

MILFORD SELECT BOARD: AGENDA
July 10, 2023 – 6:00 PM, ROOM 03, TOWN HALL

Remote Public Hearing/Invitation to Speak access now requires advanced registration. Please register online here: <http://tiny.cc/8ln8vz> 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.”

A.) SIGNING OF WARRANT, APPROVAL of Minutes, June 26, 2023

B.) PUBLIC HEARINGS

C.) SCHEDULED APPOINTMENTS

1. Police Chief, re: New ATV Policy
2. Joint meeting with Trustees of Vernon Grove Cemetery
3. Reno DeLuzio, re: Upper Charles Trail/East Coast Greenway Initiative

D.) TOWN ADMINISTRATOR’S REPORT

E.) OLD BUSINESS

F.) NEW BUSINESS

1. Town Administrator, re: Appointment-Human Resources Director
2. Fire Department, Re: Acceptance of Gift
3. Metrowest Regional Transit Authority, re: Designee to Advisory Board
4. Deputy Police Chief, re: Four Way Stop Sign-South Main Street/Fruit Street

G.) INVITATION TO SPEAK

H.) CORRESPONDENCE

I.) EXECUTIVE SESSION

The listing of matters above are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



C-1
7-10-23

MILFORD POLICE DEPARTMENT

James F. Falvey

Chief of Police

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

TO: Richard Villani, Esq., Town Administrator

FROM: James F. Falvey, Chief of Police

DATE: July 3, 2023

RE: New ATV Policy

Dear Mr. Villani,

I respectfully request the Select Board to review for approval the following submitted Policy concerning All-Terrain Vehicles (ATV). Recently several Milford Police Officers attended training from the Environmental Police for certification. The Policy has also been reviewed by the Police Union and its Attorney who reported it acceptable.

Sincerely,

James F. Falvey
Chief of Police
Town of Milford



Chief
James F. Falvey

CHAPTER (TBD)		DEPARTMENT MANUAL Policy & Procedures
Subject ALL TERRAIN VEHICLES (ATV)		
Date of Issue: Date Revised: Date Amended :		EFFECTIVE DATE:
REFERENCES: (TBD)	PAGE 1 OF 4	NEW (X) REVISION () AMENDMENT ()
	AUTHOR: Milford Police Training Division	CHIEF OF POLICE : James F. Falvey

MILFORD POLICE DEPARTMENT

ATV POLICY

GENERAL CONSIDERATIONS AND GUIDELINES:

The following is the formulation of the policies and procedures relative to the operation of All Terrain Vehicles (hereafter called ATVs) within the Milford Police Department.

POLICY:

Only those officers selected by the Office of the Chief of Police or Designee, who have successfully completed the minimum requirements set forth in this policy, will be authorized to operate Milford Police Department ATVs.

Whenever this policy refers to **Officer(s)**, this will refer to only “sworn” employees of the Milford Police Department.

USE OF ATV UNIT:

The ATV unit operates as a unit within the Patrol Division as directed by the Officer in Charge (OIC) on shift.

In case of emergency operation, the ATV officer should make use of all emergency equipment unless it compromises a safe approach.

The ATV officer will also comply with all other applicable department policies, state statutes, and rules governing the operation of police and recreational vehicles.

ATV officers **SHALL** always operate the ATV in a safe and responsible manner. The ATV shall be operated at a speed that is reasonable and proper with regard to the specific terrain they are patrolling. ATV patrol assignments will be made through the Shift Supervisor or Division Commanders. Use should be limited to a specific purpose or assignment.

There will be no leisure or joy riding of the Milford Police ATV's. Any officer that is reported joy riding or leisure riding (this includes horseplay, intentional destruction of property, or reckless behavior) will have all ATV rights immediately suspended. He/she will only be reinstated following the re-completion of the ATV safety course and approval from his/her immediate supervisor and Office of the Chief of Police.

Only officers who have been fully trained will be assigned to ATVs (Environmental Police Safety Course or equivalent). ATV's are not to be used as or considered primary patrol vehicles.

GENERAL DUTIES AND RESPONSIBILITIES:

- Enforce any and all town by-Laws and state statutes as required.
- Notify dispatch when you begin and end your ATV assignment.
- Perform directed patrol as assigned.
- Be available to respond when assigned where the surrounding terrain dictates a more expeditious response to an emergency situation.
- Perform search and rescue operations as needed.
- Work Special Events (Fourth of July, Portuguese Picnic, Christmas Parade).

