



ANNUAL TOWN MEETING

May 19, 2014

Milford, Massachusetts

COMMONWEALTH OF MASSACHUSETTS WORCESTER, SS:

FINANCE COMMITTEE REPORT

**Marc Schaen, Chairman**

- |                             |                         |
|-----------------------------|-------------------------|
| Aldo Cecchi                 | Philip Ciaramicoli, CPA |
| Alberto Correia             | Robert Devita           |
| Jerry Hiatt                 | John Kelley             |
| Will Kingkade               | Joyce Lavigne           |
| Charles Miklosovich         | Chris Morin             |
| David Morganelli, Esq., CPA | Michael Schiavi         |
| John Tennaro, Esq.          | Vincenzo Valastro       |

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 19<sup>th</sup> day of May, 2014 A.D. at 7:30 P.M. and then and there to act upon the following articles:

ARTICLE 1:

To hear and act upon reports of all Town Officers and Committees of the Town.

INFO: Recurring annual vote that allows reports to be presented to the town meeting

FINCOM: no discussion required

ARTICLE 2: Board of Selectmen

To see if the Town will vote to amend the Wage and Salary Schedule of the Wage and Salary Administration Plan by establishing new position grades and salary levels, as recommended by the Personnel Board for the Fiscal Year beginning July 1, 2014, as follows:

INFO: Annual reoccurring article to amend wage and salary levels of Town employees.

FINCOM: The 2% increase across the board seems logical. Discussion was held as to why the new IT Director position was posted as a level 6 and not the level 7 that the finance committee recommended when the position was created. It was a concern that the level of person envisioned for this position would not be recruited at this salary level. The finance Committee wanted to be certain that the town would not settle for a person that met the salary level versus coming back to adjust the salary level if the right person could not be found.

**FINANCE COMMITTEE RECOMMENDATION FAVORABLE**

I move that the Town vote to amend the Wage and Salary Schedule of the Wage and Salary Administration Plan by establishing new position grades and salary levels, as recommended by the Personnel Board for the Fiscal Year beginning July 1, 2013, as follows:

A. Position Grades – Salaried Positions

<u>GRADE</u>	<u>POSITION TITLE</u>
8	Town Counsel
7	Police Chief
7	Fire Chief
6	Deputy Police Chief
6	Information Technology Director
6	Town Engineer
5	Police Lieutenant
5	Town Planner
5	Director of Sewer Operations
5	Assessor/Administrator
4	Health Agent
4	Building Commissioner
4	Town Accountant
3	Parks/Recreation Administrator
3	Community Development Director
2	Senior Center Director
2	Asst. Town Counsel

**B. Compensation Schedule – Salaried Positions**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
8	\$98,219	\$101,605	\$104,991	\$108,380	\$111,763
7	\$91,445	\$94,931	\$98,219	\$101,605	\$104,991
6	\$77,895	\$81,284	\$84,671	\$88,058	\$91,445
5	\$71,112	\$74,511	\$77,895	\$81,284	\$84,671
4	\$64,349	\$67,739	\$71,112	\$74,511	\$77,895
3	\$58,929	\$62,316	\$65,704	\$69,092	\$72,478
2	\$50,802	\$54,189	\$57,575	\$60,964	\$64,349
1	\$37,253	\$40,653	\$44,031	\$47,418	\$50,802

**C. Position Grades - Hourly Rated Positions**

GRADE	POSITION TITLE
8	Assistant Town Treasurer
8	Director, Milford Youth Center
7	Assistant Town Accountant
7	Paralegal / Legal Assistant
7	Director, Tobacco Control Prog. PT
6	Animal Control Officer
6	Plumbing/Gas Inspector
6	Wiring Inspector
6	Local Building Inspector PT
6	Deputy Plumbing/Gas Inspector PT
6	Deputy Wiring Inspector PT
6	Health Inspector FT
6	Property Rehab Specialist PT
6	Asst. Town Treasurer
6	Admin. Asst./Town Administrator
6	Assistant Director, Milford Youth Center
6	Lister/Data Collector, Board of Assessors
5	Senior Building Custodian
5	Legal Assistant
5	Financial Analyst PT
5	Client Services Coordinator
5	Program Coordinator/Comm. Devel. Office PT/FT
5	Admin. Assistant/Board of Health
4	Dispatcher/Police PT
4	Asst. Animal Control Officer PT
4	Asst. Zoning Enforce. Officer PT/FT
4	Assistant to Fire Chief
4	Assistant to Police Chief
3	Program Coordinator PT
3	Outreach Coordinator PT
3	Van Driver
3	Legal Secretary
3	Confidential Clerk/Parking Clerk
3	Planning Assistant
2	Coord./Volunteer Svcs. PT
2	Junior Building Custodian
1	Clerk, Comm. Devel. Office PT/FT
1	Senior Ctr. Reception Clerk PT
1	Transportation Coordinator PT

