



ANNUAL TOWN MEETING

October 28, 2019

Milford, Massachusetts

COMMONWEALTH OF MASSACHUSETTS

FINANCE COMMITTEE REPORT

Chris Morin, Chairman

Aldo Cecchi	Philip Ciaramicoli, CPA
Alberto Correia	Robert DeVita
Jerry Hiatt	Brant Hornberger
Joyce Lavigne	Andrew Lizotte
Charles Miklosovich	Mike Nicholson
Jeff Niro	Michael Soares
John Tennaro, Esq.	Vincenzo Valastro

WORCESTER, SS: To either Constable of the Town of Milford in said County,
GREETINGS:

In the name of the Commonwealth aforesaid, you are hereby required to notify and warn the Inhabitants of the Town of Milford, qualified by law to vote in Town Affairs, to meet in the Upper Hall of the Milford Town Hall, 52 Main Street, on the 28th day of October, 2019 A.D. at 7:00 P.M. and then and there to act upon the following articles:

ARTICLE 1: Milford Highway Surveyor and Town Engineer

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be utilized by the Milford Highway Surveyor and the Town Engineer for any and all items required to ensure that the Town remains in compliance with the Environmental Protection Agency's (EPA) Stormwater - General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems ("MS4s") - Phase II of the Permit, or take any other action in relation thereto.

INFO: This is the second year of the five-year plan. This year will be \$400Kw with the next three years being \$300K/\$200K/\$200K each. This money is going to be used for planning and engineering studies to develop Best Management Practices (BMP)

FINCOM: This was a non bid contract with Environmental Partners Group as competitive bids are not required. However, we did obtain competitive quotes and we have used this group in the past.

The main focus of the work is in reducing Phosphate concentrations. Some of the activities that are currently being performed from the existing Highway budget include water testing; dry weather sampling; and inspections of basins. This program will add work from consultants and designers to develop an annual plan and work such as inspections for run off.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 2: Fire Chief

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Fire Chief for the purpose of purchasing 24 Scott self-contained breathing apparatus bottles, or take any other action in relation thereto.

INFO: This is a periodic replacement of oxygen bottles used as breathing apparatus for use fighting fires. The cost for the 24 bottles that expire is \$31K (\$1,200 per bottle. The bottles are replaced every 15 years.

FINCOM: This will hold us for 3 years when a larger number expire and we have to budget \$60,000 for replacements.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 3: Board of Selectmen

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be used to replenish the compensated absences fund (Fund 2425), or take any other action in relation thereto.

INFO: This is a revolving account used to pay retirement benefits of unused sick and vacation time.

FINCOM: The account has not been replenished in 2 to three years. There is now a cap on the maximum paid. At present there is \$36K in the account.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 4: Sira Naturals

To see if the Town will vote to amend Section 4.1 Definitions of the Zoning Bylaw relating to Medical Marijuana Treatment Centers as follows:

By replacing in the definition of Medical Marijuana Treatment Center the words “A not-for-profit entity” with the words “an entity”, or take any other action related thereto.

INFO: The initial state law allowed only nonprofit companies to open medical treatment centers. Milford’s by laws reflected this stipulation. The state has changed the state law to allow for profit companies as well non-profits to open medical treatment centers. This change in the by law would make the by law of Milford to be in line with the new State Law.

FINCOM: Not discussed

FINANCE COMMITTEE RECOMMENDATION IS REFER TO SPONSOR

ARTICLE 5: Highway Surveyor & Town Engineer

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be utilized by the Milford Highway Surveyor and the Town Engineer, for any and all items required to evaluate, design, repair, and construct any portion of Godfrey Brook that runs from West Street to Water Street (inclusive of the Church Street area), or take any other action in relation thereto.

INFO: This \$75,000 was proposed to perform the engineering study for repairs to the Godfrey Brook between West and Water streets. The actual work was to be funded through a grant. However, it was learned that we did not receive the grant.

FINCOM: This article may be passed over if we cannot have a substantial impact on the brook with this amount of money.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 6: Board of Selectmen

To see if the Town will vote, pursuant to Massachusetts General Laws chapter 40, Section 5B to dedicate funds received from the Community Host Agreement between the Town of Milford and Sira Naturals, Inc. to the Town Stabilization Fund, or take any other action in relation thereto.

INFO: Sira Naturals agreed to a host agreement which would provide \$250K / year when the host agreements were required. Sira Natural voluntarily added \$25K additional per year when they expanded.