MINIMUM QUALIFICATIONS:

- Possess a valid Massachusetts Operator's License.
- Attend and successfully complete an ATV familiarization and safety course (Environmental Police or Equivalent).
- Meet any other requirements as determined by the department.

EQUIPMENT:

Required Equipment:

- An approved helmet must be worn at all times while operating an ATV.

- ❑ Headlights must be on at all times while ATV is in motion.
- ❑ Helmets, gloves, eye protection, long pants, long sleeve shirt or jacket, and boots that cover the ankles must be worn while ATV is in motion.
- ❑ The Chief of Police or Designee must approve all equipment.

EQUIPMENT SPECIFICATIONS

Helmet: The helmet must be a commercial grade, DOT approved, helmet designed for long term wear (8 hours), which provides head and ear protection and comfort.

Boots: The footwear should be black, police grade boot.

Shirt and Pants: Both should be LAPD Blue or black, long sleeve, BDUs or regular patrol uniform.

Jacket: When weather requires the wearing of a jacket, the department approved jacket will be worn.

First Aid Kit: This will be stored in the trunk of each ATV. The officer assigned to each ATV will inspect this kit prior to beginning patrol.

MAINTENANCE RESPONSIBILITIES:

- ❑ Officers **SHALL** check the fuel and oil levels of the ATV prior to beginning patrol. Officers **SHALL** also refill the ATV at the completion of their patrol.
- ❑ Officers **SHALL** inspect their ATV for damage at the beginning and end of their patrol and immediately report any and all damage and/or discrepancies to the Shift Supervisor and dispatch center. The Deputy Chief assigned to the Patrol Division shall also be notified.
- ❑ Prior to riding, officers shall use the T-CLOC method to ensure the ATV is functioning properly.

T= Tire and Wheels (air pressure, condition, wheel bearings, lug nuts)

C= Controls and Cables (location, operation, throttle, brakes, shifter)

L= Lights and Electronics (ignition switch, engine stop, lights)

O= Oil and Fuel (levels, vents, fuel supply valve)

C= Chain/Driveshaft, Chassis Suspension (free-play, condition, lubrication/wear, blots)

- ❑ Officers **SHALL** clean their ATV at the completion of their patrol. This means remove any debris and rinse dirt/mud.

RIDING PROCEDURES AND OPERATION (CH. 90B S. 25/26, 323 CMR 3.03)

Officers shall utilize the SIPDE strategy when riding. This strategy will help prevent potential risks and accidents.

S= Scan/Search

I= Identify Hazards

P=Predict What May Happen

D= Decide

E= Execute

In the event of an accident involving the ATV, the riding officer will notify the on-duty supervisor immediately. Accident or offense reports shall be completed by the end of his/her tour of duty. The Office of the Chief of Police or his/her designee shall also be notified at the on-duty supervisors earliest convenience.

The operator of the ATV, when approaching a hiker, foot traffic, or horseback rider, shall immediately slow the vehicle to a minimum safe operating speed. The operator shall give such person the right of way, shall not pass until it can be accomplished with complete safety, and shall not accelerate the vehicle until there is reasonable distance of not less than 50 feet from such person or horse. Wherever possible, all recreation vehicles shall keep to the right side of trails.

Officers operating an ATV **SHALL NOT** pursue any vehicle or recreational vehicle except for situations involving life threatening actions or death. The ATV **SHALL NOT** be used to transport prisoners.

ADMINISTRATIVE RESPONSIBILITIES:

Each ATV officer is responsible to report to the Vehicle Maintenance Officer (Admin Officer) when his/her ATV is in need of service or repair.

The Vehicle Maintenance Officer will arrange for the necessary maintenance and repair to be conducted.

Due to the special skills needed, a mechanic who is thoroughly familiar with the specific ATV make and model will be the only one allowed to perform maintenance and/or repair. The Vehicle Maintenance Officer will be responsible for obtaining any necessary department approval prior to any work being commenced.

C-3
7-10-23
Richard Villani

From: renodeluzio@comcast.net
Sent: Wednesday, July 5, 2023 2:50 PM
To: Richard Villani
Subject: East Coast Greenway - Milford Upper Charles Trail Inclusion (Info. pkt.)
Attachments: Milford Town Endorsement Letter Upper Charles Trail (Draft).doc; East Coast Greenway in Milford (7-6-23).pdf; ECG - Milford Upper Charles Trail Designation Application.pdf

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.