D. Compensation Schedule - Hourly Rated Positions

<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
8	\$22.99	\$24.34	\$25.70	\$27.07	\$28.40
7	\$22.33	\$23.65	\$25.02	\$26.36	\$27.72
6	\$21.63	\$22.99	\$24.34	\$25.70	\$27.07
5	\$20.29	\$21.63	\$22.99	\$24.34	\$25.70
4	\$19.60	\$20.95	\$22.33	\$23.65	\$25.02
3	\$18.93	\$20.29	\$21.64	\$22.99	\$24.34
2	\$17.56	\$18.93	\$20.29	\$21.63	\$22.99
1	\$16.23	\$17.56	\$18.93	\$20.29	\$21.63

E. Hourly Non-Rated Positions

<u>POSITION TITLE</u>	<u>HOURLY RATE</u>
Assistant Pool Manager PT	\$16.16
Call Firefighter PT \$1200 stipend (plus)	\$13.63
Cemetery Groundskeeper	\$17.12
Cemetery Working Foreman	\$23.53
Clerk of Works/Senior Ctr. PT (temp.)	\$17.12
Clerk, Tobacco Control Program PT	\$17.12
Clerks/Seasonal – all Departments	\$17.12
Clerks/Substitute – all Departments	\$17.12
Dental Health Specialist PT	\$17.12
Highway Heavy Equipment Operator (temp.)	\$21.57
Highway Light Equipment Operator (temp.)	\$19.36
Highway Seasonal Snow Plow Operator	\$21.57
Laborers/PPT: Park, Cemetery, etc.	\$16.50
Laborers/Seasonal/PT: Park Cemetery, etc.	\$10.77
Matron/Police	\$17.12
Milford Youth Ctr. Activities Supervisor PT	\$09.69
Milford Youth Ctr. Athletic Facilitator PT	\$12.12
Milford Youth Ctr. Concession/Equip. Monitor PT	\$08.78
Milford Youth Ctr. Front Desk Monitor PT	\$09.69
Milford Youth Ctr. Health Coordinator	\$19.66
Milford Youth Ctr. Program Coordinator FT	\$18.19
Milford Youth Ctr. Program Facilitator PT	\$12.12
Milford Youth Ctr. Summer Camp Counselor	\$09.69
Mosquito Spray Applicator PT	\$16.50
Pool Lifeguard PT	\$14.58
Pool Manager PT	\$17.43
School Nurse PT	\$18.38
Seasonal Workers/Tobacco Control Prog. PT	\$10.11
Soils Testing Assistant PT	\$15.20
<u>Student Police Officer</u>	<u>\$22.36</u>
Transfer Station Attendant PT	\$16.50
Transfer Station Supervisor PT	\$17.12
Veterans Agent FT	\$34.29

Yellow Highlight and underline are additions to this year's report versus 2013

F	<u>MISCELLANEOUS POSITIONS</u>	<u>ANNUAL RATE</u>
	Assistant Health Agent PT	\$7,479
	Board of Health Physician PT	\$6,542
	Board of Registrars/Chairperson PT	\$2,703
	Board of Registrars/Members PT (2)	\$2,162
	Burial Agent PT	\$1,021
	Fair Housing Director PT	\$2,058
	Foreign Language Translator	\$ 557
	Inspector of Animals PT	\$2,397
	Municipal Hearings Officer	\$2,782
	Pest Control Officer PT	\$3,242
	Sealer of Weights and Measures PT	\$8,298

ELECTION WORKERS; STIPEND PER ELECTION

Election Wardens	\$14.28 / hour versus 2013 \$160.36
Election Clerks	\$14.28 / hour versus 2013 \$160.36
Election Deputies	\$12.24 / hour versus 2013 \$ 83.38
Election Checkers	\$10.20 / hour versus 2013 \$ 70.57
Election Custodian	\$159.47 per election

CLERKS TO VARIOUS COMMITTEES AND BOARDS (PT)

CLASS	POSITION	ANNUAL RATE
8	Clerk, Finance Committee	\$7,703
7	Unclassified	\$6,740
6	Minutes Recorder/Board of Selectmen	\$5,778
5	Clerk, Planning Board	\$4,815
5	Clerk, Personnel Board	\$4,815
4	Clerk, Conservation Commission	\$3,851
4	Clerk, School Building Committee (temp.)	\$3,851
4	Minutes Recorder/Library Bldg. Committee	\$3,851
3	Clerk, Board of Health	\$2,888
3	Clerk, Vernon Grove Cemetery Trustees	\$2,888
3	Clerk, Capital Improvement Committee	\$2,888
2	Clerk, Park Commission	\$1,925
2	Clerk, Board of Registrars of Voters	\$1,925
2	Clerk, Zoning Board of Appeals	\$1,925
2	Minutes Recorder/Capital Improvement Committee	\$1,925
2	Minutes Recorder/ Industrial Development Comm.	\$1,925
1	Minutes Recorder/Library Board of Trustees	\$ 963

An employee in a salaried or hourly rated position, whose base rate of pay effective as of June 30, 2014, exceeds the maximum pay authorized for his/her position set forth above, shall continue to receive his/her current rate of pay for Fiscal Year 2015, but increased by a factor of two percent (2.0%). An employee in an hourly non-rated or miscellaneous position, or an election worker, whose base rate of pay effective as of June 30, 2014, exceeds the maximum pay authorized for his/her position set forth above, shall continue to receive his/her current rate of pay for Fiscal Year 2015, but increased by a factor of one percent (1.0%). An employee in a position of clerk to various committees and boards, whose base rate of pay effective as of June 30, 2014, exceeds the maximum pay authorized for his/her position set forth above, shall continue to receive his/her current rate of pay for Fiscal 2015, but increased by a factor of one percent (1.0%).

