfer is not for profit.

Section 4: Licensing; fees.

A. Licenses shall be required for any dog over six months of age in accordance with MGL c. 140, § 137, and are valid for a one-year period commencing on April 1st and expiring on March 31st of each year. The annual fee for every dog license, except as otherwise provided by law, shall be \$25 for a male or female dog; unless a certificate of a registered veterinarian who performed the operation that such dog has been spayed or neutered and has thereby been deprived of the power of propagation has been shown to the Town Clerk, in which case the fee shall be \$6. A copy of such certificate of spaying or neutering on file in the office of any city or town clerk within the commonwealth may be accepted as evidence that such operation has been performed. If the Town Clerk is satisfied that the certificate of the veterinarian cannot be obtained, he/she may accept in lieu thereof a statement signed under the penalties of perjury by a veterinarian registered and practicing in the commonwealth describing the dog and stating that he/she has examined such

dog and that it appears to have been and in his/her opinion has been spayed or neutered and thereby deprived of the power of propagation.

B. A licensing authority shall not grant a license for a dog unless the owner of the dog provides the licensing authority with a veterinarian's certification that the dog has been vaccinated for rabies, certification that such dog is exempt from the rabies vaccination requirement under MGL c. 140, § 145B, or a notarized letter from a veterinarian that either of these certifications was issued relative to such dog.

C. The license shall be granted upon condition that the dog shall be controlled and restrained from killing, chasing or harassing livestock or fowl.

D. No license fee shall be charged for a license for a service animal as defined by the Americans with Disabilities Act.

E. No dog license fee or part thereof shall be refunded because of the subsequent death, loss, spaying or removal from the commonwealth or other disposal of the dog.

F. Should any owner or keeper of a dog fail to license his/her dog before June 30th, the owner shall pay a late fee of \$10, in addition to the license fee.

(1) The owner of any dog impounded because of failure to license according to this bylaw may claim such dog upon the reimbursement to the Animal Control Officer of the expense incurred for maintaining such dog according to the following fee schedule:

(a) Payment of any kennel charges incurred for the period of the dog's impoundment.

(b) For initial handling and pick-up of the dog: \$25.

(2) Prior to its release, the owner of said dog shall obtain a license from the Town Clerk.

G. The owner or keeper of a licensed dog shall keep affixed around the dog's neck or body a collar or harness of leather or other suitable material, to which a tag shall be securely attached. The tag shall have inscribed upon it the dog's license number, the name of the city or town issuing the license and the year of issue. If the tag becomes lost, the owner or keeper of the dog shall immediately secure a substitute tag from the Town Clerk at a cost to be determined by the Town.

H. Every person maintaining a kennel shall obtain a kennel dog license in accordance with MGL c. 140, § 137A.

I. The fee for every kennel dog license shall, except as otherwise provided, be \$50 for no more than four dogs over the age of three months; \$75 if more than four but no more than 10 dogs over the age of three months; \$125 if more than 10 dogs over the age of three months are kept therein. An owner or keeper of a personal kennel may elect to secure a kennel license in lieu of licensing each individual dog.

J. In the case of an applicant for initial licensure, a licensing authority shall not issue a kennel license until a kennel has passed inspection by the Animal Control Officer.

K. Whoever violates MGL c. 140, § 137, 137A, 137B or 138, shall be assessed a penalty of \$50.

L. Any funds collected pursuant to the provisions of this bylaw shall be accounted for and paid over to the Town Treasurer at such time and in such manner as may be designated by the Town Treasurer.

Section 5: Public nuisance.

No person shall own or keep in the Town any dog which by biting, excessive barking, howling, or being at large or in any other manner becomes a public nuisance. Any unspayed female dog in season shall be deemed a public nuisance when not confined indoors by the owner thereof, or housed in a veterinarian hospital or registered clinic.

Section 6: Violations and penalties.

Any owner or keeper of a dog who shall fail to comply with any order of the Animal Control Officer or Select Board issued pursuant to this bylaw shall be punished by a fine of \$100, with a right to appeal to the District Court pursuant to MGL c. 140, § 157.

Section 7: Complaint of nuisance.

A. If any person shall make a complaint, pursuant to MGL c. 140, § 157, in writing to the Animal Control Officer or Select Board that any dog owned or harbored within the Town is a nuisance dog or is a dangerous dog, the Animal Control Officer shall investigate such complaint and submit a written report to the Select Board, acting as the hearing authority, of his findings and recommendations, together with the written complaint.

B. The Animal Control Officer, after investigation, may issue an interim order that such dog be restrained or muzzled for a period not to exceed 14 days to allow the Select Board to issue its order following receipt of the report of the Animal Control Officer.

C. Restraint or muzzling.

(1) Any dog may be restrained or muzzled pursuant to an interim order of the Animal Control Officer for any of the following reasons:

(a) For having bitten any person.

(b) If found at large or unmuzzled, as the case may be, while an order for restraint of such dog is in effect.

(c) If found in a school, schoolyard or public recreation area.

(d) For having killed or maimed or otherwise damaged any other domesticated animal.

(e) For chasing any vehicle upon a public way or way open to public travel in the Town.

(f) For any violation of this section relating to dogs.

(2) Upon restraining or muzzling, or issuing any order to restrain or muzzle, the Animal Control Officer shall submit in writing to the Select Board a report of his action and the reasons therefor. If the Select Board fails to act during the period of the interim order, upon expiration of the period the interim order shall be automatically vacated.

D. Such investigation shall include notice to the owner and a hearing with an examination under oath of the complainant to determine whether the dog is a nuisance or is a dangerous dog.

(1) Based on the credible evidence and testimony presented at the public hearing, the Select Board shall, if the dog is complained of as a nuisance dog, either:

(a) Dismiss the complaint; or

(b) Deem such dog a nuisance dog; or

(2) If the dog is complained of as being a dangerous dog, either:

- (a) Dismiss the complaint;
- (b) Deem the dog is a nuisance dog; or
- (c) Deem such dog a dangerous dog.

(3) If the Select Board deem a dog as a nuisance dog or a dangerous dog, the Select Board may order remedial action in accordance with MGL c. 140, § 157.

E. The owner or keeper of any dog that has been issued an order under this section may file an appeal in accordance with MGL c. 140, § 157(d).

Section 8: Tethering.

In accordance with the requirements of MGL c. 140, § 174E, no person owning or keeping a dog shall chain or tether a dog to a stationary object, including, but not limited to, a structure, dog house, pole or tree, for longer than 24 consecutive hours.

Section 9: Mandatory leash law; impoundment fees.

No person shall permit a dog owned or kept by him beyond the confines of the property of the owner or keeper unless the dog is held firmly on a leash or is under the control of its owner or keeper or agent of either. As used in this section, the term "control" shall include but not be limited to oral or visual commands to which the dog is obedient. Dogs running at large and not under restraint will be caught and confined for a period of up to seven days, and the known owner or keeper will be forthwith notified. Said dog shall not be released to that known owner or keeper until a pick-up charge of \$20 per dog shall have been paid to the Town of Milford for services rendered in addition to a per-day boarding fee which is determined by the shelter for the care and keep of each dog impounded.

Section 10: Emergency treatment.

See MGL c. 140, § 151B. A veterinarian registered under MGL c. 112, § 55 or 56A, who renders emergency care or treatment to, or who euthanizes, a dog or cat that is injured on any way shall receive payment from the owner of such dog

or cat, if known, or, if not known, from the city or town in which the injury occurred in an amount not to exceed \$250 for such care, treatment or euthanization; provided, however, such emergency care, treatment or euthanization shall be rendered for the purpose of maintaining life, stabilizing the animal, or alleviating suffering, until the owner or keeper of the dog or cat is identified, or for 24 hours, whichever is sooner. A veterinarian who renders such emergency care or treatment to a dog or cat or euthanizes a dog or cat shall notify the Milford Animal Control Officer and the Animal Control Officer shall assume control of the dog or cat or the remains of the dog or cat.

Section 11: Noncriminal disposition of violations; additional remedies.

A. In addition to the remedies set forth herein, other than as provided in §§ 116-5 and 116-7, this bylaw may be enforced by noncriminal disposition as provided in MGL c. 40, § 21D. For the purposes of this bylaw, the Animal Control Officer and all Milford police officers shall be designated enforcing persons. Each day on which any violation of this bylaw occurs shall be deemed to be a separate offense subject to the following penalties:

- (1) First offense: \$25.
- (2) Second offense: \$50.
- (3) Each subsequent offense: \$100.

B. The issuance of a penalty or noncriminal disposition shall not preclude the Town from seeking or obtaining any or all other legal and equitable remedies to prevent or remove a violation of this bylaw.

Section 12: Severability.

Should any portion, section or provision of this bylaw be found invalid for any reason, that finding shall not affect the validity and force of any other section, portion or provision of this bylaw.

Town of Milford, MA

Preservation of Public Peace and Order

Article ____ Kennel Licenses

Section 1: Personal kennel license.

(a) Anyone wishing to keep more than three dogs, three months (13 weeks) or older, shall apply for a personal kennel license.

(b) The maximum number of dogs allowed to be kept under a personal kennel license is six.

(c) Any application for a personal kennel license shall be submitted to the Select Board's office on a form provided by the Select Board.