Rick:

Please find attached the subject Information Packet for the Select Board's July 10th meeting.

I will be requesting the Select Board's endorsement to include the Milford Upper Charles Trail segment from the Holliston Town Line to Mt. Pleasant St. in the East Coast Greenway corridor.

If you have any questions or require additional information, please contact me.

Regards,

Reno DeLuzio, Chairman

Milford Upper Charles Trail Committee



MILFORD SELECT BOARD

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

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

Richard A. Villani
Town Administrator

July 10, 2023

Bruce Donald, Southern New England Manager
East Coast Greenway Alliance
792 Farmington Avenue, Suite 303
Farmington, CT 06032

Re: Letter of Endorsement
Town of Milford, Massachusetts

Dear Mr. Donald,

We are pleased to endorse the inclusion of the Milford, Holliston, and Sherborn sections of the Upper Charles Trail (UCT), part of the Massachusetts DCR trail system in the newly re-configured East Coast Greenway Trail spine route.

The section in Milford is 2.3 miles long. The Trail is partially on a former railroad corridor owned by the Town, partially on-road, partially on New England Power Co. property under a 99-year renewable lease agreement, and partially on two permanent easements. It is a public all-season asphalt paved path of varying widths from 8 feet to 12 feet that runs from the Holliston Town Line to Mount Pleasant Steet in Milford. It is managed by the Town.

As the organization responsible for the Milford section of the UCT, we hereby endorse the designation by the East Coast Greenway Alliance of the Trail as part of the ECG Trail System. We agree to work with your organization to install (at mutually agreeable locations) and maintain trail markers that would be provided to us by the East Coast Greenway Alliance.

Sincerely,

Paul Mazzuchelli, Chair
Milford Select Board
Milford Massachusetts

Cc: Richard Villani, Town Administrator
Scott Crisafulli, Milford Highway Surveyor
Reno DeLuzio, Chairman (Milford Upper Charles Trail Committee)

East Coast Greenway in Milford





East Coast Greenway





East Coast Greenway at a Glance

1. Connecting nation's most populated corridor

- Bold, Ambitious 3,000 Mile Vision - Maine through Florida
- Complementary Routes – Another 1,000 Miles
- Hosted 50 Million Users in 2022 (bikers, runners, walkers).
- Most Popular Park in America.

2. Connecting people.

- Designed to go where people live.
- Route travels through 25 cities – 450 communities in all.
- Connects locals and visitors as they walk, run, bike, and more.

3. Investment in a healthy, sustainable future.

- Good for business, public health, transportation.
- Creates an equitable linear park for everyone to enjoy.