FINCOM: These agreements are no longer mandatory. This would place the money received (the first 2 quarterly payments of \$62.5K have been received). By placing these funds into the stabilization or long-term capital account, it would not be built into budgets and possibly cause an issue when and if it terminates in five years.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 7: Personnel Board

To see if the Town will vote to amend Section 5.1 of the Personnel By-laws by inserting a new Section 5.1A as follows:

“Under special circumstances, positions currently classified as full-time, may need to be filled on a part-time schedule basis. In such instances, the salaried position may be pro-rated to allow compensation for the part-time employee to be paid on an hourly basis,” or take any other action in relation thereto.

INFO: This would break the annual salary into an hour rate which is equivalent in the amount.

FINCOM: This would allow the town to hire part time employees.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 8: Pine Grove Cemetery Association

To see if the Town will vote to amend the Zoning Bylaw relating to Crematory uses as noted hereinafter:

BY ADDING in Section 2.3 Use Regulation Schedule references to Crematory uses as follows:

Section 2.3 Use Regulation Schedule

ACTIVITY OR USE	DISTRICT												
	RA	RB	RC	RD	OR	BP	CA	CB	CC	IA	IB	IC	
ACCESSORY USES													
Crematory as Secondary Use 1,	O ³³	O ³³	33	O ³³	O ³³	O ³³	O ³³	O ³³	O ³³	O ³³	O ³³	O ³³	

³³ A crematory may be permitted as a secondary (i.e. accessory) use to a cemetery upon approval of a site plan by the Planning Board pursuant to Section 1.15 herein.

AND BY ADDING in Section 4.1 of Article VI Definitions the following definition:

“Crematory - A facility used exclusively for the reduction of corpses to ashes by means of incineration,” or take any other action related thereto.

INFO: This article will add area for crematorium burials
FINCOM: No discussion was held

FINANCE COMMITTEE RECOMMENDATION IS REFER TO SPONSOR

ARTICLE 9: BOARD OF SELECTMAN

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Board of Selectmen to upgrade the Audio/Visual System in Upper Town Hall, or take any other action in relation thereto.

INFO: This is a visual system to complete the A/V plan begun two years ago. This would include a screen which would allow for events such as movie night for kids.
FINCOM: This \$40K has been on the capital plan for years as the second part of the Town Hall A/V plan.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 10: Michelangelo Bon Tempo, et al

To see if the Town will vote to amend its action under Article 62 of the March 16, 1959 Annual Town Meeting and Article 28 of the June 15, 1987 Annual Town Meeting by adding the following:

“Any person appointed as a member, or alternate member, of the Personnel Board shall be a legal resident of the Town of Milford. A member or alternate member who ceases to be a legal resident of the Town shall be removed upon the date of his/her change of primary residence from the Town. A member or alternate

member who ceases to be a legal resident of the Town shall notify the Board of Selectmen within fifteen (15) days of the date of his/her change of primary residence from the Town. A member or alternate member may be removed by the Board of Selectmen only for cause after notice and an opportunity to be heard,” or take any other action in relation thereto.

FINCOM: No discussion was held

FINANCE COMMITTEE RECOMMENDATION IS REFER TO SPONSOR

ARTICLE 11: Conservation Commission

To see if the Town will vote pursuant to M.G.L. c. 40 § 15 to transfer the care, custody and jurisdiction of the following 17 Town-owned parcels, totaling 154.52 acres, to the Milford Conservation Commission:

Assessors Map	Block	Lot	Area/Acres
3	0	1	11.50
4	0	14A	10.30
4	0	18	5.00
4	0	20	2.00
6	0	1A	2.30
6	0	2	8.00
6	55	6	2.66
7	0	1	8.50
14	0	5	7.60
15	0	B	18.44
15	0	10A	2.62
15	0	17	53.92
15	0	22A	1.30
16	0	2	1.40
19	0	2	9.59
19	0	15	7.99
29	0	4	1.40

The purpose thereof is to preserve said parcels for water resource protection, open space protection, and conservation purposes, due to their location within the headwaters of the Charles River and the Bio Core area as designated in the Milford Comprehensive Plan, or take any other action in relation thereto.