(d) In addition to meeting all of the requirements of MGL c. 140, §§ 137A to 137C, any person who receives a kennel license shall maintain the premises in accordance with the following specifications: a minimum ten-foot setback from the kennel to an adjacent property line and a minimum twenty-foot setback from the kennel to abutting habitable structure, 100 feet from a wetland, 200 feet from a high water mark of a source of drinking water or tributary thereof, and 10 feet from an occupied dwelling on the same property where the kennel is kept. No personal kennel license shall be issued unless the applicant demonstrates that the use of the subject property as a kennel is permitted under the Town's Zoning Ordinances.⁽¹⁾

(e) New applicants requesting a license must notify direct abutters by certified mail or constable. Proof of notification must be submitted with the application.

(f) The Milford Animal Control Officer shall inspect the facility before the personal kennel license shall be issued or renewed.

(g) Each personal kennel license may be issued by the Select Board Select Board from July 1 until June 30 of the calendar year, and the annual fee for such shall be charged in accordance with the Town fee schedule.

- (h)** The personal kennel shall be maintained in sanitary condition.
- (i)** The personal kennel shall not cause a nuisance to others, as such term is defined in MGL c. 140, § 136A.
- (j)** The animals within the kennel shall not be found at large, not under the control of the owner.
- (k)** The kennel shall not cause a health or safety hazard to the animals within the kennel or to the general public, or owner/operator of the kennel.
- (l)** All dogs within a personal kennel shall be vaccinated for rabies and certificates must be produced for inspection when requested.
- (m)** The annual fee for a personal kennel license will be set by the Select Board.

Section 2: Commercial kennel licenses.

- (a)** In addition to meeting all of the requirements of MGL c. 140, §§ 137A to 137C, applications for a new commercial kennel license shall be submitted to the Town Select Board's office, on a form provided by the Select Board, along with two copies of interior and exterior plans of the kennel, as well as a plot plan.
- (b)** No new kennel license will be issued until proof is submitted by the applicant that the location and operation of the kennel are in compliance with the Town of Milford's zoning and land use regulations and by-laws.
- (c)** No new kennel license will be issued unless the Milford Animal Control Officer, Milford Health Department, Milford Building Department, and Select Board review and approve the application. All kennel license renewals must be inspected by the Milford Animal Control Officer before a kennel license can be renewed.
- (d)** Each kennel license may be issued by the Select Board from April 1 until March 31 of the calendar year, and each kennel shall be charged in accordance with the fee schedule per Subsection **(f)**.

(e) First time applicants must notify all direct property abutters in writing of the applicant's intent to operate a commercial kennel, and evidence of notification must be submitted with the application.

(f) The annual fee for a commercial kennel license will be set by the Milford Select Board.

(g) Commercial kennel licensees shall be issued, for an additional fee, 35 dog tags, and any dog on the property other than 35 covered under the kennel license shall wear a town dog license tag from the town where the dog is licensed and shall be available for inspection upon request.

Section 3: Commercial kennel requirements.

(a) Housing facilities for dogs shall be maintained in good repair and in a sanitary condition in such a manner as to protect the dogs from injury or disease, to contain the dogs, and to restrict the entrance of other animals; and location, construction, arrangement and operation of commercial kennels shall not constitute a nuisance.

(b) Reliable and adequate utilities are required (i.e., electric power, natural gas, oil, water, sewer/septic). Adequate potable water shall be provided.

(c) Supplies of food and bedding shall be stored in facilities which adequately protect such supplies against infestation or contamination by vermin or other contaminant. Refrigeration shall be provided for supplies of perishable food or medication.

(d) Provision shall be made for the removal and disposal of dog and food wastes, bedding, and other debris. Waste facilities shall be provided and operated as to control vermin infestation, odors, and disease hazards.

(e) Facilities, such as washrooms, basins or sinks, shall be provided in the kennel to maintain cleanliness among dog caretakers; hot and cold running water, soap, and towels shall be provided. Toilet facilities shall be provided in the kennel or nearby on the premises and shall be kept clean, sanitary, and in good repair.

(f) Premises shall be kept clean, sanitary and in good repair in order to protect the dogs from injury or disease. Premises shall remain free of accumulations of trash, feces, and the overgrowth of vegetation up to the property line or within 20 feet of the facility. Insects, parasites, rodents, and other pests shall be controlled effectively.

(g) All commercial kennels shall have an appropriately stocked animal first aid kit that shall be available and easily accessible at all times.

(h) All commercial kennels shall post Red Cross or similar animal CPR guidance in a conspicuous spot within the kennel.

(i) All commercial kennels shall only administer medication to animals if it is in the original veterinary prescribed bottle or container.

(j) All commercial kennels shall have an on-call veterinarian on file that they may consult with for medical advice.

(k) Commercial kennels that offer grooming shall keep boarded dogs and groomed dogs separate at all times, unless proof of rabies vaccination is available. No dog shall be groomed that is not current on rabies vaccination.

Section 4: Indoor commercial kennel requirements.

(a) Indoor dog facilities shall be provided for all pet shops, shelters and kennels in order to protect the dogs from adverse weather conditions.

(b) Indoor housing facilities for dogs shall be sufficiently heated when necessary to protect the dogs from cold, and to provide for their health and comfort. Adequate heat shall mean enough heat necessary to prevent physical damage to a dog from hypothermia. The dogs' age, physical condition and hair coat shall be taken into consideration. The temperature at the height level of the dogs shall not be allowed to fall below 55° F. in any indoor primary enclosures where dogs are housed.

(c) Indoor housing facilities for dogs shall be adequately ventilated to provide for the health and comfort of the animals at all times. Such facilities shall be provided with fresh air either by means of windows, doors, vents, or air conditioning and shall be ventilated so as to minimize drafts, odors and

moisture condensation. Auxiliary ventilation, such as exhaust fans and vents or air conditioning, shall be provided when the ambient temperature is 80° F. or higher.

(d) Indoor housing facilities for animals shall have ample light, by natural or artificial means, or both, of good quality and well distributed. Such lighting shall provide uniformly distributed illumination or sufficient light intensity to permit routine inspection and cleaning during the entire working period.

(e) Primary enclosures shall be so placed as to protect the animals from excessive sunlight.

(f) The interior building surfaces of indoor housing facilities at commercial kennels shall be constructed and maintained so that they are impervious to moisture and may be readily cleaned and sanitized.

(g) Commercial kennels shall have a suitable method to eliminate excess wash water from indoor housing facilities. Drains, when used, shall be properly constructed and kept in good repair to avoid foul odors and backup. Facilities which are not connected to a municipal sewerage system shall have a system for the disposal of dog excrement that meets all applicable state and local standards.

(h) Commercial kennels shall have personnel on site at all times when dogs are present, unless adequate security measures are available to ensure the safety of the animals present, such as a security/fire protection system or live video.

(i) Commercial kennels shall have one person on site at all times during normal business hours that is trained in Red Cross or similar dog CPR and first aid.

Section 5: Outdoor commercial kennel requirements.

(a) When sunlight is likely to cause overheating or discomfort, sufficient shade shall be provided to allow dogs kept outdoors to protect themselves from the direct rays of the sun.

(b) Whenever dogs are kept outdoors, they shall be provided with access to shelter to allow them to remain dry during rain, snow, or other adverse weather condition.

(c) A suitable method shall be provided to drain surface water rapidly.

(d) Surfaces of outdoor enclosures of pet shops, shelters and kennels shall be constructed and maintained so that they are impervious to moisture and may be readily cleaned and sanitized; runoff from outdoor enclosures shall be disposed of in accordance with all applicable regulations.

(e) Outdoor facilities shall be adequately secured to protect the dogs from predators, as well as to contain the dogs.

(f) All commercial kennels shall post the "signs/symptoms of heat stroke and hypothermia" in dogs within outdoor and indoor play areas.

(g) Clean water shall be supplied at all times at outdoor kennels.

Section 6: Primary enclosures for commercial kennels.

(a) Primary enclosures shall be structurally sound and maintained in good repair so as to: contain the dogs; protect dogs from injury; keep predators out; enable dogs to remain dry and clean; permit dogs convenient access to food and water as required in these rules; provide sufficient space for each dog to turn about freely and to stand, sit and lie in a comfortable normal position; and have no sharp points or edges accessible to the dogs that could cause injury.

(b) Animals housed in the same enclosure shall be maintained in compatible groups.

(c) Sexually intact males and females shall not be housed in the same enclosure, except for breeding purposes requested by the owner in writing.

(d) Any dog exhibiting a vicious disposition shall be housed individually in a primary enclosure.

(e) Immature dogs shall not be housed in the same primary enclosure with adults other than their mother.

(f) Animals of different species shall not be housed in the same primary enclosures.

(g) Dogs shall not be placed in empty primary enclosures previously inhabited by other animals unless the enclosure has first been cleaned and disinfected.

(h) Animals showing signs of contagious illness shall be removed from rooms and enclosures containing healthy animals and housed in a separate isolation room.

(i) The floors of primary enclosures shall be constructed so as to protect the dogs' feet and legs from injury. Enclosures may have grid-type flooring, provided that the grid material is of adequate gauge to prevent sagging under the weight of the dog and that the mesh is small enough to prevent their feet from passing through or to cause cutting injuries to foot pads.

(j) Dogs confined in a primary enclosure shall be exercised in runs or walked on a leash at least three times a day, totaling 60 minutes of exercise.