East Coast Greenway By The Numbers

35% Complete

Approx. 1050 Miles designated as ECG

2022

18 New Segments in 11 States

68+ Projects Advanced

70 Projects

\$200+ Million in Investments



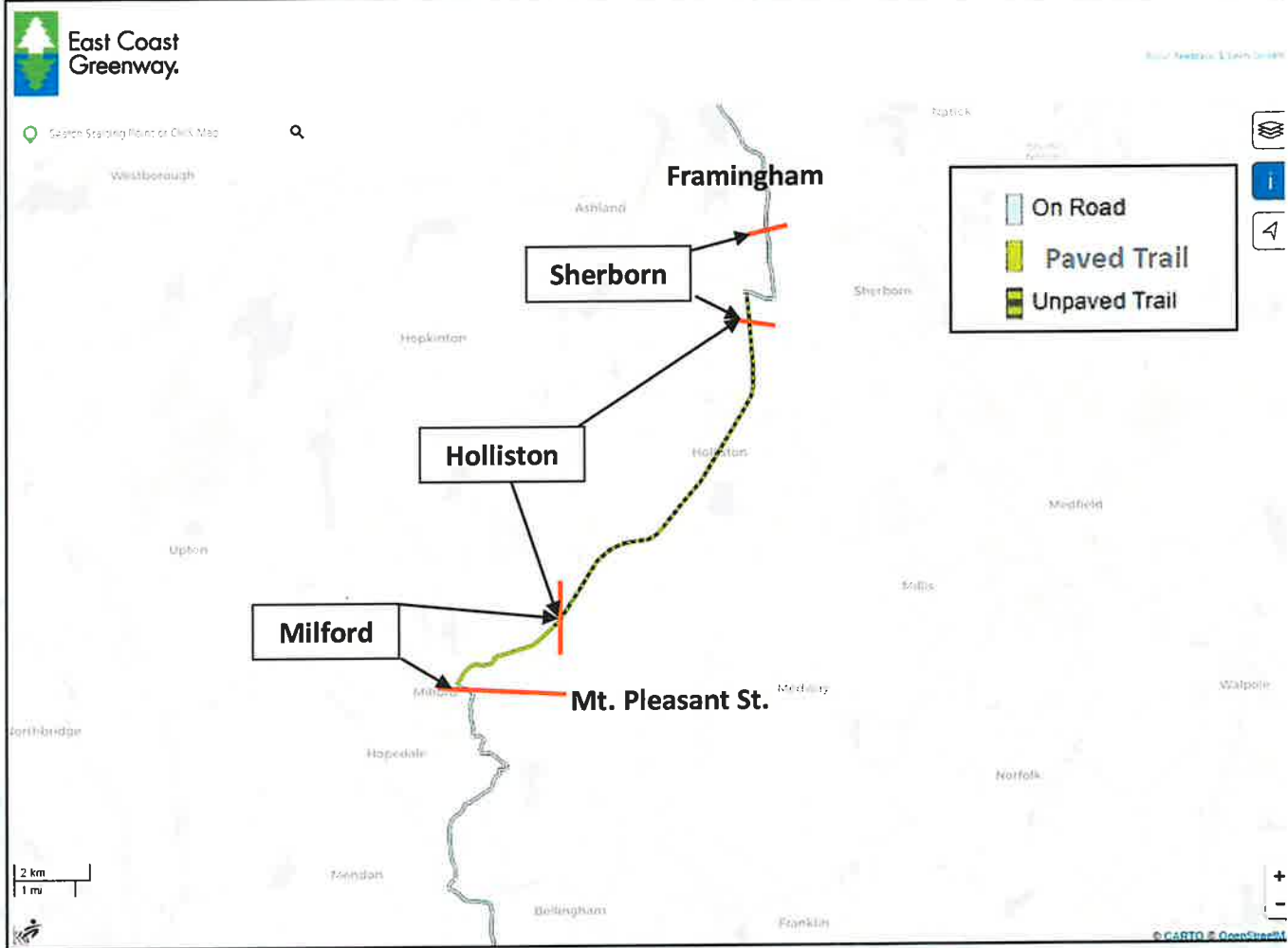
Summary of the Possibilities

- **Benefits to Designation**
 - Additional Trail users visiting Milford
 - Economic benefits
 - Sponsored rides, runs and walks
- **Costs**
 - Install & Maintain East Coast Greenway signage on Trail (signs provided by ECG)
 - Possible display for kiosk about the ECG (provided by ECG)