INFO: This article seeks to transfer the jurisdiction of the town owned parcels to the Conservation Commission. The town owns 479 acres of land on 22 parcels. Currently the commission controls 4 parcels (139.5 acres) as well as 185.69 acres of Walden Woods open space parcel formally protected. This article transfers 154 acres to the conservation commission. These 17 parcels are important as they are within the head waters of the Charles River and within the surface protection zones. These parcels are adjacent to other town conservation lands. This article will bring all 479.71 acres of town owned land under protection.

FINCOM: Minimum discussion as the benefits are evident.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 12: Joseph Shay, Trustee of SFH Realty Trust

To see if the Town will vote to amend the Zoning Bylaw by rezoning from Rural Residential C [RC] to Business Park [BP] the following 2 parcels of property; Assessor's Map 30 Lots 5 and 7, said parcels being located at 426 and 434 East Main Street respectively, and consisting of a total of approximately 6.64 acres, or take any other action related thereto.

INFO: This is land adjacent to the Quarry on the other side of 495. This would be difficult to develop for residential homes.

FINCOM: This increases the tax revenue by 50% to the town as it is moving residential to commercial rates.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 13: Board of Selectmen

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be used for payment for medical bills and other expenses incurred resulting from injuries to Police Officers or Fire Fighters to be deposited to the Special Injury Leave Indemnity Funds to be utilized for purposes of paying expenses incurred under G.L. c. 41, section 100 and/or 111F, or take any other action in relation thereto.

INFO: This account is used to pay for the medical bills of police and firefighters injured on duty.

FINCOM: This \$250K will replenish the account that only has \$87K in it now. It is difficult to budget for this as it varies dramatically year to year. Any money recovered from insurance companies is placed in this account.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 14 LIBRARY TRUSTEES

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be used for the purpose of replacing the Children's Room carpeting at the Milford Town Library, or take any other action relating thereto

INFO: The carpet was put into place during the 2007-2008 renovation and has worn out. Replacing the carpet will be \$25K

FINCOM: This has been on the five-year plan for five years and seems like a reasonable price for replacement.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 15: Michelangelo Bon Tempo, et al.

To see if the Town will vote to petition the General Court for the enactment of special legislation in relation to the hiring of a Chief of Police, which legislation would provide substantially as follows:

“SECTION 1: Notwithstanding the provisions of any General or Special Law to the contrary, as to the appointment of any Police Chief in the Town of Milford, the Board of Selectmen shall only appoint from among such list of finalists as recommended by the Police Chief Selection Review Committee so authorized under the General By-Laws of the Town;

SECTION 2: This Act shall take effect upon its passage,” or take any further action in relation thereto.

FINCOM: Not discussed

FINANCE COMMITTEE RECOMMENDATION IS REFER TO SPONSOR

ARTICLE 16: Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to issue an invitation for bids, in accordance with the provisions of Massachusetts General Laws Chapter 30B for the sale of the former Purchase Street School, located at 229 Purchase Street in Milford, or take any other action in relation thereto.

INFO: The town has been leasing this property for many years to a school organization. The company has been paying the equivalent of what would be collected in taxes as a pilot (payment in lieu of taxes).

FINCOM: The fincom and town financial group does not believe it should be in the business of being a landlord. Although we are collecting taxes on the building of \$38,566 (\$11,000 - \$14,000 per year), we have spent \$29,019 in maintenance such as roof and boiler replacement as well as routine maintenance. By selling the property and building we will collect the taxes without having the liability for the use of the building and maintenance costs.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 17: Highway Surveyor

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be utilized by the Milford Highway Surveyor for the acquisition of a boom flail mower for brush cutting maintenance to be utilized by both the Highway Department and the Parks Department, or take any other action in relation thereto.

INFO: This is a new article added to the warrant and thus there was not enough time to discuss the item in detail. This \$180K machine is a larger brush cutter than the Highway has today. The current machine is not able to keep up to the brush as it has grown denser and larger than when the previous system was purchased.

FINCOM: The article was written as a shared device as the Highway department only needs it 2-3 days a week. AS the article was added late, there was not enough time to discuss with the Parks Department if they could share this machine versus buying a separate one in two years. The highway department needs this machine mainly in the winter. The discussion should be held with the highway and parks department to see if it is possible to share the machine versus buying two separate units. The highway department can rent a unit for 2-3 weeks at \$6K per week for this winter. The Fincom recommends that this article be designated as a special circumstance and the money be held back to be discussed at the spring town meeting.