(k) Dogs shall not be tied to fences or cages in lieu of being housed in primary enclosures.

Section 7: Commercial kennel care requirements.

(a) Dogs being boarded overnight shall be fed at least once each day except as otherwise might be required to provide adequate care. Food from the previous day shall be discarded and fresh food supplied daily except when self-feeders are used.

(b) The food shall be free from contamination, wholesome, palatable, and of sufficient quantity and nutritional value to meet the normal daily requirements for the condition and size of the dogs.

(c) Immature dogs shall be fed in accordance with generally accepted procedures; those animals less than three months of age shall be fed three times daily; those three to six months of age shall be fed twice daily.

(d) Containers of food shall be accessible to animals and shall be located so as to minimize contamination by excreta or other contaminants and sources of filth.

(e) Feeding pans shall be durable, cleaned and sanitized daily.

(f) Disposable food receptacles may be used but must be discarded after each feeding.

(g) Self-feeders may be used for the feeding of dry food and they shall be cleaned regularly to prevent molding, deterioration or caking of feed.

(h) Potable water must be accessible to dogs at all times unless contraindicated by a written veterinarian order. Receptacles for such purposes shall be cleaned daily.

Section 8: Sanitation of commercial kennels.

(a) Primary enclosures for animals shall be physically cleaned often enough to prevent an accumulation of debris, excretions, and agents that may cause injury to animals or humans.

(b) Cages, floors, and hard surfaced pens or runs shall be sanitized at least once per day by washing them with hot water (180° F.) and soap or detergent as in a mechanical cage washer, or by washing all soiled surfaces with a detergent solution followed by a safe and effective disinfectant.

(c) Premises shall be kept clean, sanitary, and in good repair in order to protect the animals from injury and disease, to facilitate the prescribed sanitary practices as set forth in these rules, and to prevent nuisances.

(d) An effective program for the control of insects, parasites, rodents, and other pests shall be established and maintained.

(e) Excretions shall be removed from the primary enclosures as often as necessary to prevent contamination of the dogs contained therein and to control disease hazards and odors. When cleaning, any dog contained therein shall be removed from such enclosures during the cleaning process, and

adequate measures shall be taken to protect the dogs in other such enclosures from being contaminated with water and other wastes.

Section 9: Disease control and vaccination requirements for commercial kennels.

(a) Each animal shall be observed daily for signs of communicable disease or stress. Sick, diseased, injured or lame dogs shall be provided with at least prompt, basic veterinary care (that is, to alleviate pain and suffering), unless such action is inconsistent with the purposes for which the dog was obtained and is being held.

(b) Any dog under confinement for, or with signs of, a communicable disease shall be separated from other healthy animals and placed in an isolation area in order to minimize dissemination of such disease. Caretakers shall wash their hands after handling these dogs and follow procedures which control the dissemination of disease.

(c) Cleaning utensils for the isolation area shall be separate from those used for cleaning the general animal population area; such utensils shall either be washed separately from, or after, those used for the general population.

(d) All dogs within the kennel shall have current vaccinations for rabies, distemper and Bordetella.

(e) If, in the opinion of the Milford Animal Control Officer, or the Director of Public Health, additional vaccinations are necessary due to animal or public health concerns, additional vaccinations may be required. If additional vaccinations are required, license holders will be notified in writing by the Animal Control Officer or Director of Public Health.

Section 10: Administrative and record requirements of commercial kennels.

(a) There shall be kept at each kennel or private shelter a record of all dogs received. Such record shall state the date each animal was received, description of animal, breed, age, and sex of animal; name, address, contact

information of person from whom acquired, and vaccination records for each animal being kept. These records shall be kept for two years.

(b) All commercial kennels shall maintain a list of all dogs' medical conditions, as well as medications.

(c) Each commercial kennel or private shelter shall have an adequate written emergency plan for the emergency medical treatment of its dogs, as well as in the case of a natural disaster. The kennel shall maintain proof that all employees have read, understood, and know the whereabouts of this document.

(d) A licensee shall promptly notify the licensing agency of any change in his or her name and address, or any change in operations which may affect his or her status.

(e) Any incident involving dog bites or any injuries requiring veterinarian care to a dog shall be reported to the Milford Animal Control Officer within eight hours of the incident.

(f) Any dog found deceased at a kennel must be reported to the Milford Animal Control Officer or Milford Police Department immediately after the dog is found.

Section 11: Right of entry and inspections of commercial kennels.

(a) Pursuant to MGL c. 140, § 137C, the Select Board, Chief of Police or Animal Control Officer may at any time inspect a kennel or cause the inspection of a kennel. Said inspection may include examination of any pertinent records pertaining to this by-law. Refusal to comply with an inspection may be grounds for an emergency license suspension or revocation.

(b) Random compliance inspections can occur on an annual basis or other time period as deemed appropriate for such facility. At the time of the inspection, or promptly thereafter, the inspecting authority will document any violations found.

Section 12: **General enforcement.**

(a) This ordinance may be enforced by the Milford Animal Control Officer, Health Department, Building/Inspectional Services Department, or the Police Department, and if, in the judgment of Chief of Police, Animal Control Officer, investigative officer and/or the Health Department, the kennel is not being maintained in a sanitary and humane manner or if records are not properly kept as required by law, such person or body shall, by order, revoke or suspend the license for the kennel.

(b) This ordinance may also be enforced through appropriate criminal or civil process under Massachusetts General Laws.

Section 13: **Fines and violations.**

(a) Penalties for violation of any provision of Sections 1 through 12 may result in the following fines and/or suspension or revocation of applicable license or permit:

1. First offense: \$50;
2. Second offense: \$75;
3. Third offense shall be: \$100.

Each day the violation exists shall be deemed a separate offense. This ordinance may be enforced through any means available in law or in equity, including a noncriminal disposition in accordance with MGL c. 40, § 21D.

Section 14: **Severability.**

If any portion, section or provision of this by-law be found invalid for any reason, that finding shall not affect the validity and force of any other section, portion or provision of this bylaw.



Job Description

Position: Animal Control Officer
Primary Location: Animal Control Office/Town of Milford
Employment Status: Full-time/ Hourly/ Non-Exempt
Reports To: Town Administrator
Description Updated On: 8/27/2021

Summary/Objective

The Animal Control Officer is responsible for the enforcement of State and local laws, and By-laws regarding animal control in the Town of Milford. 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 types 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.

- Provides training, scheduling, and supervision for part-time Animal Control Officer(s).
- Patrols the roads and ways of the Town catching any stray dogs. Returns stray dogs to their owners (if known) or impounds until the owner claims the dog. Issues appropriate citations and fines for violations of state and local laws, or bylaws related to the care and control of animals. Prepares and files complaints with the District court for unpaid citations.
- Investigates complaints from the public regarding barking dogs, dog bite incidents and dangerous or aggressive dogs, loose dogs, cruelty or neglect of animals, nuisance or barking dogs; responds to each complaint according to the merit of the situation.
- Responds to injured domestic animal reports, transporting the animal to the appropriate veterinary facility, and locating the owner of the injured animal when possible.
- Works with the Chief of Police and others in developing procedures necessary for the effective handling of problem animals or situations involving the public.
- Conducts investigations, gathers data, and makes recommendations to the Town when dealing with problem animals and/or owners as needed.
- Maintains all animal control equipment and supplies, reports any need for service to the vehicle or equipment to the supervisor and submits any receipts applicable to all.
- Assists other agencies (Police, Fire and Rescue) in rescuing, removing, controlling animals involved in emergency situations such as human medical emergencies, fires, accidents, and warrant searches.
- Investigates complaints of potentially rabid wildlife; captures, euthanizes and prepares animals for rabies testing as needed.
- Maintains and cleans animals and kennels; feeds and cares for animals; adopts out or euthanizes

animals not claimed by their owners.

- Prepares and presents dangerous or nuisance dog hearings for the Select Board, recommending solutions and sanctions for violations. Monitors and enforces the Selectmen's orders.
- Receives strays, owner releases, removes dead animals and wild carcasses on roads or other public areas. Stores and disposes of carcasses as needed.
- Enforces the state and local dog licensing law by contacting unlicensed dog owners and issuing fines when appropriate.
- Educates the public on responsible pet ownership and the laws regarding animals in the Town of Milford; educates children and parents about animal safety.
- Maintains and updates animal control records, database, and files of information for the department.

Required Qualifications, Education, and Experience

Position requires a High School diploma or equivalent; a minimum of three (3) years of experience preferably working with animals, especially dogs; 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

Animal Control Certification from a recognized training organization or ability to become certified within six (6) months of appointment, yearly update if available. Valid Class D motor vehicle driver's license.

Knowledge, Skills & Abilities

- Thorough knowledge of state and local laws and by-laws pertaining to animal control, animal husbandry practices and procedures and animal first aid; working knowledge of the geographical layout of the town including street layout. Working knowledge of proper veterinary techniques in the care, treatment and/or apprehension of injured or healthy animals, animal collection by forced removal and general control methods. Working knowledge of normal and abnormal animal behavior in stressful situations. Knowledge of law enforcement principles, defensive tactics and regulations pertaining to animal custody, quarantine and or disposal.
- Care and control of animals, making observations and recording information. Proficient oral and written communication skills.
- Ability to interact effectively and appropriately with the public and other personnel and to create accurate and detailed reports of findings. Ability to capture and/or restrain animals in a safe and effective manner often under stressful conditions. Ability to work independently. Ability to use medical equipment such as needles and syringes, etc.