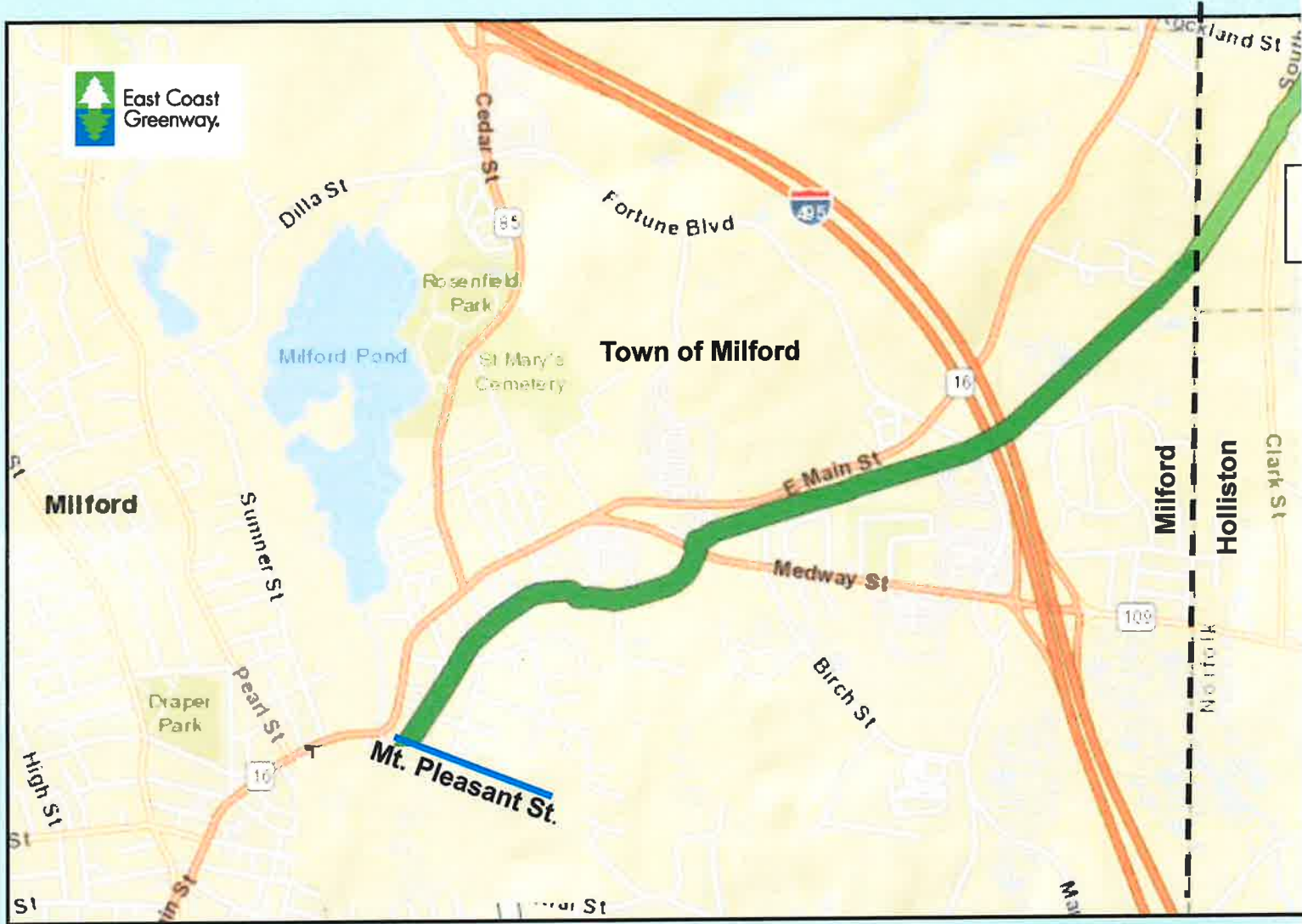




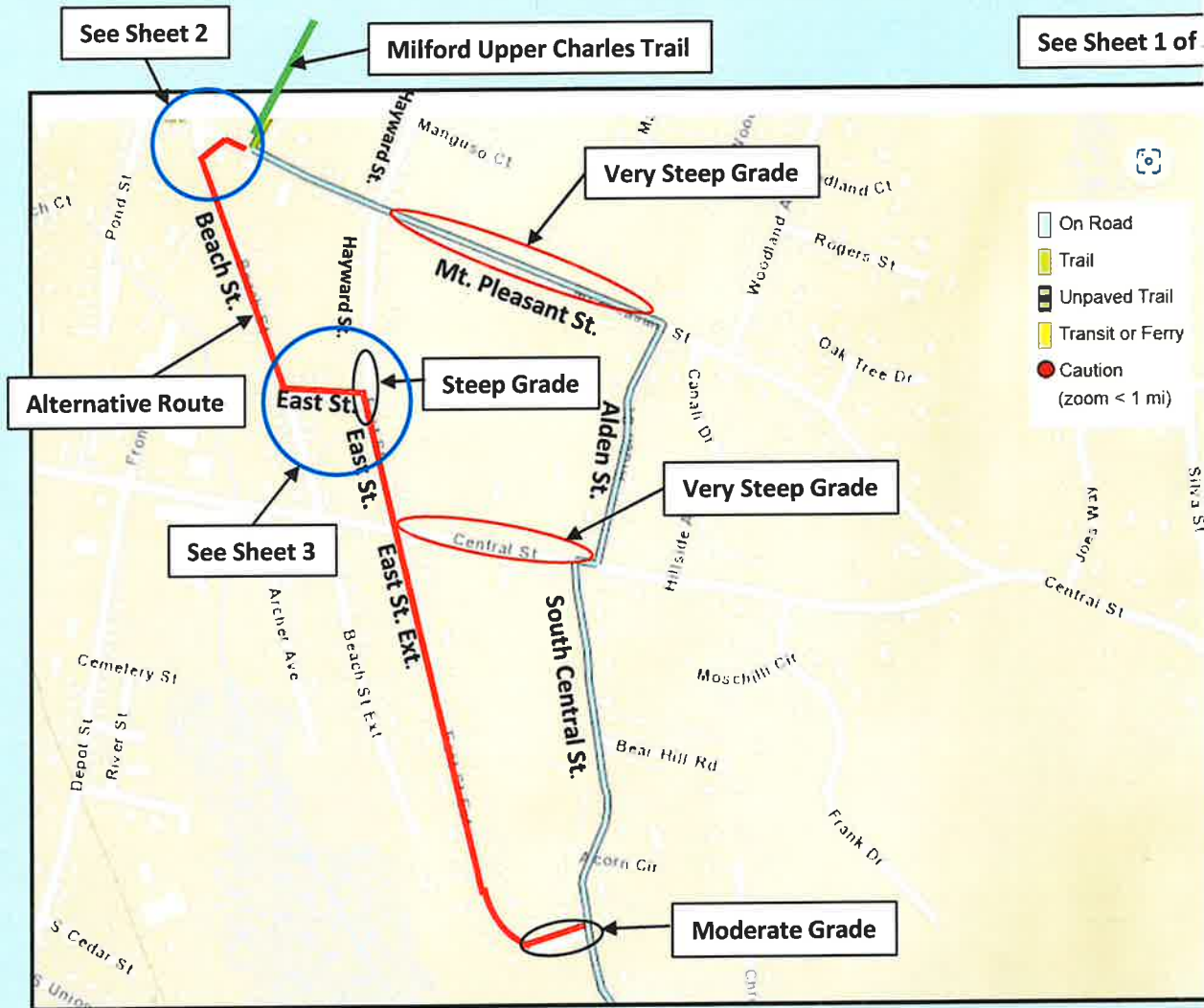
East Coast Greenway- Milford, Holliston, Sherborn Framingham Upper Charles Trail