FINANCE COMMITTEE RECOMMENDATION IS PASS OVER

ARTICLE 18: Personnel Board

To see if the Town will vote to amend The Town of Milford Wage and Salary Classification Plan as approved as Article 2 of the May 20, 2019 Annual Town Meeting as follows:

By removing the position of Local Building Inspector from salaried positions Level 1 and inserting it in salaried positions Level 2, or take any other action related thereto.

INFO: Moving the position from one category to another will have an impact of less than \$1K per year

FINCOM: This implements the May town meeting vote.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 19: Treasurer

To see if the Town will vote to transfer a sum of money from the Sewer Stabilization Fund 83250, to be spent along with funds authorized under Article 32 of the May 2016 Annual Town Meeting, under the jurisdiction of the Sewer Commissioners for the design and construction of a municipal sludge treatment facility, and further to rescind the \$2,000,000 of authorized and unissued bonds, or take any other action in relation thereto.

INFO: This rescinds the borrowing authority of \$2M that is no longer needed.

FINCOM: Originally the town meeting authorized \$5.2 million to be spent. transfer of \$3.2M was made from the Sewer department. The town finance group set this up so that if we did not need to borrow the money at the time the money was needed, we would not have to borrow it and pay interest. Over the last few years using retained earnings, the sewer department has made up the money and no longer needs to borrow anymore, so this borrowing authority is not needed.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 20: Fire Chief

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Fire Chief for the purpose of purchasing and equipping a new Engine 5; and further to determine how said sum shall be raised, whether by transfer from available funds, by borrowing or otherwise, or take any other action in relation thereto.

INFO: This engine is a replacement for either engine #1 or #2. One was put into service in 2001 and the second in 2003. Engine 32 is newer but has more wear. Both engines have about the same mileage.

FINCOM: Two years ago, \$650K of the \$700K was reserved in the short-term capital account to pay for this. This chief has delayed asking for the purchase until now. The old engine will be auctioned off, but very little is expected (<\$5K) to be returned to the general fund. This is an all-in price; no major accessories need to be purchased or added.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 21: Personnel Board

To see if the Town will vote to amend Section 5.07 of the Personnel By-laws (Maternity) to read as follows:

“5.07 Maternity leave without pay may be granted for up to one (1) year by an employee’s appointing authority. It is the Town of Milford’s policy to adhere to the Family Medical Leave Act (FMLA) and the Massachusetts Parental Leave Act (MPLA), allowing employees up to 12-weeks of unpaid leave for the birth of a child, or placement of a child for adoption or foster care. Employees are required to provide appropriate certification to the Human Resources Director when taking

a Maternity, FMLA, or MPLA leave. The full FMLA and MPLA provisions can be found on the Town of Milford website. If an employee has been approved for Maternity Leave which extends beyond the FMLA-provided 12-week period, the employee is required to use accrued paid leave during this time. Once the time is exhausted, remaining time off will be unpaid,” or take any other action related thereto.

INFO: This brings the town bylaws in line with the new state laws.

FINCOM: No discussion was needed.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 22: Town Counsel

To see if the Town will vote to amend Article 9, Section 1 of the General By-laws as follows:

“Section 1 (Bond Requirements) Every contract entered into by the town, exceeding four thousand dollars shall be accompanied by a suitable bond for the faithful performance of the same or by deposit of money or security to the amount of such bond, provided however that if the Board of Selectmen find and vote that such bond is unnecessary, such bond need not be obtained.”

and replacing it with:

“Section 1 (Bond Requirements) Every contract entered into by the town, exceeding forty thousand dollars shall be accompanied by a suitable bond for the faithful performance of the same or by deposit of money or security to the amount of such bond, provided however that if the Board of Selectmen find and vote that such bond is unnecessary, such bond need not be obtained.”

or take any other action in relation thereto.

INFO: This changes the minimum amount from \$4K to \$40K for projects that need a bond to guarantee payment.

FINCOM: The amount was appropriate when it was set decades ago. The \$4K level is now much too low as a practical minimum.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 23: Highway Surveyor

To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to be spent under the jurisdiction of the Milford Highway Surveyor for the purpose of replacing Loader #2 with a new loader for snow plowing, snow removal, loading materials, stockpiling materials, and all day to day operations of the Highway Department, or take any other action in relation thereto.

INFO: The current loader is not worth fixing any longer and is expensive to maintain. It is not working at this point. The new unit will cost \$250K.