Physical and Mental Job Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions. Exposure to:

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting, pushing, or carrying heavy objects such as animals for long distances. There may be a need for the employee to be able to stretch and reach in order to retrieve materials. The assigned work may require extended physical effort over a significant portion of the workday and/or under adverse weather conditions.
- Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle or van as well as medical equipment, hand tools, rabies poles, nets, cages,

and traps etc.

- Position requires the employee to routinely read and interpret documents and reports for understanding and analytical purposes; the employee is required to determine color differences and be able to adjust or focus short and distance vision.

Work Environment

Work requires some agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing or walking most of the work period. The employee is required to work beyond normal business hours in response to emergency situations on a 24/7/365 days per year basis.

The employee is exposed to outdoor work, confined spaces and high places, equipment and machinery, traffic, biohazards, emotional stress, and risk of personal injury when attempting to restrain or capture animals.

Hours of Work

- This role is paid on an hourly basis.
- The hours of work for this position are Monday – Friday, 40 hours/wk.

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: Assistant Animal Control Officer
Primary Location: Animal Control Office/Town of Milford
Employment Status: Part-time, Hourly, Non-Exempt
Reports To: Animal Control Officer
Description Updated On: August 31, 2021

Summary/Objective

The Assistant Animal Control Officer is responsible for the enforcement of State and local laws, and By-laws regarding animal control in the Town of Milford. 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.

- Patrols the roads and ways of the Town catching any stray dogs. Returns stray dogs to their owners (if known) or impounds until the owner claims the dog. Issues appropriate citations and fines for violations of state and local laws, or bylaws related to the care and control of animals.
- Investigates complaints from the public regarding barking dogs, dog bite incidents and dangerous or aggressive dogs, loose dogs, cruelty or neglect of animals, nuisance or barking dogs; responds to each complaint according to the merit of the situation.
- Responds to injured domestic animal reports, transporting the animal to the appropriate veterinary facility and locating the owner of the injured animal when possible.
- Conducts investigations, gathers data and makes recommendations to the Town when dealing with problem animals and/or owners as needed.
- Maintains all animal control equipment and supplies, reports any need for service to the vehicle or equipment to the supervisor and submits any receipts applicable to all.
- Under the supervision of the Animal Control Officer, assists other agencies (Police, Fire and Rescue) in rescuing, removing, controlling animals involved in emergency situations such as human medical emergencies, fires, accidents, and warrant searches.
- Investigates complaints of potentially rabid wildlife; captures, euthanizes and prepares animals for rabies testing as needed.
- Maintains and cleans animals and kennels; feeds and cares for animals; adopts out or euthanizes animals not claimed by their owners.
- Receives strays, owner releases, removes dead animals and wild carcasses on roads or other public areas. Stores and disposes of carcasses as needed.

- Enforces the state and local dog licensing law by contacting unlicensed dog owners and issuing fines when appropriate.
- Educates the public on responsible pet ownership and the laws regarding animals in the Town of Milford; educates children and parents about animal safety.
- Maintains and updates animal control records, database, and files of information for the department.

Required Qualifications, Education, and Experience

- Position requires a High School diploma or equivalent; a minimum of one (1) year of experience preferably working with animals, especially dogs; 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

- Animal Control Certification from a recognized training organization or ability to become certified within six (6) months of appointment, yearly update if available. Valid Class D motor vehicle driver's license.

Knowledge, Skills & Abilities

- Thorough knowledge of state and local laws and by-laws pertaining to animal control, animal husbandry practices and procedures and animal first aid. Working knowledge of proper veterinary techniques in the care, treatment and/or apprehension of injured or healthy animals, animal collection by forced removal and general control methods. Working knowledge of normal and abnormal animal behavior in stressful situations. Knowledge of law enforcement principles, defensive tactics and regulations pertaining to animal custody, quarantine and or disposal.
- Care and control of animals, making observations and recording information. Proficient oral and written communication skills.
- Under the supervision of the Animal Control Officer, ability to interact effectively and appropriately with the public and other personnel and to create accurate and detailed reports of findings. Ability to capture and/or restrain animals in a safe and effective manner often under stressful conditions. Ability to work independently. Ability to use medical equipment such as needles and syringes, etc.

Physical and Mental Job Requirements

- The employee is exposed to outdoor work, confined spaces and high places, equipment and machinery, traffic, biohazards, emotional stress, and risk of personal injury when attempting to restrain or capture animals.
- Physical requirements:
 - Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting, pushing or carrying heavy objects such as animals for long distances. There may be a need for the employee to be able to stretch and reach in order to retrieve materials. The assigned work may require extended physical effort over a significant portion of the work day and under adverse weather conditions. [Rare/occasional/frequent/constant] handwriting and typing
 - Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers or operating a motor vehicle or van as well as medical equipment, hand tools, rabies poles, nets, cages and traps etc.
 - Position requires the employee to routinely read and interpret documents and reports for

understanding and analytical purposes; the employee is required to determine color differences and be able to adjust or focus short and distance vision.

Work Environment

Work requires agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing or walking most of the work period.

Hours of Work

- This role is paid on an hourly basis.
- The hours of work for this position are: 12 hours on weekends

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: Assistant Town Administrator
Primary Location: Town Hall
Employment Status: Full-time/Salaried/Exempt
Reports To: Town Administrator
Description Updated On: 8/30/2021

Summary/Objective

The Assistant Town Administrator performs administrative, planning, and technical work in the coordination and management of Town government as chief staff officer to the Town Administrator. Position requires a significant understanding of municipal structure, municipal finance, budgeting, procurement laws and Public Records laws; and personnel administration.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types 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.

- Assists the Town Administrator in the planning, administration, management, and coordination of daily operations of the town.
- Performs administrative duties as assigned by the Town Administrator in all areas of municipal government; prepares and drafts correspondence, reports, analyses and other information as required.
- Answers questions and furnishes information to the public, local officials, and to town employees concerning town policies, rule and regulations; receives complaints and responds to inquiries appropriate, including taking initiative to see that problems in certain situations are resolved; makes appropriate referrals as necessary; assists town officials, legal counsel, boards, commissions and agencies as required. Answers inquiries which pertain to budgetary, personnel, or operations issues. Refers matters to the Town Administrator and/or Select Board as deemed necessary. Investigates complaints; responds to citizens inquiries, requests for assistance; refers citizens to appropriate departments and staff members.
- Assists the Town Administrator and Select Board in the development of policies, goals, administration, special projects; makes recommendations on requested issues. May represent the Town Administrator at Select Board and other board/committee meetings.
- Provides assistance as needed and/or requested by all department heads on a wide variety of municipal matters.
- Responsible for the timely preparation and coordination of Town Meeting articles and warrants.
- Manages all worker's compensation and insurance claims against the town.
- Supervises licensing activities of the Select Board's office.

- Works with the Town Administrator and Finance Director in assisting with the preparation and administration of the operating budget, procurement requirements in accordance with the State Procurement Law, and other budget-related matters.
- Consults with Town Administrator and Town Counsel where clarification, interpretation, or exception to municipal policy may be required. Serves as acting Town Administrator in the absence of the Town Administrator.
- Performs similar or related work, as required or as the situation dictates.

Required Qualifications, Education, and Experience

Bachelor's degree in public administration, business management, or related field is required; Master's degree in public administration or related field preferred. A minimum of three (3) years of progressively responsible, related experience; prior municipal experience preferred; or an equivalent combination of education and experience.

Knowledge, Skills & Abilities:

- Working knowledge of municipal government including finance, budget, personnel policies and practices, collective bargaining, system management and operations. Thorough knowledge of sound management practices. Thorough knowledge of federal, state and local laws, regulations and requirements which affect local government.
- Mediation, conflict resolution and leadership skills. Excellent customer service and public relations, oral and written communication skills. Excellent analytical and budgetary skills.
- Ability to plan, organize and direct the development of projects, the preparation of reports, analyze problems, and form recommendations. Ability to establish and maintain effective working relationships, and work effectively with employees, board/committee members, officials, the general public, town officials, committees and boards, state and federal agencies, the media and the business community.
- Must possess the ability to create short and long-term plans and be organized; must control, coordinate, evaluate, and integrate activities and programs for more than one department or functional service area within the municipality.

Physical and Mental Job Requirements

- Minimal physical effort is generally required in performing duties under typical office conditions. The employee is frequently required to sit, talk and hear.
- Use of and/or subject to:
 - Computers/monitors
- 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

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. Attendance at meetings of the Select Board and other Town boards and committees as reasonably required by the Select Board is expected.

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: Assistant Town Treasurer
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Town Treasurer
Description Updated On: September 15, 2021

Summary/Objective

The Assistant Town Treasurer is responsible for performing administrative and bookkeeping. Performs the functions and duties of the Town Treasurer in the event of his/her long-term absence. The employee is required to perform all similar or related duties.

This position may supervise or manage clerical staff on an occasional basis, under specific circumstances which are determined by the Town Treasurer.

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.