East Coast Greenway – Milford Upper Charles Tr



Future East Coast Greenway Mt. Pleasant St. to Bellingham



East Coast Greenway – Milford Upper Charles Trail Endorsement & Designation Application

Endorsement Letter to Include MUCT in ECG:

- **Similar to the 6 town Select Boards endorsement of the original proposed 27 mile Upper Charles Loop Trail.**
- **Supported by the Milford Upper Charles Trail Committee**
- **Sherborn and Holliston Select Boards have endorsed their segments.**

Trail Designation Nomination Application:

- **Segment owned by: Town of Milford in fee & two permanent easements England Power Co. (99 year renewable lease).**
- **Project Manager: Highway Surveyor Scott Crisafulli (mainly signage p**
- **Other Info: Characteristics, Management, Property Rights, Photos, etc**

Thank You For Your Support

Upper Charles Trail

Connecting our
Communities with their
Past, Present and Future





East Coast
Greenway.

EAST COAST GREENWAY TRAIL DESIGNATION NOMINATION

The East Coast Greenway (ECG) is a developing 3,000-mile trail system connecting cities from Maine to Florida for walkers, bicyclists, and other non-motorized users. **Trail designation** is the process by which the East Coast Greenway Alliance (ECGA) officially brings new trail segments into the ECG trail system.

A complete application includes several elements: the completed nomination form (pp 2-5 of this document), a **completed trail inspection form** (*What is this?*), a letter from the trail's managing agency endorsing the designation of the trail as part of the ECG, **maps showing location** (*What did Holliston provide?*), and photos of the trail.

Some things to note:

1. **Many trails are built in phases.** If only a portion of your trail is built, and future phases are intended to become part of the ECG as well, we encourage you to nominate the *entire* trail, noting clearly which part is complete and where the future phase(s) will be built. We call this a **phased designation**. As future sections of your trail open, we will inspect them and move them to full designation status, saving your time and ours.
2. Please submit the completed nomination in electronic form to facilitate sharing with our review committee.
3. Please include the following items with this nomination: 6 to 8 photos showing typical trail sections and landscapes along the trail and, particularly, photos of any situations along the route that pose safety issues such as potholes, dangerous intersections, tree root exposure, etc.
4. Please contact your ECGA Regional Coordinator if you have any questions at all:
<http://www.greenway.org/about-the-greenway/about-the-alliance/staff-directory>

EAST COAST GREENWAY TRAIL DESIGNATION NOMINATION

BASIC TRAIL INFORMATION

NAME of NOMINATED TRAIL: **Upper Charles Trail - Milford**

LOCATION Milford
State: MA County: Worcester City: Town: Milford
Segment owned by*: See page 3

Contact name/address/phone: Town Administrator Richard Villani/52 Main St. Milford, MA 01757/(508) 634-2303