FINCOM: This unit has been on the 5-year plan and vetted.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 24: Library Trustees

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Library Trustees for the purpose of purchasing archival storage for the Paul E. Curran Historical Collections Room, or take any other action in relation thereto.

INFO: The current shelves are made of wood and have a negative effect on the items being stored on them. The aluminum shelves that will cost \$10K are recommended for storage of the items.

FINCOM: This has been on the 5-year plan and discussed to the point that the subcommittee supports the purchase.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 25: School Committee

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the School Committee for the purpose of upgrading the HVAC Equipment and software at the Stacy Middle School which will allow efficient management of the school's HVAC system, or take any other action in relation thereto.

INFO: The current HVAC heating and cooling system was installed in 1995. The system is being updated as parts are very scarce, and service is difficult to obtain. This \$92K is the last phase of upgrading the system.

FINCOM: This has been on the five-year plan for years as we have updated other parts of the HVAC system.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 26: Taqueria la Estrella

To authorize the Board of Selectmen to petition the Legislature for special legislation to provide for the grant of an additional license for the sale of all alcoholic beverages to be consumed on the premises, which legislation shall provide substantially as follows:

“Section 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Milford may, upon receipt of a completed application, payment of any applicable fees, after a public hearing and all due process, and in its sole discretion grant one (1) additional license for the sale of all alcoholic beverages to be consumed on the premises, under Section 12 of said Chapter 138 to Taqueria la Estrella, 134 South Main Street, Milford, MA. The license shall be subject to said chapter 138, except Section 17.

Section 2. This act shall take effect upon its passage,” or take any other action in relation thereto.

INFO: This would instruct the Selectmen to petition the legislature to add a new liquor license.

FINCOM: Not enough is known by the Fincom about the impact to the area to understand if it is worth the \$1,000 fee. More discussion should be held before a vote is taken.

FINANCE COMMITTEE RECOMMENDATION IS REFER TO SPONSOR

ARTICLE 27: Board of Selectmen

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Board of Selectmen for the purpose of achieving Phase 1 of the Town of Milford’s Plan for Compliance with the Americans with Disabilities Act, or take any other action in relation thereto.

INFO: The town was given a grant of \$30K to hire consultants to evaluate the town and recommend what is required to become ADA compliant.

FINCOM: This \$150K is the beginning of many expenditures that are anticipated to be spent in the coming years.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 28: Highway Surveyor / Town Engineer

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Milford Highway Surveyor and/or the Town Engineer, for the purpose of procuring any and all items required to evaluate, repair, and maintain the Milford Pond Dam (a.k.a. Cedar Swamp Pond Dam) as referenced in the Phase I Inspection / Evaluation Report performed and written by Weston & Sampson Engineers, Inc., Dated July 11, 2016, or take any other action in relation thereto.

- INFO: The Phase 1 inspection was performed in 2016 and the dam was found to be in fair condition. The main issue was that the gates that allow the water to be lowered were not operating, so the water could not be lowered. This \$138K would fix the gates and bring the dam up to the operating level required. This would include activities such as detailed inspection of concrete and development of a plan to improve the construction. This would also include the cutting of the brush around it to allow better access for people who want to fish.
- FINCOM: This will bring the dam up to an acceptable operating level by fixing the gates. This will allow the town to lower the levels of Milford Pond when required. The Fincom has asked that the plan that manages the levels in the pond and the criterion used for deciding when the levels need lowering be identified and posted on the town website along with the person who actually makes the decision.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 29: Town Meeting Study and Improvement Committee

To see if the Town will vote to authorize the Town Meeting Study and Improvement Committee to take all reasonable and necessary steps for the one-time, trial use of (anonymous) electronic voting equipment at the 2020 Annual Town Meeting, or take any other action in relation thereto.

- INFO: The Town Meeting Improvement committee is proposing to use \$3K of the money allocated to it last year to run an experiment of using electronic voting devices at the town meeting. This would expedite the counting of votes of members present. This would not be used for town meeting members to vote from an external location.
- FINCOM: The money was allocated to the committee to find ways of improving the town meeting, and they are not asking for additional money for renting the devices for this experiment. The Fincom wants to support this experiment understanding this is a rental and the devices would most likely be purchased if this is to become a standard meeting tool.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 30: Personnel Board

To see if the Town will vote to amend Section 5.8 A, 5.8B and 5.8C of the Personnel By-laws as follows:

by deleting the current Sections 5.8(A), 5.8(B) and 5.8(C) and inserting in their place and stead the following new Sections 5.8(A), 5.8(B) and 5.8(C):

“VACATION LEAVE

5.8(A) To be eligible for vacation leave, an employee shall have been employed on a permanent, full-time basis, for a period of not less than three (3) continuous months.