- Responsible for the data entry of the Town's payroll system including the preparation of State and federal reports.
- Responsible for the processing of accounts payable.
- Performs banking transactions as requested by the Town Treasurer.
- Processes departmental bills including but not limited to debt and insurance payments and weekly payroll deductions.
- Answers in-coming telephone calls and greets visitors at a counter in response to questions and/or concerns pertaining to department services.
- Prepares and processes department invoices and maintains department filing system for official records and correspondence.
- Assists in the preparation of official documents such as the department payroll.
- Records all cash receipts by category, reconciles some of the department's cash book with the Town Treasurer; makes deposits and payroll and accounts payable fund transfers between bank accounts.
- Performs basic arithmetic computations in a detailed and accurate manner in order to maintain a record of fees collected.
- Prepares and submits written reports to supervisor as required by the Town Treasurer.

Required Qualifications, Education, and Experience

Bachelor's degree, and a minimum of three years of experience in accounting, banking, or an office 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

Ability to be bonded. Certification (or ability to obtain) as a Massachusetts Town Treasurer is preferred.

Knowledge, Skills, & Abilities

- Working knowledge of office procedures and practices; some knowledge of state regulations and state laws and Town By-laws pertaining to the office of the Town Treasurer. Knowledge of municipal finance and how Town Treasurer department operates and the services that are provided. Thorough knowledge of hardware and software technology such as municipal payroll software and office software (i.e., word processing, database management and spreadsheet applications) as well as the Internet in support of department operations. Working knowledge of municipal accounting and bookkeeping principles. Thorough knowledge of office billing practices and operating procedures. Thorough knowledge of the provisions contained in the Town Personnel By-law, employment agreements and collective bargaining contracts.
- Proficient skill in the operation of a personal computer and applicable office and payroll software; proficient customer service as well as written and oral communication skills. Effective problem solving skills.
- Ability to establish and maintain effective and harmonious working relationships with Town officials and departments, state agencies and the public; ability to communicate effectively in written and oral form; ability to establish and maintain financial record keeping systems; ability to operate a telephone and standard office equipment; ability to operate a personal computer and office software. Ability to work under pressure and to meet deadlines. Ability to deal tactfully and effectively with disgruntled members of the public. Ability to manage multiple tasks in a detailed, accurate manner.

Physical and Mental Job Requirements

Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, kneeling, walking, and standing. There may also be some occasional lifting, pushing, or pulling objects such as office equipment or computer paper.

- 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
 - 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 a typical office environment.

Hours of Work

- This role is paid on an hourly basis.
- Typically, full-time salaried 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 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: Asst. Zoning Enforcement Officer
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Building Commissioner
Description Updated On: September 16, 2021

Summary/Objective

The Assistant Zoning Enforcement Officer enforces the provisions of the Town of Milford Zoning By-Law by recognizing independently and responding to complaints of violations such as illegal apartments, illegal motor vehicles, nuisance by-law violations, and illegal businesses; also reviews business sites for site plan compliance and reviews existing and proposed signs for compliance.

Essential Functions

- Enforces Zoning By-Laws which include written and verbal communication (including citations and monetary penalties) to remediate violations with respect to work being done without permits; unregistered and/or illegal motor vehicles; illegal use of property such as rooming houses, contractor yards, or other illegal businesses within a zoning district.; illegal apartments, structures and signs, site plan violations, and other zoning violations.
- Enforces Article 31 By-Law Nuisances and Vacant Property.
- Performs court filings and makes court appearances. Files and pursues Application for Criminal Complaint in appropriate court due to outstanding violations of the Zoning By-Laws. Files and appears in appropriate court for violations of the Zoning By-law to obtain an injunction to remediate zoning violations(s). May appear as a witness in court.
- Maintains knowledge and familiarity of Special Permit and Variance Processes.
- Enforces regulations and requirements of special permits used by the Zoning Board of Appeals and the Planning Board.
- Inspects residential and commercial properties to ensure compliance with use requirements. Confers with builders, architects, engineers, property owners and the general public regarding requirements, application of the zoning bylaw, and other related matters.
- Educates and assists public in understanding content and purpose of zoning bylaws.
- Documents all field violations and compliance inspections and maintains records.
- Enforces the regulations and requirements of comprehensive permits issued by the Zoning Board of Appeals under Chapter 40B.
- Works with Board of Assessor's, Zoning Board of Appeals, Planning, Conservation, Worcester County Registry of Deeds, and Registry of Motor Vehicles to research records as needed.
- Documents all field violations and compliance inspections and maintains necessary records.
- Interacts and consults with residents and contractors as to the legal use of land per Use Regulation Schedule and with respect to requirement of the Intensity of Use Schedule.

- Enforces Handicap Accessibility requirements of approved site plans.
- Performs Neighborhood Task Force inspections.
- Coordinates required periodic inspections.

Additional Duties

- Interacts and advises contractors and residents with respect to general building permit requirements.
- Performs data entry of building permit applications and fees as needed.
- Performs general office duties, answering phone calls and general questions, filing, and providing public records requests and scans as needed.

Required Qualifications, Education, and Experience

High School diploma or equivalent, plus a minimum of 5 years work-related experience; Must have extensive customer service experience, with ability to resolve differences amicably.

Must have a valid motor vehicle driver's license and vehicle.

Preferred Qualifications, Education, and Experience

Associates Degree in Planning preferred; experience as a member of a zoning regulatory board helpful.

Multi-lingual abilities a plus.

Knowledge, Skills & Abilities

- Must have thorough knowledge of the local and state Zoning By-Laws and working knowledge of both the GL C. 40A: Massachusetts Zoning Act and pertinent 521 CMR Architectural Access Board Regulations. Must be familiar with current OSHA standards and requirements. Working knowledge of Town Wetlands bylaw and Wetlands Protection Act; building permit applications, Zoning Board of Appeals applications.
- Excellent planning, communication, and organization skills; exceptional customer service skills required.
- Must possess ability to deal effectively and diplomatically with other town employees and the general public; communicate in a clear and concise manner, both orally and in writing; operate a personal computer and office software; prioritize and manage multiple tasks in an environment where frequent interruptions occur. Requires the ability to interpret technical bylaws and assess situations independently in the field; enforce regulations firmly, tactfully, and impartially.

Physical and Mental Job Requirements

- Work required some agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing/walking most of the work period. Exposure to:
- Use of and/or subject to:
 - High/precarious places
 - Ladder/step stool
 - Confined spaces
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services

- Communicate and exchange routine/basic information
- Communicate and explain a variety of information
- Communicate in-depth information for the purpose of interpreting, and/or negotiating
- Memorization/concentration
- Learning/knowledge retention
- Emotional/behavioral self- regulation
- Interacting with others

Work Environment

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

When conducting work in the field, the individual may be exposed to loud noises, confined spaces/high places, and traffic and may also be exposed to adverse weather conditions. The individual is often required to inspect both interior and exterior of private properties, often going into houses, apartments, and business with the owner's permission.

Hours of Work

- This role is paid on an hourly basis.
- Typically, full-time employees work 35 hours during a Monday through Friday workweek.

AAP/EEO Statement

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

Other Duties

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Signatures

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

Employee_____ Date_____

Hiring Manager_____ Date_____



Job Description

Position: 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.
- Maintains Affordable Care Act (ACA) information in payroll throughout the year; prints/distributes required form 1095C to employees annually. Files 1095C information to IRS annually.
- Responds to claims filed by employees to the Department of Unemployment Assistance (DUA); attends hearings when necessary.
- 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, unemployment 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; a minimum of three (3) 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

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Signatures

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

Employee _____ Date _____

Hiring Manager _____ Date _____



Job Description

Position: Building Custodian
Primary Location: All Town Buildings
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Facilities Director
Description Updated On: September 21, 2021

Summary/Objective

The employee is responsible for the overall cleanliness, sanitation, and maintenance of the assigned facilities, buildings, grounds, and equipment. Job duties may be performed at all town buildings, and the employee may be asked to substitute for other custodians as needed. Employee is required to perform all similar or related duties.

Essential Functions

- Performs various custodial duties such as sanitizing, cleaning, making repairs, etc., required to maintain a clean and safe environment. May be responsible for opening/closing buildings.
- Performs routine plumbing, carpentry, mechanical or electrical work as required. Operates hand tools, small power tools, and other equipment necessary in related custodial work and facilities maintenance. Does minor repairs and preventive maintenance work such as repairing doors, furniture, and equipment. Maintains safety code compliance in all aspects of work.
- Sets up/breaks down rooms for various public meetings, functions, and events as necessary.
- Responsible for snow and ice removal and application of salt/sand as needed to ensure that stairs, walkways, parking lots and grounds around Town buildings are clean, clear, and safe for use.
- Cleans and maintains furniture, windows, floors etc. Must sweep, dust, wash floors and windows, clean bathrooms, empty trash, and other related activities.
- Maintains an inventory of cleaning equipment and supplies and orders replacement as necessary within budgetary appropriations. Secures and disposes of any chemical cleaning products in accordance with OSHA standards.
- Collects and disposes of building refuse as well as yard waste.
- Proactively identifies and resolves problems in a timely and efficient manner.
- Works independently, prioritizes tasks, and manages projects simultaneously. Must also be able to work as part of a team.