State Park Trail Planner

Segment managed by: Milford Highway Department

Contact name/address/phone: Scott Crisafulli, Highway Surveyor/30 Front St., Milford, MA 01757/(508) 473-1274

* if segment is privately owned and trail access is by easement, please see easement section on p. 3

Starting point for *completed* trail section nominated for designation: Holliston Town Line
Ending point for *completed* trail section nominated for designation: Mount Pleasant St. Milford

If also nominating future phases of this trail using our *phased designation* process as described on the previous page:

Starting point for *entire* trail nominated for designation:

Ending point for *entire* trail nominated for designation:

TRAIL SEGMENT CHARACTERISTICS

Type of designation: full phased

Length and width of entire trail nominated: length: 2.3 miles width: 8 - 12 ft.

Trail surface (asphalt, concrete, stone dust, etc): Asphalt

Miles of trail nominated which are completed: 2.3 miles

Miles of this trail that are not yet complete: None

Estimated date(s) of completion by phase: N/A

Is trail suitable for touring bicycles (firm surface comfortable for riding on tires 35 mm wide):

Y N

QUALIFICATIONS

Describe any trail design, construction or maintenance issues that pose a hazard to the user and that we need to address as a qualification in our designation report: N/A

EAST COAST GREENWAY TRAIL DESIGNATION NOMINATION

TRAIL MANAGEMENT INFORMATION

MANAGEMENT

Agency/Organization responsible for trail management: MA DCR/Towns

Town of Milford

Address: **52 Main St. Milford, MA 01757**

Phone: **(508) 634-2303** Fax: **(508) 634-2324** email: rvillani@townofmilford.com

Who is responsible for routine maintenance? **Town of Milford Park Commission**

Is the trail fully accessible to emergency vehicles? **Yes**

What emergency call system exists? **911**

Are there security patrols? Y N If yes, who provides this service? **Milford Police Dept.**

Is there a "Friends of the Trail" or other support organization in place? **Yes**

Please provide the name of this organization and contact information:

Friends of the Milford Upper Charles Trail <http://www.milfordtrail.org/home.aspx>

TRAIL USER INFORMATION

VISITOR TYPES SERVED (please check all that apply)

Walkers Cross-country skiers

Touring bikes Equestrians

Motorized uses permitted (please list): Only vehicles or devices being utilized to provide mobility to a handicapped person, emergency and maintenance vehicles.

Is there full wheelchair access to the entire trail, including all access points? **Yes**

ACCESS

Is this trail open 24 hrs/day No, 7 days/wk, 365 days/year? If not, please explain:

Dawn to Dusk

Describe and locate on a map any other restrictions to safe, comfortable through-use of this trail:

PUBLIC/PRIVATE EASEMENTS AND AGREEMENTS

Is public access to any section of this trail provided by means of an agreement?

Yes

No

Permanent Easements (2) 1,360 ft., New England Power Co. (99 yr. renewable lease) 5,221 ft., MassDOT I-495 Overpass (Limited Access Approval) 529 ft.

EAST COAST GREENWAY TRAIL DESIGNATION NOMINATION

OTHER INFORMATION

Please share any other general information pertinent to the designation of this trail that will help our reviewers:

ADDITIONAL INFORMATION REQUESTED (optional, but would be highly appreciated!)
How much funding has been applied to development of this trail? Please consider land acquisition, planning, design, construction: **This 2.3-mile segment is part of the completed 6.5-mile Milford Upper Charles Trail. Total cost at completion \$6.42M. Design & Permitting \$580K, Property Rights Acquisition \$187K, Construction \$5.65M.**

Is this an estimate or a hard figure? **Hard**

Have there been trail user counts on this trail? **Yes . Trail completed in 2014. May 16, 2015 – 2,006 users, volunteer manual counts. No additional counts since then.**

How many visitors do you have annually?

Is this an estimate or a hard count? **Hard**

Do you have a device for conducting counts, or do you extrapolate from count data collected by staff/volunteers? **No.**

NOMINATOR INFORMATION

(to be completed by ECGA State Committee and/or ECGA staff)

STATE COMMITTEE NOMINATING THIS TRAIL SEGMENT

Name: Dave Read, Chair, MA/Bruce Donald, So. NE Manager

Signature (if submitted in hard copy; electronic submission is preferable):

Date: 4/23

Phone: 860.707.2888

Email: bruce@greenway.org

Describe the manner of the state committee's authorization of this nomination (e.g. vote at meeting with date and vote; electronic meeting vote, etc.): **Review of Bruce's Docs, Comments**

Please remember to include 6-8 photos, illustrating typical trail sections and potentially problematic areas, when submitting this nomination.