PT - Part Time

FT - Full Time

PPT - Permanent Part Time

MILFORD PERSONNEL BOARD

**INFO:** This would provide increases of 2% for all except the selectmen.

**FINCOM:** Minimal discussion was held, as this seemed fair.

**FINANCE COMMITTEE RECOMMENDATION FAVORABLE**

ARTICLE 3: Board of Selectmen

I move that the Town vote to fix the salary and compensation of all elected officers of the Town, as provided by Section 108 of Chapter 41 of the General Laws, as follows:

Town Clerk	\$ 77,896
Tax Collector	\$ 77,896
Assessor (Chairman)	\$ 7,428
Assessor (Members)	\$ 6,558
Highway Surveyor	\$ 91,444
Tree Warden	\$ 6,411
Selectmen (Chairman)	\$ 8,465
Selectmen (Members)	\$ 7,521
Vernon Grove Trustee (Clerk)	\$ 3,601
Board of Health (Chairman)	\$ 2,423
Board of Health (Members)	\$ 2,117
Sewer Commissioner (Chairman)	\$ 2,423
Sewer Commissioner (Members)	\$ 2,117
Park Commissioner (Chairman)	\$ 2,423
Park Commissioner (Members)	\$ 2,117
Planning Board (Chairman)	\$ 2,423
Planning Board (Members)	\$ 2,117
Moderator	\$ 2,329

INFO: Recurring annual vote that fixes the salary and compensation of all elected officers of the town.

FINCOM: Recurring annual vote approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 4: Board of Selectmen

To see if the Town will vote to raise and appropriate such sum or sums of money as may be necessary to defray expenses for the financial year beginning July 1, 2014, or take any other action in relation thereto.

INFO: Recurring annual vote that allows the Selectmen to set the schedule for taxes that allow the town to meet the financial obligations approved by town meeting.

FINCOM: Recurring annual vote approved each year. Discussion was held as the initial letter from the Personnel Board had departments budgeting at 3% salary increases and not the 2% that was actual. The budgets were then amended. There was general concern at the Finance Committee that the projected is only \$200K at this point (0.2%) and this is much lower than we have had for many years.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 5: Town Treasurer

To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2014 in accordance with the provisions of General Laws, Chapter 44, Section 4 and to issue a note or notes therefore, payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, or take any other action in relation thereto.

INFO: Recurring annual vote that allows the Treasurer to borrow money in order to assure efficient operations of the town.

FINCOM: Recurring annual vote approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 6: Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to take charge of all legal proceedings for or against the Town, or take any other action in relation thereto.

INFO: Recurring annual vote that allows the selectmen to take care of the town's legal business and proceedings.

FINCOM: Article approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 7: Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to expend from funds received by the Town as fines for parking violations during Fiscal Year 2015, such sum or sums of money as are necessary to pay the costs and expenses of collecting such fines and otherwise complying with the provisions of Section 20A of Chapter 90 of the General Laws during said fiscal year, or take any other action in relation thereto.

INFO: Recurring annual article that allows the Board of Selectmen to use funds collected as fines and violations in accordance with procedures and regulatory guidelines

FINCOM: Recurring annual vote approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 8: Town Treasurer

To see if the Town will vote to authorize the Town Treasurer and/or Tax Collector to enter into a compensating balance agreement or agreements for Fiscal Year 2015 pursuant to Chapter 44, Section 53F of the General Laws, or take any other action in relation thereto.

INFO: Recurring annual article that allows the Treasurer to negotiate with local banks for terms that may be required for the town's accounts.

FINCOM: Housekeeping article approved each year. This has not been used in many years but is set up in case it may be required.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 9: Board of Selectmen

To see if the Town will vote for Fiscal Year 2015, to authorize any and all departments to utilize, without further appropriation, any amounts received from insurance companies or other third parties as damages or payment for damage to any Town-owned property, for the purpose of repairing or replacing such property, or, as deemed appropriate by the Board of Selectmen, directly depositing such funds to the Municipal Building & Property Insurance Fund established by vote under Article 45 of the June 11, 1990 Annual Town Meeting, or take any other action in relation thereto.

INFO: Recurring annual article that allows departments to use funds received from insurance companies to repair damage caused to town property.