Required Qualifications, Education, and Experience

High School diploma or equivalent and a minimum of one (1) year prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Knowledge, Skills & Abilities

- Working knowledge of building maintenance products, equipment, techniques, and practices including HVAC, plumbing, electric and masonry construction work. Knowledge of safe work practices in the maintenance of buildings to avoid injury.
- Proficient mechanical and physical skills required to carry out job duties.
- Ability to carry out a variety of work assignments (including those that may present potentially dangerous working conditions) in a detailed, efficient, independent, and safe manner. Must be able to read, interpret and follow oral and written instructions, work requests, and labels on chemical supplies. Ability to properly work with a wide range of building maintenance equipment, tools, and chemicals. Must be able to communicate clearly and effectively with staff and coworkers, management, and visitors.

Physical and Mental Job Requirements

- Duties generally present occupational risks to the employee; personal injuries may occur from the improper use of cleaning and/or building maintenance equipment and related materials, traffic, confined spaces/high places, and exposure to hazardous toxins or fumes and chemicals that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with extremely heavy material for long periods of time, falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or boots may be required to carry out job duties in a safe and effective manner.
- Incumbents must be able to perform heavy physical labor associated with facilities maintenance work, which includes lifting, and/or moving up to 50 pounds unassisted. Work requires the exercise of physical strength and effort daily to lift, push, pull, carry, or stack objects such as chairs and tables and building maintenance equipment.
- Position requires the employee to apply hand eye coordination with finger dexterity and motor coordination in order to perform a wide range of unskilled labor activities such as the use of building maintenance and cleaning equipment and to climb a ladder or work in confined spaces. The employee is regularly required to sit, climb, or balance; stoop, kneel, crouch or crawl.
- 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
 - Make decisions that have an impact on the individual's work
 - Communicate and exchange routine/basic information
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self- regulation
 - Interacting with others

Work Environment

The functions of this role are conducted in various environments ranging from office to field.

The nature of duties may involve the continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease.

Hours of Work

- This role is paid on an hourly basis.
- Typically, full-time employees work 40 hours during a Monday through Friday workweek. However, the individual may be required to work weekend hours ; may be required to work overtime during emergencies, storms, etc.

AAP/EEO Statement

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It is also the policy of 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 _____



OK

Job Description

Position: Assistant Town Counsel
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Town Counsel
Description Updated On: August 31, 2021

Summary/Objective

The Assistant Town Counsel is responsible for assisting the Town Counsel in the provision of the Town's legal services and activities; 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.

- Collects, prepares, and presents legal papers and reports, motions, deeds, and agreements.
- Assists in the development of all town legislative and policy initiatives.
- Represents the Town's interests in litigation proceedings before a variety of boards and agencies; directs such matters to the extent of authority and ability, delegated by the Town Counsel.
- Assumes as required responsibility for specific boards and various administrative proceedings; conducts detailed factual investigations and legal research.
- Assists Town Counsel in researching and rendering opinions as to various legal issues which impact the Town and various boards, and agencies; reviews contracts entered into by the town, its agencies, boards and officials; assists in the preparation and presentation of pleadings, discovery documents, briefs, etc. for court and administrative proceedings, and contracts, opinions, taking documents, and deeds as required.

Required Qualifications, Education, and Experience

- College graduate with a Bachelors Degree with a Juris Doctor Degree required; admission to Massachusetts Bar required, and admission to Federal Bar preferred, with one (1) to three (3) years of responsible legal experience, the majority of which is in Massachusetts; 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.

Knowledge, Skills, & Abilities

- Thorough knowledge of principles and practices of municipal law and related security documents; knowledge of applicable federal and state laws and regulations.
- Must have skills to exercise considerable judgment, innovation, and discretion in establishing and

maintaining effective working relationships across all levels of the organization and with external groups.

- Ability to interact and present information in a clear and concise manner; develop comprehensive reports and proposals; ability to conduct independent legal research and to analyze and interpret results; ability to plan, organize and manage multiple projects.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.
- Requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Judgment is used in analyzing specific situations to determine appropriate actions.

Physical and Mental Job Requirements

- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - 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 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: Building Commissioner
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Select Board
Description Updated On: September 17, 2021

Summary/Objective

The Building Commissioner is responsible for interpretation and enforcement of State Building Code as a recognized Public Safety Official, Town of Milford Zoning By-Law in accordance with MGL C.40A (The Zoning Act), Town of Milford By-Law as applicable, and 521 MR Architectural Access Board handicap regulations, and all similar or related duties.

Essential Functions

- Reviews zoning and building applications to include a thorough review of all files including Planning Board notices of action.
- Answers questions from the public and staff concerning land use laws and ordinances including verbal and written interpretations and administrative decisions provided to appropriate town board/committees concerning new development.
- Directly supervises full-time and part-time staff including a daily review of the inspection schedule, special instructions pertaining to construction projects, assists the staff with public relations, and administers disciplinary action when warranted.
- Performs special assignments for the Town Administrator and provides written comments for Select Board agenda items; attends meetings of the Select Board, Zoning and Planning departments.
- Prepares court documents relative to code enforcement (issuance of violations) and the compiling of the certified record of the Zoning Board relative to lawsuits filed against the Board in Superior Court, including assisting the town's attorney, responding to depositions, and testifying in court.
- Works with staff and attorneys representing the Town in the review, adoption, and implementation of new regulations and ordinances.
- Manages and prepares the department operating budget.
- Performs periodic inspections in accordance with state building codes.

Required Qualifications, Education, and Experience

College graduate with a Bachelor's degree in Engineering preferred, but not required and a minimum of five (5) years of prior work experience, preferably in municipal land use and construction regulatory functions, including direct supervisory experience; certification as a Massachusetts Building Commissioner (MA BBRS) required as well as a Motor Vehicle Class D Operator's License.

Preferred Qualifications, Education, and Experience

Construction Supervisor License preferred, but not required.

Knowledge, Skills & Abilities

- Considerable knowledge of land use regulations and building construction methods and principles; knowledge and familiarity with municipal government; knowledge of federal and state land use laws and building regulations.
- Good writing skills to prepare decisions and reports and good communication skills.

Physical and Mental Job Requirements

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them.
- Duties are largely mental rather than physical, but the job may require motor skills for activities such as moving objects, operating a computer and/or most other office equipment, typing and/or word processing, filing, sorting, working with hand tools and power tools, and operating a motor vehicle.
- 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
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in an office environment and field environment. Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, grease, and adverse weather. Work may involve work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

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; 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 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: Receptionist/Clerk – Senior Center
Primary Location: Senior Center
Employment Status: Part-time, Hourly, Non-Exempt
Reports To: Senior Center Director
Description Updated On: September 21, 2021

Summary/Objective

The Clerk/Receptionist is responsible for the provision of administrative and clerical services consistent with department policies and procedures. Employee is required to perform all similar or related duties.

Essential Functions

- Greets and assists all visitors to the Senior Center, directing visitors to appropriate person and providing assistance to all visitors, ensuring their needs are being met.
- Performs general administrative and clerical duties including preparing correspondence, filing, record keeping, answering telephones, taking messages, scheduling appointments, and meetings.
- Receives and responds to inquiries and complaints from the public, both in person and on the telephone, refers questions to supervisor or appropriate authority when necessary.
- Prepares and processes weekly bill warrants for payments, gathers all timecards from employees for supervisor signature, and prepares and delivers to Town Hall.
- Prepares and maintains all calendars for activities and programs held at the Senior Center, including daily rosters, electronic calendars, and all calendars and schedules for the Newsletters.
- Interacts with seniors on initial membership information for input into 'MY SENIOR CENTER' and maintains and inputs data into "MY SENIOR CENTER" database.
- Works with volunteers and seniors, ensuring that all units of service are being recorded.
- Maintains records of activity for each program/activity provided through the Senior Center and monitors the status of programs/activities.
- Collects and records all donations being received to the Senior Center.
- Maintains sign-up sheets for all activities, programs and trips provided through the Senior Center.
- Checks books and periodicals in and out of the Senior Center library.
- Performs a wide range of clerical tasks as required, including but not limited to typing correspondence, filing documents, and maintaining Senior Center attendance records.
- Receives and transfers incoming telephone calls to appropriate department personnel.
- Assists in preparing the Newsletter.
- Assists volunteers as needed.

Required Qualifications, Education, and Experience

High School Diploma or equivalent; one (1) year related work experience in an office environment; or any equivalent combination of education, training and experience which provides the required knowledge, skills,

and abilities to perform the essential functions of the job.

Knowledge, Skills, & Abilities

- Knowledge of common policies, practices, and procedures of the department and office operations, laws, and regulations pertinent to position functions.
- Must demonstrate proficient written and oral communication skills.
- Ability to interact effectively and appropriately with the public and other personnel and perform multiple tasks in a detailed and organized 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
 - 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, part-time employees work 19 hours during a variable workweek.

AAP/EEO Statement

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Other Duties

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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 _____



MILFORD POLICE DEPARTMENT

250 Main Street * Milford, MA 01757 * Tel. (508) 473-1113 * Fax (508) 634-2364

Chief Falvey,

The purpose of this correspondence is to identify and address the traffic and public safety concerns that were expressed at the intersection of School Street and Spruce Street. The concerns were described as unsafe, aggressive driving by motorists on School Street during the morning and dismissal times. The School Street and Spruce Street intersection is designed as a four way intersection and consists of four crosswalks that are heavily traveled by students specifically during the hours of 0715 hours to 0735 hours at the start of the day, and 1410 hours to 1435 hours at the end of the day.

