

MINUTES OF REGULAR SESSION –APRIL 9, 2018

ROOM 03 – TOWN HALL

7:00PM

PRESENT: Chairman William E. Kingkade Jr.; Selectmen William D. Buckley and Michael K. Walsh; Town Administrator Richard A. Villani; and Minutes Recorder Jean M. DeTore.

1. Senior Member William D. Buckley opened the meeting for re-organizational purposes. He congratulated Mr. Kingkade on his re-election and looks forward to working with him. He then turned the meeting over to the Town Administrator for the election of a new Chairman. Mr. Kingkade moved, seconded by Mr. Buckley: To appoint Mr. Walsh as Chairman, UNANIMOUS.

Mr. Walsh thanked the members for electing him as Chairman and congratulated Mr. Kingkade on his re-election. He stated that he is looking forward to serving as Chairman and thanked the members for their support over the past year; as well as Town Administrator Villani and Minutes Recorder DeTore. He further stated that he will make an opening statement as Chairman at the next meeting

2. Mr. Buckley moved, seconded by Mr. Kingkade: To sign the warrant, UNANIMOUS.

3. Mr. Buckley moved, seconded by Mr. Kingkade: To approve the Minutes of March 26, 2018 as submitted, UNANIMOUS.

4. **Invitation to Speak** - None

5. Joseph Antonellis, Attorney for David Breen, Manager of Fun Zone, LLC d/b/a Pinz, 110 South Main Street, as well as Police Chief, Thomas J. O'Loughlin were present to discuss the incident that occurred at Pinz on February 17, 2018 which resulted in serious injury to a patron. Attorney Antonellis gave a brief description of the incident. He also stated that Mr. Breen is cognizant of all activity. He installed a card reader to monitor underage drinking, hired four (4) doorman; installed ongoing video tape which has been handed over to the Police Department. Attorney Antonellis further noted that the incident could not have been predicted or prevented and that Mr. Breen and his employees acted responsibly and cooperatively. Police Chief O'Loughlin noted that Attorney Antonellis gave a fair assessment of what happened that evening. He, as well as, the board members concurred that Mr. Breen and his employees acted reasonably and responsibly that evening.

6. Police Chief O'Loughlin provided information regarding the active shooter notification mistakenly sent out on Friday, March 9, 2018 from Town Hall. He noted that the School Department has a system free of charge and training has been done. He provided an explanation of the panic button app which operates as a robust dual notification system by notifying 9-1-1. It instantaneously sends the message to everyone on the notification list so that they can react in an appropriate manner, as well as dialing 911. He also provided corrective actions to minimize the

potential of this occurring in the future. Chief O'Loughlin noted he will provide training to ensure that employees have a complete understanding of how to utilize the panic button. He also recommended a process should an inadvertent message be sent. Mr. Buckley suggested sending a notice before hand notifying employees while training; seek Administrative clearance and develop a follow up message to individuals that received original message if it was a false alarm.

6. Reno DeLuzio, Chairman and Michelangelo Bon Tempo of the Town Meeting Study and Improvement Committee were present to discuss the following proposed articles for the May 14, 2018 Annual Town Meeting Warrant:

1. A standard starting time for all Town Meetings
2. A standard adjournment time for all Town Meetings
3. A limit on a speaker's time to present or debate a motion
4. Consolidation of Street Acceptance Articles under one Article
5. Consolidation of Routine Housekeeping Articles under one Article
6. The setting of standard dates for the Annual Town Meeting and the October Special Town Meeting
7. Amending the Committee's by-laws on filling committee vacancies as found in the Standing Votes of the Town Meeting (an administrative change)

Mr. Kingkade moved, seconded by Mr. Buckley: To support Item #1 by adopting a standard starting time of 7:00PM for all Town Meetings as well as Item #4 Consolidation of Street Acceptance Articles under one Article and Item #5 Consolidation of Routine Housekeeping Articles under one Article , UNANIMOUS.

Mr. Kingkade moved, seconded by Mr. Buckley: To adopt a starting time of 7:00PM for all Special Town Meetings, UNANIMOUS.

Dennis Carroll, Chairman of the Personnel Board provided a presentation recommending a strategy for Article 2 Personnel wages as follows:

- Vision Statement
- Goal and Objective
- Today's Situation
- How did we Get Here
- Available Options
- Recommendation:

-Implement the NOSTEP option

-This will provide Milford hourly and salary employees with the needed adjustment to Pay Levels and make us competitive in hiring and retaining employees.

-Support of the Selectmen and Finance Committee will help to get Article 2 passed with these needed changes

-The Personnel Board will continue to monitor via surveys and compare our wages to surrounding towns

Mr. Carroll also provided data for salary and hourly positions as well as combined salary reviews from several area towns.

After a brief discussion; it was the consensus of the board to meet with Finance Director Zachary Taylor and the Finance Committee for their review and comment.