YEAR ONE

First month of employment	Year one vacation day allocation	First month vacation days available for use
January	10	April
February	10	May
March	10	June
April	9	July
May	8	August
June	7	September
July	6	October
August	5	November
September	4	December
October	3	January
November	2	February
December	1	March

The vacation year shall be the period January 1 - December 31. An employee who has resigned, retired, or otherwise separated from service within a given vacation year shall be paid for any unused vacation leave accrued at the time of separation.

YEAR 1: As reflected in the chart below, all new hires will receive ten (10) days', pro-rated vacation leave at the time of hire. The actual number of vacation days allocated will be based upon the date of hire up to a maximum of ten (10) days during the initial vacation year. Employees in their first year of employment may begin using vacation days no sooner than three (3) months of their hire date, and only when they have been continuously employed for said period. Newly hired employees may carry up to ten (10) vacation days into the following calendar year following their first date of employment. At least five (5) of these days must be taken no later than June 30th of the new calendar year.

YEARS 2-4: Beginning January 1st of the following calendar year, all employees shall accrue ten (10) days' vacation. These days may be used after initial completion of three (3) months continuous employment.

5.8(B) Vacation leave for subsequent years of continuous employment shall be accrued in accordance with the following schedule, as of January 1st:

Upon completion of Five (5) Years	15 days
Upon completion of Eleven (11) years	20 days
Upon completion of Seventeen (17) years	25 days

Vacation entitlement shall not be cumulative from year to year. Said leave shall be taken within the year it is accrued, unless otherwise authorized under Section 5.08c.

An employee shall be eligible for increased vacation leave, as determined above, upon the actual date of his/her 5th, 11th, and/or 17th anniversary of continuous employment, notwithstanding when said date falls within the January - December vacation leave.

Any revisions to the allotted vacation leave for individual employees, up to four (4) weeks of vacation, will be determined by the department head, HR Director, and the appointing authority (where applicable) on a case-by-case basis

5.8(C) Any employee may request, in writing, a carry-over of up to ten (10) unused vacation days into the following calendar year. However, five (5) of the carry over vacation days must be taken no later than June 30th of the new calendar year. Such request must be submitted in writing thirty (30) days prior to the end of the calendar year, and must be approved by the Department Head.

The revised vacation leave policy applies to those hired since January 1, 2019,” or take any other action in relation thereto.

INFO: The present bylaw requires that a person be an employee for a minimum of one year before they can request a day of PTO. This would allow a person, at the discretion of the supervisor, to take a day of PTO after being employed 90 days.

FINCOM: This makes more sense as it is more like what other companies and towns offer.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 31: Board of Selectmen

To see if the Town will vote to amend Article 32, Section 3(A) (5) (a) of the General By-laws as follows:

by deleting the current Section 3(A) (5) (a) which reads:

“Good physical condition, including ability to pass physical examination and agility test.”

and inserting in its place and stead the following new Section 3(A) (5) (a):

“Good physical condition, including ability to pass physical examination,” or take any other action in relation thereto.

INFO: This eliminates the agility requirement for the position. Consultants have advised that this type of requirements is not normal for this position.

FINCOM: The agility requirement seems unnecessary for senior positions.

FINANCE COMMITTEE RECOMMENDATION IS xxxxx

ARTICLE 32: Police Chief

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Police Chief for the purpose of purchasing telephone system hardware and software, overtime/off duty accounting software, and police/fire/emergency medical dispatch and communications computer software upgrades, or take any other action in relation thereto.

INFO: This is a new article added to the warrant and thus was not evaluated or discussed by the capital committee as it was not on the 5-year plan. The chief has advised that the current phone system has outlived its operating life and is no longer supported by the vendor. Parts are only available on the secondary market at high prices.

Presently the 911 dispatch system is having issues periodically with static on the system which makes it difficult to understand some callers and may slow down dispatching activities.

A completely new phone system will cost \$25K.

FINCOM: There were many questions raised regarding the diagnosis activities that were performed to determine what is the cause of the static. Questions on the type of systems evaluated could not be discussed due to the short time since it was added.