FINCOM: Recurring annual article approved each year. An example is when a motorist hits a traffic light and the insurance company reimburses the town for repairs. This allows the repairs to occur without having to come back to town meeting for the repair approval.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 10: Board of Selectmen

To see if the Town will vote to authorize all persons, boards or agencies of the Town otherwise authorized to contract for or on behalf of the Town, during Fiscal Year 2015 to enter into such contracts or agreements for up to five years, except in the case of contracts or agreements dealing with real estate which may be for up to ten years, or take any other action in relation thereto.

INFO: Recurring annual article that allows the town departments to enter into routine contracts required to run the town within the limits stipulated.

FINCOM: Recurring annual article approved each year. This allows departments to sign annual contracts such as service contracts without having to come to town meeting for individual approval.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 11: Board of Selectmen

To see if the Town will vote for Fiscal Year 2015, pursuant to Section 4 of Chapter 73 of the Acts of 1986, to approve an additional exemption of up to 100% of the currently allowed exemptions for all eligible real estate tax exemptions under G.L. c.59, Section 5, or take any other action in relation thereto.

INFO: Recurring annual article that allows the Selectman's office to offer tax exemptions to senior citizens and people eligible who perform services for the town

FINCOM: Recurring annual article approved each year. Typically, cost is \$45,000 each year in forgiven taxes for 124 vets, 16 blind residents and 100 seniors (50%). There is no manner to quantitate the value of the work that is performed for the town by many of the seniors in conjunction with this program.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 12: Town Treasurer

To see if the Town will vote to authorize the Town Treasurer to accept deeds in lieu of foreclosure, pursuant to Chapter 60, Section 77C of the Massachusetts General Laws, or take any other action in relation thereto.

INFO: Recurring annual article that allows the town to accept land in lieu of having to foreclose on property.

FINCOM: Recurring annual article approved each year. This saves the town money as properties may be given to the town in lieu of taxes when they have minimal worth.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 13: School Committee

To see if the Town will vote to transfer a sum of money, consistent with the funds raised from vending machines in the Milford School district, to be spent under the jurisdiction of the School Committee for purposes of Student Activities not funded in the School Department budget, or take any other action in relation thereto.

INFO: Recurring annual article that allows the money collected from the school vending machines and paid into the general fund to be transferred back to the school.

FINCOM: Recurring annual article approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**



ARTICLE 14: Various Departments

To see if the Town will vote to authorize revolving funds for certain Town Departments which departments have been previously authorized, under M. G.L. c. 44, Section E ½ for the fiscal year beginning July 1, 2014, or take any other action in relation thereto

INFO: Recurring annual article that allows the various revolving funds set up to facilitate department operations to be funded.

FINCOM: Recurring annual article approved each year.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 15: Board of Selectman

To see if the Town will vote to transfer a sum of money in the amount of \$45,000 to the Fiscal Year 2014 Veterans Department Budget, or take any other action in relation thereto.

INFO: Recurring annual article that allows us to meet the obligations of providing services to our Veterans.

FINCOM: There appears to be a growing number of veterans that we are taking care of from the recent wars. The budget for next year will be adjusted to take this into consideration

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 16: Planning Board

To see if the Town will vote to amend Section 1.15 of the Zoning Bylaw relating to Site Plans as follows:

BY DELETING Sections 1.15.3, 1.15.4, and 1.15.5 in their entirety and by adopting in lieu thereof the following:

“1.15.3 Application Procedures - Every application for site plan approval as specified in Section 1.15.2, above, shall be submitted with nine copies of the application and nine copies of the required site plan to the Office of Planning and Engineering.

1.15.4 Transmittal Requirements - Upon receipt of any such application, the Office of Planning and Engineering shall forthwith transmit a copy of the application and accompanying site plan to each of the following: Town Planner, Town Engineer, Building Commissioner, Highway Surveyor, Fire Department, Sewer Department, Milford Water Company, Conservation Commission, and Commission on Disabilities. No building permit or Certificate of Zoning Compliance shall be issued in response to any such application unless such application and accompanying plan have been approved by the Planning Board, or 65 days have elapsed since the date on which such application was submitted to the Office of Planning and Engineering, and the Planning Board has not filed its report on such application, as required by Section 1.15.6, below.

1.15.5 Review by the Planning Board - Within 65 days of the date on which any such application is filed with the Office of Planning and Engineering, the Planning Board shall schedule a meeting thereon at which time the Planning Board shall review said application and plan and shall accept comments thereon.”

AND IN ADDITION by amending Section 1.15.8 Site Plan Time Limit by replacing the words “shall expire within one year” with the words “shall expire within three years”, or take any other action in relation thereto.

INFO: Deals with the site plan approval section. This will have us include review by the Water Company and other agencies that are affected in planning board decisions. This also would make the site plan time limits from one to three years.

FINCOM: It was felt that this is a planning board decision.

