

**TOWN OF MILLVILLE
BOARD OF SELECTMEN
Workshop Meeting
Minutes of Monday, February 5, 2007**

Board members in attendance were Chairperson Diane McCutcheon, Vice Chairman Paul Savage, Tom Petrowicz
Not Present: Ken Gikas
Chairperson McCutcheon called the meeting to order at 6:00 p.m.

This was a workshop meeting between the Board of Assessors and the Board of Selectmen. The purpose of the meeting was to clarify and address present issues.

Time Sheets:

The Board of Selectmen addressed that the timesheets are not going to the Executive Secretary for review. The process and procedures that has been put in place must be followed. The Board of Selectmen referenced a memo that was sent June 27, 2007 by the Board of Assessors informing the Board of selectmen that this procedure was to be followed.

Time Off Requests:

The Board of Selectmen would like all requests for time off to go through the Executive Secretary. There was time off on January 30, 2006 and there was no sign off request provided. This policy must be followed to insure the coverage at the office.

Working Log:

In a memo dated June 27, 2006, the Board of Selectmen requested that a log be kept to document the time spent on Town Clerk responsibilities that take place throughout the week. The Board of Selectmen would like to see this log.

Inspections Completed:

The Board of Selectmen would like to know how many inspections are being completed during the fiscal year.

Hours of Operation:

The Board of Selectmen wanted clarification on the hours. It was noted that the Board of Assessor's work Mon-Thurs from 9:00 – 1:00 and Wed. from 6:00 – 8:00 p.m. Selectmen had several questions:

Questions to the Board of Assessors from the Board of Selectmen:

- **What happens from 1:00 – 4:00 p.m?**
It was noted that the office handles data input and abutter lists.
- **What are the reasons for Comp time?**
The reasons for Comp time include any time needed to take courses.

Meeting Protocol:

The Board of Selectmen wanted to inform the Assessor's office that at a meeting several months ago, someone overheard the board discussing employees within the townhall during their regular meeting.

The Assessor's Office did agree that the relationship with the Board of Selectmen has been strained. It is felt that there is a level of non-professionalism throughout the town hall. Jennifer Wing referenced a memo that was left in the selectmen drawer that involved the Assessor's Office.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Amy Sutherland

Diane McCutcheon, Chairman

Vice Chairman, Paul Savage

Member, Tom Petrowicz

APPROVED AND SIGNED 2/20/07