Upon monitoring traffic during the morning and afternoon hours I have made some observations that may be contributing to these safety concerns. First, and foremost the volume of car-rider students has more than doubled prior to Covid-19. There is a considerable amount of traffic simply because less students are taking the bus. This has significantly impacted the district as a whole. The cause and effect relative to the volume of vehicles arriving and leaving at the same time has a direct correlation with the impatient, unsafe, aggressive driving that has been reported. Having more vehicles in an already congested area with extended delays is directly reflecting motorists driving behaviors. Given the geographic location of Stacy Middle School there will always be a considerable amount of students walking which naturally congests traffic. Another contributor regarding traffic back-up on School Street is the traffic light at the intersection of School Street and Pine Street. The traffic light only allows for three vehicles to pass during each cycle. At times this has created a significant back up reaching past the School Street at Spruce Street intersection.

Some short term solutions include;

- Providing additional police support to the crossing guard at the intersection of School Street at Spruce Street in an attempt to minimize unsafe driving and create a safer crossing environment for students.
- Re-paint all the crosswalks in order to increase visibility.
- Reassess the programming timing at the traffic light located on School Street at Pine Street.

I feel that a long term solution needs to be taken into great consideration for the simple reason that increased car-rider traffic is going to remain in effect moving forward. Covid-19 has changed many people's approach and responses in getting their children to

school; therefor a greater in depth traffic pattern has to be established and implemented to make Stacy Middle School and Memorial Elementary School a more functional, safer environment for students, motorists, and public safety personnel. A continuous traffic pattern focusing on decongesting Walnut Street and Spruce Street by making those both one way streets would create a fluid, continuous flow of traffic. Spruce Street would be a one way street going up towards Congress Street and Walnut Street would be a one way street going towards School Street. It was brought to my attention by Officer Gresian and school administrators that there has been some research and studies done in recent years to determine if this traffic plan could be implemented but it never came to light. There has been several correspondences between Highway Surveyor Scott Crisafulli, Town Engineer Michael Dean and school administrators regarding this one way proposal for both Spruce Street and Walnut Street. They may have some valuable insight that could help initiate such traffic implementation.

Respectfully,

Officer Paul J. Pinto
School Resource Officer

Richard Villani

From: Thomas O'Loughlin
Sent: Tuesday, September 14, 2021 11:21 AM
To: Richard Villani
Subject: Fw: Dangerous intersection near Stacy Middle School and Memorial Hall

From: Dino Debartolomeis <select82@verizon.net>
Sent: Monday, September 13, 2021 8:24 PM
To: Thomas O'Loughlin <toloughlin@townofmilford.com>
Subject: Re: Dangerous intersection near Stacy Middle School and Memorial Hall

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.

Thank you very much for raising the issue at the dangerous intersection. I was told today a child was almost hit. As you are aware, we can only try to make changes for the better. At least we make serious attempts to improve situations. Again, thanks for helping the children and residents of our proud community. Have a good night my friend.

Sent from my iPad

On Sep 9, 2021, at 6:32 PM, Thomas O'Loughlin <toloughlin@townofmilford.com> wrote:

Dino,

I hope all is well my friend, I will stop by to say hello and thank you for your kind words as it relates to the board, it means so much more coming from you given your extensive service to the Town of Milford as a Selectman. Thanks for the information on the intersection of School and Spruce, it has always been a difficult intersection for the crossing guards. I will speak with Chief Jim Falvey about assigning Special Operations officers to work with the crossing guard and to enforce the law for those that don't obey the crossing guards. Additionally, I believe that the measures that you have recommended to help make the intersection safe make all the sense in the world.

Tom

From: Dino DeBartolomeis <select82@verizon.net>
Sent: Thursday, September 9, 2021 1:18 PM
To: Thomas O'Loughlin <toloughlin@townofmilford.com>
Subject: Dangerous intersection near Stacy Middle School and Memorial Hall

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 Tom,

I hope and pray that you, Johnna and the family are well. You are always in my prayers. I am most proud of your dedicated service on the board my dear friend.....

I am writing to you of my great concern and safety of the young people of our community.. You also are well aware of the situation at the intersection of School Street and Memorial Hall.

During the past year many residents and school personnel have approached me regarding this dangerous intersection. On many occasions , I have witnessed many near accidents at this intersection, especially in the early morning hours before school as the children make their way to Stacy Middle School..

Drivers just do not stop or slow down near this very busy intersection. The crossing guards have their lives in danger as well.

I am recommending a few ideas for your consideration and for Mike and Paul.

1. The crosswalks should be repainted brightly(yellow) at the School Street intersection and across the street adjacent from the Milford Library.
2. A police officer should try to be present to the assist the Crossing Guards whenever possible at this very congested and dangerous intersection and area near the Milford Library.
3. *Can this intersection have the same blocking designation as in the intersection at Hayward Street and Main Street near the Nursery School. It seems the blocking of the area near the Nursery has been made a lot safer.*

Tom, thank you for your consideration in this matter. As always, best of good fortune to you, Mike and Paul.

Dino



Virus-free. www.avg.com

E-2
9-27-21
Richard Villani

From: cieslajohn@aol.com
Sent: Thursday, September 9, 2021 12:18 PM
To: Richard Villani
Cc: mkws581@msn.com
Subject: Permit to Obstruct - Knights of Columbus Tootsie Roll Drive
Attachments: KofC permit_to_obstruct October 9, 2021.docx

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. The Knights of Columbus Valencia Council here in Milford would like to conduct our annual "Tootsie Roll" fundraising drive on Saturday, October 9th, at the intersection of Routes 16 & 109. Attached is our request.

Subject to your approval, I will follow up with the requisite Insurance Form.

Thank you,

John Ciesla
Grand Knight - Valencia Council 80
Knights of Columbus
Milford, MA
Cell: 703-8953929



MILFORD BOARD OF SELECTMEN

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

508-634-2303

Fax 508-634-2324

www.milford.ma.us.com

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 Selectmen's Office at least **two weeks prior to date requested below.**

Detach and retain top section for future use; Complete and submit bottom section to Selectmen's Office

NAME OF ORGANIZATION Valencia Council # 80, Knights of Columbus

MAILING ADDRESS: PO Box 402

Milford, MA 01757

CONTACT PERSON: John J Ciesla

PHONE # 703-895-3929 (Cell)

CHECK ONE:

- ☐ 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:

The Milford Council Knights of Columbus again plans to participate in its annual "Tootsie Roll Drive". The proceeds collected from this drive benefit the physically and mentally handicapped in Massachusetts. We are requesting permission to hand out Tootsie Rolls and collect donations at the intersection of routes 16 and 109.

INDICATE EXACT LOCATION (Street(s) & Number(s), EXACT DAY(S) AND DATE(S), TIMES OF DAY, AND ALL OTHER RELEVANT INFORMATION:

At the intersection of routes 16 and 109 on Saturday, October 9th from 8:30 AM to 2:00 PM

John J Ciesla

September 9, 2020

Signature of person authorized to apply for permit

Date

Police Chief's Signature

Comments:

James Falvey
Contact Deputy Chief John Sanchioni to discuss possible additional safety measures.
Sanchioni@milfordpolice.org or
508-634-2362 x 621

Date

9/14/2020

TOWN OF MILFORD BY-LAWS

ARTICLE 12, Section 3: OBSTRUCTING OF WAY: Any person who intends to erect, repair, or take down any building on land abutting on any way which the Town is required to keep repaired, and desires to make use of any portion of said way for the purpose of placing therein building materials or rubbish, shall give notice thereof to the Selectmen. Thereupon, the Selectmen may grant a permit to occupy such portion of said way, to be used for such purposes as, in their judgment, the necessity of the case demands and the security of the public allows; such permit, in no case, to be for a period of longer than ninety (90) days and to be on such conditions that, during the whole of every night from sunset to sunrise, sufficient lighted lanterns shall be so placed as to effectually secure all travelers from liability of coming in contact with such building materials or rubbish.

The Selectmen may, before granting such permit, require such persons to furnish a satisfactory bond to save the Town harmless for any damages which may arise from such use of the street and to insure the faithful compliance with the conditions of said permit.

ARTICLE 13, Section 5: SIGNS. Whoever shall establish or maintain over any street or highway any sign, sign-board or advertising device without a permit from Selectmen, shall be punished by a fine not exceeding Five Dollars. Such permit shall be granted if such sign, sign-board or devise is safely and securely made, fastened, supported and maintained, does not interfere with the public use of such street or way, is not affixed to any tree, tree-guard or other object within the limits of the street or way, and is not of a dangerous character.

ARTICLE 13, Section 6: SIDEWALK OBSTRUCTIONS. Whoever shall use any sidewalk or street for the display of merchandise or other articles of personal property, without first obtaining written permission to do so from the Selectmen, shall be punished by a fine not exceeding Ten Dollars.

E-3
9-27-21



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

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- 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 SAINT MARY OF THE ASSUMPTION PARISH
MAILING ADDRESS:

17 WINTER ST

MILFORD

CONTACT PERSON: FR. PETER JOYCE PHONE # 508-473-2500
CHECK ONE:

- ☐ PERMIT TO OVERHANG PUBLIC WAY (Article 13, Section 5) \$10.00 Fee
☒ PERMIT TO OBSTRUCT A PUBLIC WAY (Article 12, Section 3) \$5.00 PER DAY Fee
☐ PERMIT TO OBSTRUCT SIDEWALK (MERCHANDISE DISPLAY) (Article 13, Sec. 6) \$5.00 PER DAY Fee

DESCRIBE IN DETAIL WHAT YOU PLAN TO DO:

ROSARY PROCESSION IN HONOR OF OUR LADY OF APARECIDA.