**FINANCE COMMITTEE REFER TO SPONSOR**

**ARTICLE 17: Board of Selectmen / Conservation Committee**

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 five Town-owned parcels to the Milford Conservation Commission:

Assessors Map	Block	Lot	Area/Acres
19	0	14	14.1
20	0	11	10.4
20	63	1	11.91
27	0	15	42.2
34	0	93	0.14

AND IN ADDITION to authorize the Board of Selectmen or Conservation Commission as appropriate, to enter a Conservation Restriction Agreement pursuant to G.L.c. 184 §§ 31-33 on behalf of the Town with the Trustees of Reservations, a 501(c)(3) nonprofit organization established under Chapter 352 of the Acts of 1891, with an address of 572 Essex Street, Beverly, Massachusetts 01915, or other appropriate charitable corporation or trust, in relation to the following eight Town-owned parcels:

Assessors Map	Block	Lot	Area/Acres
19	0	14	14.1
20	0	11	10.4
20	63	1	11.91
27	0	15	42.2
34	0	93	0.14
19	0	13	9.4
20	0	6	78.5
27	0	16	33.26

the total area of which comprise approximately 200.11 acres, the purpose of said Conservation Restriction being to preserve said parcels exclusively for conservation purposes in perpetuity.

AND FURTHER, 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 Town for costs associated with establishing said Conservation Restriction, or take any other action in relation thereto.

**INFO:** This article would transfer control of the use of the land away from Milford Town Meeting Members to the Conservation Commission. This is an independent group that oversees land that has been placed in a conservation trust. This would guarantee that the land could never be developed.

**FINCOM:** The sponsors and the Finance Committee all agreed on the principles of how sensitive this parcel of land is and how important it is to preserve it. This benefit of taking control away from Milford Town Meeting members and placing it into the control of an outside agency was difficult to understand. The fact that it requires 2/3 vote by Milford Town Meeting members seemed enough of a control for many FinCom members. The idea of having to negotiate with the outside agency for any changes that a 2/3 vote by Milford Town Meeting members approved would be required if this passed was a major concern of the FinCom members. Further, this article allows the selectmen to craft an agreement with the Conservation Restriction Committee without any mandatory review or approval of any town department or body. This passage of this article causes Town Meeting members to lose control of these properties, and potentially others, forever.

**FINANCE COMMITTEE RECOMMENDATION IS UNFAVORABLE**

**ARTICLE 18: Board of Selectman**

To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$25,000.00 to be utilized by the Board of Selectmen for consultant services to produce engineering drawings, plans, and specifications along with grant writing associated with the FY 2015 CDBG Grant Applications, or take any other action in relation thereto.

**INFO:** This is the cost of preparing the grants for renovating parts of the town. In the past, these grants have yielded millions of dollars to renovate parts of Milford.

**FINCOM:** We have been very fortunate in the grants we received and it was felt we should support this.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 19: Board of Selectmen

To see if the Town will vote to accept a gift of the following parcels of land:

A parcel of land, off the easterly side of Cedar Street in Milford, Worcester County, being shown as Proposed Parcel 15-0-22A on a plan of land entitled "151 Cedar Street, Plan of Land in Milford, MA, Scale: 40 Feet to an Inch, Date: October 15, 2013, Guerriere & Halnon, Inc., 333 West Street, Milford, Mass 01757." Said Proposed Parcel 15-0-22A containing 56,500+/- square feet or 1.3+/- acres of land, according to said plan; Together with

A parcel of land, off the easterly side of Cedar Street in Milford, Worcester County, being shown as Proposed Parcel 15-0-10A on plan of land entitled "151 Cedar Street, Plan of Land in Milford, MA, Scale: 40 feet to an inch, Date: October 15, 2013, Guerriere & Halnon, Inc., 333 West Street, Milford, Mass 01757." Said Proposed Parcel 15-0-10A containing 114,000 +/- square feet or 2.6 +/- acres of land, according to said plan, or take any other action in relation thereto.

**INFO:** North Pond LLP owns land on both sides of the bike trail. They are developing the North side and they will donate the easterly side to the town. There is no cost to the town, as there is no clean up or work that has to be done.

**FINCOM:** This land is not developable. The idea was that if we do not accept it, the developer would stop paying taxes on the land. We would then have to take it by foreclosure and it would be come town owned land later on. This keeps us from having to spend the money to eventually foreclose on the land.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 20: Blackstone Valley Vocational Regional School District

To see if the Town of Milford will vote to approve the total \$2.9 million debt authorized by the Blackstone Valley Vocational Regional District School Committee on April 17, 2014 for costs of adding to, equipping, reconstructing and making extraordinary repairs to the regional school, including all costs incidental and related thereto, with the Town's apportioned share of debt payments computed in accordance with the Regional Agreement and commencing in fiscal year 2016, or take any other action in relation thereto.

**INFO:** BVT is adding three new programs to better address the community's children and refinancing its debt due to market conditions.