F-2
7-10-23

TOWN of MILFORD

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

Acceptance of Gift Form

Date Received: 6/22/23

Dept. Accepting Gift: Fire Department

Donor Name: Kathleen D. Bari

Donor Address: 181 Purchase Street
Milford

Name of Gift: Gift Account

Purpose of Donation: Equipment

Total of Gift \$ 100.00

- Attached is a copy of the correspondence received.
- There is no written Correspondence with this gift.
- The Board of Selectmen have been notified of this gift and have approved of the expenditures for the purposes stated.

Board of Selectmen

TOWN ACCOUNTANT USE

Assigned Account # 2635-5780

Date Received _____

To: All Milford Firefighter
+ Local EMTs
From: Kitty + "Louise" Di Bari

Thank you all for
making "Louise's" only
request come true, to
not go to hospital, but
to be helped up & settled
in his chair & to pass
at home. His request
came true on 12-17-77. So
& we were here with
him, along with happy
wife death is nat-
easy on anyone, thank
you all for your con-
tributions to making
him one happy soul
The "lift & assist" worked
very well in his
situation & you guys made
it possible. Best to
"Louise" next time you're
out. Best to A 11
Kitty + "Louise"



METROWEST REGIONAL TRANSIT AUTHORITY

Public Transportation System

15 Blandin Avenue

Framingham, MA 01702

Ph. (508) 935 2222 ▪ Fax (508) 935 2225 ▪ www.mwrta.com

June 28, 2023

Paul Mazzuchelli, Chair
Milford Board of Selectmen
52 Main Street
Milford, MA 01757

Re: MWRTA Advisory Board

Dear Paul Mazzuchelli,

Pursuant to Massachusetts General Law, Chapter 161B, Sections 3 & 5, each Chief Elected Executive Official of a city or town that is a member of the Authority, is that municipality's representative to the Authority's Advisory Board. The Chief Elected Executive may, in writing, appoint a designee to act for her/him on the Advisory Board.

Given that the majority of municipal elections in the MetroWest region are conducted in the spring, and that most of the boards of selectman are then re-organized where the Chairperson is likely to change, the MWRTA asks that each member community re-certify with the name and contact information of its representative to the Authority, in writing, as soon as a Chairperson is selected. The Federal Transit Administration under Title VI encourage participation by minorities on Boards such as this.

Advisory Board members have four major duties; hire an administrator, approve a budget, set fares, and finally, to advocate for their respective municipalities by working with the administrator to improve public transportation options as well as to be the conduit for their municipal officials to the Authority.

The Authority expects to meet at least on a quarterly basis, but may have a couple of monthly meetings when votes need to be taken. As the public transportation system grows and develops, the relationship between the Advisory Board members themselves has proven to be beneficial as a regional tool to begin initiatives in other important area of municipal concern, like planning and resource sharing. If I can provide assistance, or further information, please do not hesitate to contact me.

Sincerely,

Jim Nee
Administrator

Current Designee: Michael Walsh

Framingham ♦ Ashland ♦ Holliston ♦ Natick ♦ Wayland ♦ Hopkinton ♦ Weston ♦ Sherborn ♦
Sudbury ♦ Marlborough ♦ Southborough ♦ Wellesley ♦ Dover ♦ Hudson ♦ Milford ♦ Hopedale

F-4
7-10-23

Richard Villani

From: Tusino, Robert <rtusino@milfordpolice.org>
Sent: Thursday, July 6, 2023 9:05 AM
To: Richard Villani; Paul Mazzuchelli
Subject: Four Way Stop Sign

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.

Rick,
At the request of the Select Board Chairman I met with Mr. John Barrows regarding his concerns about the intersection of South main St and Fruit St. Mr. J Barrows originally asked about having a full set of four-way traffic lights installed to address the issues he is concerned about. After I met with him, we agreed that making the intersection a (4) Way Stop might be a better way to proceed. If the Select Board can consider this request, I would appreciate it.

My best,
D/C. R Tusino

Robert L Tusino
Deputy Chief



milfordpolice.org
508-473-1113 x3526
508-634-2346 fax
508-377-8922 mobile
rtusino@milfordpolice.org

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