INDICATE EXACT LOCATION (Street(s) & Number(s), EXACT DAY(S) AND DATE(S), TIMES OF DAY, AND ALL OTHER RELEVANT INFORMATION:

ON TUESDAY, OCTOBER 12, 2021 TO HAVE A PROCESSION FOLLOWING OUR 7 PM MASS.
TO LEAVE CHURCH BY THE FRONT DOOR, HEAD SOUTH ON WINTER ST TO MAIN ST.
TURN RIGHT ON MAIN AND ANOTHER RIGHT ONTO PEARL ST. TURN RIGHT AT
GRANITE ST AND AGAIN AT WINTER TO RETURN TO THE CHURCH.

Peter Joyce
Signature of person authorized to apply for permit

9-10-2021
Date

James Foley
Police Chiefs Signature

Comments:

contact Deputy Chief John Sanchioni to arrange police
assistance prior to event. sanchioni@milfordpolice.org or
508-634-0362 Ext. 621

9/14/2021
Date



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 SAINT MARY OF THE ASSUMPTION PARISH
MAILING ADDRESS:

17 WINTER ST

MILFORD

CONTACT PERSON: FR. PETER JOYCE PHONE # 508-473-2500
CHECK ONE:

- ☒ PERMIT TO OVERHANG PUBLIC WAY (Article 13, Section 5) \$10.00 Fee
☒ PERMIT TO OBSTRUCT A PUBLIC WAY (Article 12, Section 3) \$5.00 PER DAY Fee
☐ PERMIT TO OBSTRUCT SIDEWALK (MERCHANDISE DISPLAY) (Article 13, Sec. 6) \$5.00 PER DAY Fee

DESCRIBE IN DETAIL WHAT YOU PLAN TO DO:

ROSARY PROCESSION IN HONOR OF OUR LADY OF FATIMA.

INDICATE EXACT LOCATION (Street(s) & Number(s), EXACT DAY(S) AND DATE(S), TIMES OF DAY, AND ALL OTHER RELEVANT INFORMATION:

ON WEDNESDAY, OCTOBER 13, 2021 TO HAVE A PROCESSION PRIOR TO OUR 7 PM MASS.
TO LEAVE CHURCH BY THE FRONT DOORS, HEAD SOUTH ON WINTER ST TO MAIN ST.
TURN RIGHT ON MAIN AND ANOTHER RIGHT ONTO PEARL ST. TURN RIGHT AT
GRANITE ST AND AGAIN AT WINTER TO RETURN TO THE CHURCH.

Peter Joyce
Signature of person authorized to apply for permit

9-10-2021
Date

James Farvey
Police Chief's Signature

Comments:

contact Deputy Police Chief John
resistance prior to the event.

9/14/2021
Date
Synchroni to arrange police
synchroni milfordpolice.org on
508 634-2360 x601

E-4
9-27-2

MILFORD SELECT BOARD

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

508-634-2303

Fax 508-634-2324

www.milfordma.gov

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

APPLICANT/HOST INFORMATION:

Name or Organization: St Mary of the Assumption Church

Type of Organization (Individual/Non-Profit Corp./For-Profit Corp.) NON-PROFIT

Organization Address: 17 WINTER ST

DETAILS OF EVENT:

Type of Event (i.e. banquet/fundraiser/party) FUNDRAISER DINNER DANCE

Where will it be held PARISH CENTER

Who owns the premises CHURCH Contact Day Time# _____

Date(s) of Event SAT, OCT 30, 2021

Hours of Event 6 PM - 1 AM

Expected # of people 250

Admission Charge \$30 ADULTS
\$15 CHILDREN

Type of License: All Alcohol (**Non-Profits Only**) \$100 ☒ or Beer & Wine Only \$100 _____

Alcohol will be sold or given away (check one) Sold ☒ Given Away _____

Is the event open to the general public (check one) Yes ☒ No _____

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

Applicant Signature: Peter [Signature]

Applicant Cell Phone #: 774-230-0356

Applicant Email Address: frpeter@stmary.milford.org

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

MILFORD SELECT BOARD

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

508-634-2303

Fax 508-634-2324

www.milfordma.gov

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

APPLICANT/HOST INFORMATION:

Name or Organization: ST MARY OF THE ASSUMPTION CHURCH

Type of Organization (Individual/Non-Profit Corp./For-Profit Corp.) NON-PROFIT

Organization Address: 17 WINTER ST MILFORD

DETAILS OF EVENT:

Type of Event (i.e. banquet/fundraiser/party) FUNDRAISER DINNER/DANCE

Where will it be held ST MARY'S CENTER LARGE HALL

Who owns the premises CHURCH Contact Day Time# _____

Date(s) of Event SAT OCTOBER 16, 2021

Hours of Event 5:30-12 MIDNIGHT

Expected # of people 250 Admission Charge \$25 each

Type of License: All Alcohol (**Non-Profits Only**) \$100 ☒ or Beer & Wine Only \$100 _____

Alcohol will be sold or given away (check one) Sold ☒ Given Away _____

Is the event open to the general public (check one) Yes ☒ No _____

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

Applicant Signature: Peter Slagun

Applicant Cell Phone #: 774-230-0356

Applicant Email Address: frpeter@stmarymilford.org

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

G-5
9-27-21

MILFORD SELECT BOARD

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

508-634-2303

Fax 508-634-2324

www.milfordma.gov

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

APPLICANT/HOST INFORMATION:

Name or Organization: Milford High School Boosters Club

Type of Organization (Individual/Non-Profit Corp./For-Profit Corp.): Non-Profit

Organization Address: P.O. Box 71 Milford, MA 01757

DETAILS OF EVENT:

Type of Event (i.e. banquet/fundraiser/party) Fundraiser

Where will it be held Fine Field

Who owns the premises Town of Milford Contact Day Time# 508.922.9537

Date(s) of Event Saturday, October 23, 2021

Hours of Event 1pm -> 10pm

Expected # of people ~100 Admission Charge FREE

Type of License: All Alcohol (*Non-Profits Only*) \$100 or Beer & Wine Only \$100 X

Alcohol will be sold or given away (check one) Sold X Given Away

Is the event open to the general public (check one) Yes X No

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

Applicant Signature: [Signature]

Applicant Cell Phone #: 508.246.6720

Applicant Email Address: tbbennett77@gmail.com

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

E-6
9-27-21



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:

Milford Scout Organization, Searching For Food
Attn: Dale Winkler, 35 Tanglewood Drive, Milford, MA

CONTACT PERSON:

Dale A. Winkler

PHONE #

508-282-0517

CHECK ONE:

☒

PERMIT TO OVERHANG PUBLIC WAY (Article 13, Section 5) \$10.00 Fee

☐

PERMIT TO OBSTRUCT A PUBLIC WAY (Article 12, Section 3) \$5.00 PER DAY Fee

☐

PERMIT TO OBSTRUCT SIDEWALK (MERCHANDISE DISPLAY) (Article 13, Sec. 6) \$5.00 PER DAY Fee

DESCRIBE IN DETAIL WHAT YOU PLAN TO DO:

Utilize Municipal Lot by Food Pantry from 11:00am - 5:00pm on 11/13/21 for Food Drive Sorting.
Milford Police Explorer Post 29 to assist with Traffic Control.

INDICATE EXACT LOCATION (Street(s) & Number(s), EXACT DAY(S) AND DATE(S), TIMES OF DAY, AND ALL OTHER RELEVANT INFORMATION:

See above.

[Signature]

Signature of person authorized to apply for permit

9/21/21

Date

[Signature]

Police Chief's Signature

Comments:

9/24/2021

Date

Contact person must meet with SRO's Joseph Gieson and Paul Pinto to plan, organize and implement traffic control for the event. Gieson is Ext. 509 Pinto is at Ext. 647

September 21, 2021

Dear Milford Select Board,

I represent the Scouting organizations of Milford as we begin preparations for this year's *Scouting for Food Drive*.

I would like to request your permission to use the Municipal Parking Lot next to the Milford Food Pantry on Saturday, November 13, 2021, from 11:00am until 4:00pm to conduct our annual *Scouting for Food Drive* to support Milford's Daily Bread Food Pantry.

Please note that social distancing, PPE, group size and other public health guidelines from the State of Massachusetts, BSA Mayflower Council, as well as the Town of Milford will be adhered to so that this important charity effort can be conducted safely. To this end, I am copying the Board of Health on these correspondences.

As has been done in the past, I would like to arrange to put up some signs around town about a week prior to the November 13th donation collection date. They will be removed by the end of the day on the 13th.

The Milford Police Youth Auxiliary will be made aware of the anticipated date to help us out with traffic control as they have done in the past.

Thank you for your support of this Community-building effort!

Should you need to contact me, I may be reached at 508-282-0517 or at dale-winkler@comcast.net.

Thank you.

Sincerely,



Dale Winkler
Assistant Scoutmaster, Troop 4, Milford MA
35 Tanglewood Drive
Milford, MA 01757

cc: Milford Police Acting Chief James Falvey
Milford Police Youth Auxiliary Advisor Sergeant Carlos Sousa
Milford Department of Inspections
Milford Board of Health