**FINCOM:** Initially it was expected to refinance the old construction debt in 2017. However, with rates at low levels now, the BVT board felt it was more advantageous to refinance now. The cost in 2016 will be \$31,799. However, there is a rebate program from the debt savings and new grants received that will reduce this in the first two years. The programs will provide the district an opportunity to have students take courses at BVT in areas such that we have to pay up to \$23,000 per year per student at other vocational schools that offer the courses. It was felt that if we can keep 3-4 extra children in the district we will make up for any increase in price.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 21: Planning Board

: To see if the Town will vote to amend the Zoning Bylaw relating to Life Science and Scientific Research uses as noted hereinafter:

BY ADDING in Section 2.3 Use Regulation Schedule references to Life Sciences Research and Development, and Scientific Research and Development 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
<u>BUSINESS USES</u>												
Life Sciences Research & Development <sup>1</sup>	O	O	O	O	O	P	O	O	O	P	P	P
Scientific Research & Development <sup>1</sup>	O	O	O	O	O	P	O	O	O	P	P	P
<u>ACCESSORY USES</u>												
Light manufacturing, fabrication, production, processing, assembly, and testing. <sup>1</sup>	O	O	O	O	O	P	O	O	O	P	P	P
Scientific Research <sup>8</sup>	A	A	A	A	A	P	A	A	A	P	P	P

or take any other action in relation thereto.

**INFO:** Add language to the bylaw that allows biotech and scientific research companies in certain zones without a special permit.

**FINCOM:** This would help attract new companies by eliminating a hurdle to locate in Milford and giving a more friendly impression of Milford's attitude towards biotech companies.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 22: Board of Selectmen

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money in the amount of \$15,000 to be utilized by the Board of Selectmen for consultant services associated with a Needs Assessment and Plan for the Town-wide Geographic Information System project, or take any other action in relation thereto.

**INFO:** Geographical Information System used to track existing information and as part of an asset management system. 80 systems in Mass have a working GIS system for assessing purposes, utility location, natural resource mapping, mapping of sewer and water lines. This will be required when we get the new storm water permit. Estimates to run this program are \$150K-\$175 average per year with initial startup costs running \$300K and then in the future \$78K per year.

**FINCOM:** GIS systems are used in the real estate industry to look up data on land. The \$15K requested would put a plan together that addresses Milford specific needs. If this passes, there would be a request at the fall town meeting for \$100K to begin the program.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 23: Personnel Board

To see if the Town will vote to amend Section 3.2 Accessory Buildings and Uses of the Zoning Bylaw as follows:

BY DELETING in Section 3.2.3 Swimming Pools the second paragraph thereof relating to Swimming Pool fences, or take any other action in relation thereto.

**INFO:** To bring the local regulations into line with the state laws

**FINCOM:** No discussion required.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 24: Milford Armory Renovation Committee

To see if the Town will vote to appropriate a sum of money, said sum to be utilized for construction and related activity for full renovations of the Milford Youth Center and its facilities, including handicap accessibility; and further to see how said sum shall be raised, whether from the current tax levy, by transfer from available funds, by borrowing or otherwise, or take any other action in relation thereto.

**INFO:** This article was not discussed by the deadline of this report. A separate handout will be provided

ARTICLE 25: 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 fund the terms of collective bargaining agreement between the Town of Milford and Milford Town Library Staff Association, or take any other action in relation thereto.

**INFO:** This is the amount needed to meet contractual obligations negotiated in the current contract.  
**FINCOM:** The cost is \$45,500

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 26: 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 demolish the Town owned property at 11 Temple Street, or take any other action in relation thereto.

**INFO:** Town owns it through tax taking in 2013. It is estimated \$30K to demolish and then the plan is to market it.  
**FINCOM:** It seemed that this is the best course of action and we will receive the money back if and when the land is sold.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 27: Planning Board

To see if the Town will vote to amend Section 2.3 Use Regulation Schedule of the Zoning Bylaw by prohibiting Gasoline Stations in the CA Central Commercial District as noted hereinafter:

2.3 Use Regulation Schedule

ACTIVITY OR USE	DISTRICT											
	RA	RB	RC	RD	OR	BP	CA	CB	CC	IA	IB	IC
<u>COMMERCIAL USES</u>												
Gasoline Stations/Attendant-Service	0	0	0	0	0	0	0	0	A	A	A	A

or take any other action in relation thereto.

**INFO:** Eliminates gas service stations from the heart (Court Street to the Post Office) of Milford Main Street to minimize traffic from the cars obtaining fuel, which is felt, would have a negative influence  
**FINCOM:** Any existing automobile related business would be grand fathered in. However, there are none of these remaining so it is felt now is a good time to implement this change. There was some concern over the fact that the definition of gas station did not include future stations such as electric and hydrogen.

**FINANCE COMMITTEE RECOMMENDATION IS REFER TO SPONSOR**

ARTICLE 28: Milford Upper Charles Trail Committee

To see if the Town will vote to appropriate or transfer from available funds a sum of money to be spent under the jurisdiction of the Milford Upper Charles Committee to be utilized for the purpose of design, procurement, and installation of a flashing beacon signal at the Milford Upper Charles Trail Hayward Street crossing, or take any other action in relation thereto.

- INFO:** The project will be completed this fall. The flashing beacon was not included in the \$900K of donated work.
- FINCOM:** This will require \$23K to complete to work which was worth approx. \$900K and increase the safety at the crossing.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 29: Christian Lavallie

To see if the Town will vote to amend Article 37 (Occupancy of Buildings) of the by-laws to replace the existing Section 4 with the following:

Section 4. Fee.