## 7. TOWN ADMINISTRATORS REPORT

1. Hazard Mitigation Plan Update- Massachusetts Emergency Management Agency (MEMA) has reviewed the Town's Hazard Mitigation Plan. The Agency made some revisions to the Plan and has now approved the Plan. The Federal Emergency Management Agency (FEMA) is now reviewing the Plan and once it is approved it will be then be presented to the Selectmen for review and approval. As the Board knows, (FEMA) did approve an award of \$32,985.00 to be used to update our Multi Hazard Mitigation Plan.
2. Youth Center Update – The Youth Center will be offering a new program called “MYC Laundromat” which will allow students to do their laundry while they attend the after school program. We would like to thank the Wheelock family for donating brand new machines which were purchased from Frank's Appliance at a discount. The Youth Commission would also like to thank All Temp Systems Mechanical for donating the needed plumbing work and Lisa White for a \$100.00 gift card to purchase laundry detergent.
3. Local Building Inspector- We received eight (8) letters of interest and Resumes for the posted position of Local Building Inspector. Building Commissioner Matt Marcotte and I reviewed the applications and will be interviewing five (5) applicants tomorrow morning. We hope to narrow the field down to three (3) names to recommend to the Board.
4. Records Archive Program- Zach Taylor, Finance Director, Amy Neves, Town Clerk and I have met with a Records Management Company to discuss a plan to archive the Town's records. The first step will be to have a complete analysis and survey of the Town's archives. This will provide a potential course of action to archive the records and will includes both the cost and potential benefits to the Town. We would receive a detailed report with recommendations for proper management and control of documents for all departments. The cost for this initial report is \$5,500.00 which we have in budget. Once the report is completed we can determine if and when to add this plan to the Capital Plan. I am asking the Board to consider this proposal and approve the expenditure for the initial analysis.

8. After a brief discussion regarding the implementation of a Records Archive Program; Mr. Buckley moved, seconded by Kingkade: To support Town Administrator Villani's recommendation to have a complete analysis and survey of the Town's archives for proper management and control of documents for all departments for an initial cost of \$5,500.00, UNANIMOUS.

9. Town Administrator Villani provided a copy of the May 14, 2018 Annual Town Meeting warrant noting that an additional article seeking the boards authorization to acquire land for the route 16 TIP project has been added.

Mr. Kingkade made a motion to approve the warrant. Mr. Buckley suggested voting to support the articles sponsored by the board. Mr. Kingkade **rescinded** the motion.

Mr. Buckley moved, seconded by Mr. Kingkade: To support articles 3, 4, 5, 11, 12, 13, 17, 18, 20, 23, 24 25 and 26 of the May 14, 2018 Annual Town meeting warrant, UNANIMOUS.

10. Mr. Kingkade asked that the grievances filed by the Firefighters Union and voted upon two months ago be placed on the next executive session agenda. He is asking the board to reconsider the vote.

11. Mr. Buckley moved, seconded by Mr. Kingkade: To renew the following Second Hand Licenses:

Baza Jewelry and Gifts	196 East Main Street, Unit 48
Central Street Resale	2 Central Street
Nathan's Jewelers	157 Main Street
T.J. Collectibles, Inc.	160 Main Street
The GanRivkah Center's Treasurers and Trinkets	319 ½ Main Street

UNANIMOUS

Mr. Buckley moved, seconded by Mr. Kingkade: To renew the following Pool Table Licenses:

Fun Zone of Milford LLC d/b/a Pinz	110 South Main Street
Hoboken Citizens Club	252 Central Street
Ty Tran d/b/a Lucky 9	119 East Main Street

UNANIMOUS

Mr. Buckley moved, seconded by Mr. Kingkade: To renew the following Bowling Alley License:

Fun Zone of Milford LLC d/b/a Pinz	110 South Main Street
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UNANIMOUS

12. Mr. Buckley moved, seconded by Mr. Kingkade: To proclaim Louisa Lake "off limits" for fishing for a period of 24 hours preceding the fishing derby on April 21, 2018, UNANIMOUS.

13. After reviewing the request from Dana Larson, Manager of Galway Milford d/b/a TD's Pub, 68 Water Street, to amend his Automatic Amusement License to add two additional coin operated machines: Golden Tee and Mrs. PacMan/Galaga; Mr. Kingkade moved, seconded by Mr. Buckley: To approve the two (2) additional machines, UNANIMOUS.

14. Mr. Kingkade stated that due to the recent election of Mr. Christopher Wilson to the School Committee, he has resigned from the Milford Community School Use Committee effective immediately. After a brief discussion; Mr. Kingkade moved, seconded by Mr. Buckley: To appoint Jeremy Kearnan to the Milford Community Use Committee, UNANIMOUS.

15. After reviewing the Annual License Establishments activity report-January 1, 2018 through March 31, 2018 Mr. Buckley noted that this report shows the least amount of activity in a quarter and in his opinion, the employees are aware of surroundings and that they notify the Milford Police Department as soon as possible in order to be proactive regarding troubling incidents.

16. After reviewing the quarterly OUI Last Drink Data report provided by the Attorney General's Office, Municipal Law Unit ("MLU"), which provides cities and towns information about establishments where defendants convicted of operating under the influence say they were served alcohol before being arrested; it was the consensus of the board to consider it an FYI report because the data cannot be verified.

17. After reviewing correspondence from Joe Callery, co-chair of the Milford Fourth of July Parade Committee recommending volunteers to serve on the committee; Mr. Buckley moved, seconded by Mr. Kingkade: To appoint the following:

Ray Auger  
Joe Callery  
Renee Callery  
Jenny Lyons  
Nicole Romiglio  
Erin Curley  
Molly Auger

UNANIMOUS.

**18. INFORMATIONAL CORRESPONDENCE - NONE**

19. Mr. Buckley moved, seconded by Mr. Kingkade: To adjourn the Selectmen's meeting at 8:44PM, UNANIMOUS. ROLL CALL VOTE: Chairman Michael K. Walsh; Selectmen William D. Buckley and William E. Kingkade, Jr. all vote in the affirmative to go into Executive Session to discuss Town Counsel's contract.

Respectfully submitted:

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Jean M. DeTore  
Minutes Recorder

MILFORD BOARD OF SELECTMEN

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Michael K. Walsh, Chairman

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William D. Buckley

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William E. Kingkade, Jr