It was felt that there is not enough information to have an informed opinion. The committee would like the article to be passed over at this time and a meeting with the capital subcommittee be held to gain a better understanding. If the need is confirmed to be of emergency status and the approach vetted, the Fincom can use its emergency fund to purchase the system as soon as the information and process is completed.

FINANCE COMMITTEE RECOMMENDATION IS UNFAVORABLE if the vote is taken at this town meeting, or FAVORABLE for the article to be passed over.

ARTICLE 33: Board of Selectmen

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$171,927.00 to Line Item 210-5110 of the Police Department personnel services budget for Fiscal Year 2020 or take any other action in relation thereto.

INFO: This would replenish the money taken out of the police salary budget at the May town meeting.

FINCOM: The money seemed to be more of a symbolic measure than a practical one as it mimicked the police chief's salary. The fact is that there is a police chief and he will be paid. If the money is not in the salary, police dispatchers will have to be laid off to meet the budget. Active police officers would then have to be taken off the street to dispatch.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 34: Milford Youth Commission

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Milford Youth Commission for the purpose of procuring engineering and design work and proper installation of an HVAC system in the basement of the Milford Youth Center which will provide proper air exchange and dehumidification, or take any other action in relation thereto.

INFO: The \$110K requested is for planning and implementing both a dehumanization system and to design another major system to address the remainder of the Youth center basement.

FINCOM: An \$85K investment has been on the capital plan for several years. There appears to be some confusion over what the increase of \$25K in engineering charges represented. The increase of \$25K was thought by the capital subcommittee to be related to the Head House system. The discussion explained that it is for a new phase that will most likely cost another \$100K. The committee was not comfortable with committing \$25K without having a discussing and understanding what the next \$100K would represent and when it could be added to the five-year plan. The concern is that we perform a study now and if we cannot add the extra \$100K for 3-4 years, the study may be out of date.

We suggest that the original plan be implemented for \$85K and then have a study to gain an understating of the next phase and come back to town meeting with the whole plan

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE FOR \$85k but unfavorable for the additional study of \$25K.

ARTICLE 35: Vernon Grove Cemetery Board of Trustees

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Vernon Grove Cemetery Board of Trustees for the purpose of repaving all the ways within Vernon Grove Cemetery, or take any other action in relation thereto.

INFO: This article would allow the entire cemetery road system to be repaved. This article was on the five-year plan but not for implementation until 2021,2022 and 2023. It was moved forward to complete it in its entirety this year. The time frame did not allow the capital committee to evaluate the proposal.

FINCOM: The Fincom wanted time to evaluate the implementation of this article. The highway department felt the work could be done for \$80-90K. The \$140K listed was used as a place holder as it was moved forward too quickly for an investigation. It was agreed that the Fincom could support up to \$100K to allow a through investigation if the implementation was held until after the Spring meeting. The money would not be spent from the budget so if passed in the Spring it would be funded.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE for \$100K reserve to be addressed as a special project in the

ARTICLE 36: Personnel Board

To see if the Town will vote to amend The Town of Milford Wage and Salary Classification Plan as approved as Article 2 of the May 20, 2019 Annual Town Meeting as follows:

By removing the word “junior” from the title of Building Custodian under Level 1 in hourly rated positions.

or take any other action related thereto.

INFO: This would remove the word junior in the titles.

FINCOM: All the custodians today are listed as junior, regardless of how much experience they have. The term junior makes no sense if there is not a senior designation.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 37: Tree Warden

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$50,000 to be spent under the jurisdiction of the Tree Warden for the removal of dead, dying or otherwise compromised trees for public safety and to reduce power outages and road closures, or take any other action in relation thereto.

INFO: This article for \$50,000 was not on the 5-year plan and was added too late to be evaluated by the capital committee. The town funded \$100K last year to remove 300 trees. It appears this was successful as there were no tree failures that effected key areas such as electric lines or transportation. There are more trees to remove this year that a re dying and pose potential issues. This money represents an additional investment to the normal tree warden budget.

FINCOM: The tree warden has advised the Fincom that he does not see the need to ask for additional money next year.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 38: Information Technology Department

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Information Technology Department for rewiring of the Town Hall information technology systems, or take any other action in relation thereto.

INFO: There has been a plan to rewire the town hall for years and it has been delayed. It is now becoming critical. The band width as well as speed are not adequate for what the town hall has grown into. Much of the system is CAT3 and then split for multiple systems. This presents a system that is very slow and limited.