There shall be a fee of Fifty (\$50) Dollars to procure a Certificate of Registration for each unit. Said Certificate shall remain valid until there is a change of ownership, change of use or change of zoning status, revocation of permit (c.f. Section 5, below) or substantial remodeling of the unit altering the dimensions of the living quarters. Subsequent to any of the aforementioned events, a new Certificate of Registration for each affected unit must be procured at a fee of Fifty (\$50) Dollars. Failure to obtain and pay for a Certificate of Registration within thirty (30) days of notice from the Board of Health of the obligation to obtain such a certificate for a unit will subject the person obligated under this chapter to fines of not more than Three Hundred (\$300) Dollars (c.f. Section 6, below) per violation per day, or take any other action in relation thereto.

- INFO:** This would remove the annual charge of \$15 per year unless and until the property is sold. The Board of Health voted unfavorably.
- FINCOM:** Limited discussion was held.

**FINANCE COMMITTEE RECOMMENDATION IS UNFAVORABLE**

ARTICLE 30: Christian Lavallie

To see if the Town will vote to amend Article 37 (Occupancy of Buildings) of the bylaws to replace the existing Section 2 with the following:

Section 2. Certificate of Registration Required; Posting.

No person shall rent or lease, offer to rent or lease, or make available for rent or lease any building or any portion of a building to be used for human habitation without first registering with the Board of Health, which shall determine the number of persons such building or portion of a building may lawfully accommodate under the provisions of the Massachusetts State Sanitary Code and applicable Board of Health Regulations, and without first also conspicuously posting within such building or portion of a building a Certificate of Registration provided by the Board of Health specifying the number of persons such building or portion of a building may lawfully accommodate. This provision shall not apply to units or portions of buildings which are occupied by the record owner thereof, or take any other action in relation thereto.

- INFO:** Private citizen amending the current policy.
- FINCOM:** Board of health asked not to change the wording as it would put a large burden on the Board. This would force the Board of Health to monitor whether a property was rented or not and collect only when it was.

**FINANCE COMMITTEE RECOMMENDATION IS UNFAVORABLE**

ARTICLE 31: Finance Committee

To see if the Town will vote to raise and appropriate or transfer from General Funds a sum of money utilized to purchase electronic tablet devices to be used by all committee and board members to access reports and data during scheduled meetings, or take any other action in relation thereto.

**INFO:** The finance committee would like to purchase tablets and have all information available electronically for meetings as well as reference materials. The cost would be \$12,000.

**FINCOM:** Discussion was held and it was decided that if the article passes, the money would be allocated but the tablets would not be purchased until the system was proven to be up and working on two tablets.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 32: Capital Improvement Committee

**INFO:** The CIC has submitted an article after this report was prepared.

**FINCOM:** The CIC had not had reviewed the answer to questions on the article posed and the answered by the town legal department. It was felt that the CIC should review the answers provided by Town Counsel before any discussion was held. The chair of the CIC was asked to review the information sent by the town and then come back to discuss the article.

**This article was no discussed by the deadline of this report. A separate handout will be provided**

ARTICLE 33: Highway Surveyor

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money in the amount of \$125,000, said sum to be spent under the jurisdiction of the Highway Surveyor for the purpose of continued storm water management compliance and mapping, or take any other action in relation thereto.

**INFO:** These activities are required for compliance of having the entire drainage system mapped with the next permit coming out. This will give us a jump-start on the permit coming in the summer which will give us 2 years to comply. The information collected can be entered into the GIS system. Whether we have a GIS system or not the mapping must occur.

**FINCOM:** We have the ability to perform the mapping in either a year or up to two years. The \$125K is the first installment of \$350K that we can spread out over 2-3 years.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 34: Personnel Board

To see if the Town will vote to amend the Personnel By-Laws of the Town as follows:

Effective July 1, 2014, Sections 5.13(a) and 5.13(b) shall be deleted, and replaced by the following new Section 5.13. Longevity Pay shall be granted to permanent, full time personnel in Salaried and Hourly Rated positions, based upon cumulative years of experience in the Town of Milford.

\$350 per year (years 10-14)

\$450 per year (Years 15-19)

\$650 per year (yea 20 and thereafter).

Individuals employed as permanent part-time in Salaried and Hourly Rated positions prior to January 1, 2014, shall be granted Longevity Pay on a prorated basis, so long as continuously employed, or take any other action in relation thereto.

**INFO:** The article was changed as the previous wording stated the employee had to be an article 2 employee the entire time. There is a requirement that a person has to be a patrol person for a certain amount of years so the years as a union member would not count for longevity pay. The new wording allows people to count their time as union members in the total calculation. This affects the deputy chief and the lieutenant.

**FINCOM:** Discussion was held and it was clarified that this is not a union issue and does not have to be collective bargained and there is no financial impact.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

ARTICLE 35: Town Treasurer

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 Stabilization Account, or take any other action in relation thereto.

**INFO:** The final amount will be determined after all other articles are finalized. This is money that the FinCom has anticipated adding to allow the funding of the Woodland project without any type of override.