FINCOM: The money was increased from the original \$60K to the present \$100K in order to assure that the building is wired properly. Being a historic building, we do not want to run wires to meet a low budget and compromise the beauty of the building. We do also want to expand the infrastructure to meet the current as well as future requirements.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 39: Board of Selectmen

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be spent under the jurisdiction of the Board of Selectmen for the purpose of installing a new floor at the Senior Center, or take any other action in relation thereto.

INFO: A \$50K replacement of the cork floor with hard wood.

FINCOM: The floor has just worn out due to use.

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 40: Personnel Board

To see if the Town will vote to amend The Town of Milford Wage and Salary Classification Plan as approved as Article 2 of the May 20, 2019 Annual Town Meeting as follows:

By removing the position of “Local Building Inspector PT” from the hourly rated positions, or take any other action related thereto.

INFO: The position is not used and will cease to exist.
FINCOM: no discussion required.

FINANCE COMMITTEE RECOMMENDATION IS xxxx

ARTICLE 41: Finance Committee

To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to be added to the Town’s Stabilization Account, or take any other action in relation thereto.

INFO: \$2,900,000 to be placed into the stabilization and long-term capital planning accounts
FINCOM: This is a prudent investment to assist with the upcoming projects in 8 years most likely including renovating the high school.








































FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

ARTICLE 42: Board of Selectmen

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be utilized to off-set operating, capital and debt expenses to fix the tax rate for Fiscal Year 2020, or take any other action in relation thereto.

INFO: This is a traditional article when there is a large amount of free cash. The target is to match last years \$3.74M levy offset with \$3.73 and \$2.9M into stabilization.
FINCOM: This is a prudent use of funds

FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE

Article		Description	Department	Amount \$
1		Storm Water Management	Highway & Engineer	\$400,000
2		Air Tank Purchase	Fire Chief	\$31,000
3		Compensated absences fund	Selectmen	\$250,000
4		Zoning Change	Sira Naturals	-
5		Godfrey Brook	Highway & Engineer	\$75,000
6		Community Host Agreement with Sira Naturals	Selectmen	-
7		Personnel By-laws	Personnel Board	-
8		Crematory Zoning Bylaw	Pine Grove Cemetery Assoc	-
9		Upgrade Town Hall Audio	Selectmen	\$40,000
10		Personnel Board Appointment	Michelangelo Bon Tempo	-
11		custody and jurisdiction	Conservation Commission	-
12		Zoning By Law	Joseph Shay	-
13		Injury fund replacement for Police & Fire	Selectmen	\$250,000
14		Library Children's carpeting	Library Trustees	\$25,000
15		Replace Police Chief	Michelangelo Bon Tempo	-
16		Sell Purchase Street School Land & building	Selectmen	-
17		Mower	Highway	\$145,000
18		Amend Wage & Salary	Personnel Board	-
19		Sewer Commission transfer of funds	Treasurer	-
20		Purchase new Engine #5	Fire Chief	\$700,000
21		Amend Maternity By-Law	Personnel Board	-
22		By Law on Bonding amendment	Town Counsel	-
23		Purchase Loader #2	Highway Surveyor	\$250,000
24		Archival Storage – Milford Room	Library Trustees	\$10,000
25		Purchase HVAC at Stacy	School Committee	\$92,000
26		Alcohol Permit	Taqueria la Estrella	-
27		ADA Compliance	Selectmen	\$150,000
28		Milford Pond Dam	Highway & Engineer	\$138,000
29		Electronic Town Meeting Voting	Town Meeting Improvement	-
30		By Law Amendment - Vacation	Personnel Board	-
31		By Law Amendment – Physical Condition	Selectmen	-
32		Police Telephone System	Police Chief	\$25,000
33		Police Salary Account replenishment	Selectmen	\$171,927
34		Dehumidifier	Milford Youth Commission	\$110,000
35		Repaving Vernon Grove Cemetery	Vernon Grove Trustees	\$140,000
36		Amend Wage & Salary Plan	Personnel Board	-
37		Tree Maintenance	Tree Warden	\$50,000
38		Wire Town Hall	IT Department	\$100,000
39		Senior Center Floor	Selectmen	\$50,000
40		By-Law to remove Local Building Inspector	Personnel Board	-
41		Transfer to Stabilization Account	Finance Committee	-
42		Fix the Tax Rate	Selectmen	-
				\$3,202,927