**FINCOM:** Normally we would know the number but when there are large project proposals not finalized by the report deadline a separate meeting must be held and a number such as this one is determined only after the meeting. A separate report will be distributed at Town Meeting.

**FINANCE COMMITTEE RECOMMENDATION WILL OCCUR AFTER THE LAST MEETING**

ARTICLE 36: Finance Committee

To see if the Town will vote to transfer a sum of money from available funds to offset the snow and ice deficit in the current fiscal year, or take any other action in relation thereto.

**INFO:** The recommendation was to allocate \$500K which should cover either the entire amount or a significant portion. If the final number is \$508K a separate article will be requested in the fall.

**FINCOM:** Discussion held on whether it was better to allocate more than is needed and let the surplus fall or allocate \$500K and if needed come back for a small amount in the fall

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**



**ARTICLE 37: Town Accountant**

To see if the Town will vote to transfer funds between certain line items voted under Article 4 of the May 20, 2013 Annual Town Meeting for the purpose of making funds available in line item accounts not sufficiently funded through the end of Fiscal Year 2014, or take any other action in relation thereto.

**INFO:** This is a recurring annual article that balances a department's budget by allowing transfers from personnel to expenses line items and vice versa.

**FINCOM:** The finance committee has historically supported department heads managing their total budget so they do not over spend the total. There is not net cost to the town and the details were distributed to Town Meeting Members in a separate mailer.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

**ARTICLE 38: Town Accountant**

To see if the Town will vote to close out certain Special Article Accounts to the General Funds of the Town, or take any other action in relation thereto.

**INFO:** All expenditures of any kind must be approved by the Town Meeting. This is a recurring annual article that allows money left over (regardless of the amount)

**FINCOM:** This is simply transferring back money to the town budget that was not spent to complete projects. There is not net cost to the town and the details were distributed to Town Meeting Members in a separate mailer.

**FINANCE COMMITTEE RECOMMENDATION IS FAVORABLE**

And you are hereby directed to serve this warrant by posting at least fourteen days before said meeting attested copies of this warrant in ten or more public places located in said Milford.

HEREOF, FAIL NOT, and make due return of this warrant with your doings thereon to the Clerk of said Town at the time of said meeting.

Given under our hands at Milford this \_\_\_\_\_ day of \_\_\_\_\_, 2013

MILFORD BOARD OF SELECTMEN

\_\_\_\_\_  
Atty. Brian W. Murray, Chairman

\_\_\_\_\_  
Dino B. DeBartolomeis

\_\_\_\_\_  
William D. Buckley

A true copy attest:

\_\_\_\_\_  
Thomas J. O'Loughlin, Chief of Police

## Summary of Articles

1	Reports of Town Departments	Various	----
2	FY14 Salaries & Wage Class	Personnel Board	----
3	FY14 Salaries / Elected officials & Boards	Selectmen	----
4	FY14 Town Budget	Selectmen	----
5	Authorize Treasure to borrow	Treasurer	----
6	Authorization to manage Legal Proceedings	Selectmen	----
7	Authorization to utilize Parking Fines	Selectmen	----
8	Authorize Treasure – Compensating balance agreements	Treasurer	----
9	Authorization to utilize insurance settlements	Selectmen	----
10	Authorization for legal Contracts	Selectmen	----
11	Exemption of Property Tax	Selectmen	----
12	Accept Deeds in lieu of foreclosure	Treasurer	----
13	Vending Machine Money for Schools	School Dept	----
14	Establish Revolving Accounts	Various	----
15	Transfer to Veterans account	Selectmen	\$45,000
16	Amend Zoning By-Law	Planning Board	----
17	Transfer land from Milford into an Outside Trust	Selectman/ Cons	\$15,000
18	Grant Writing Consultants	Brian Murray	\$25,000
19	Accept land off Cedar Street	Selectmen	----
20	Blackstone Valley Tech School Expansion	BVT	\$31,799
21	Amend Zoning Bylaw	Planning Board	----
22	Geographic Information System	Selectmen	\$15,000
23	Amend Zoning Bylaw	Planning Board	----
24	Milford Youth Center	Armory Restoration	TBD
25	Library Contract	Selectmen	\$45,500
26	Demolish 11 Temple Street	Selectmen	\$30,000
27	Amend Zoning Bylaw	Planning Board	----
28	Upper Charles River Trail Light	Trail Committee	\$23,000
29	Amend Zoning Bylaw	Christain Lavallie	----
30	Amend Zoning Bylaw	Christain Lavallie	----
31	Tablets	Finance Committee	\$12,000
32	Capital Improvement Committee	CIC	TBD
33	Storm Water Management	Highway Depart	\$125,000
34	Amend Personnel Bylaws	Personnel Dept.	----
35	Addition to the Stabilization Account	Finance Committee	TBD
36	Ice and Snow Account	Finance Committee	\$500,000
37	Transfer Funds between Accounts	Town Accountant	----
38	Close out Old Projects	Town Accountant	----