

**TOWN OF MILLVILLE  
BOARD OF SELECTMEN**

**Minutes of March 3, 2008**

**Board members in attendance were:**

Chairperson Diane McCutcheon, Tom Petrowicz, Charlie Poulin, and Karin Furno.

Executive Secretary, Helen Coffin was also present.

Not Present: Paul Savage

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The workshop meeting started at 6:00 pm. Selectman Furno stepped down and left the room.

**Performance Evaluations:**

**Chief Mullaly**

The performance evaluation was presented to Chief Mullaly. It was the feeling of the Board that things have remained the same over the last year. There continues to be issues with morale within the department in regards to the on-call employees.

The issues which are still a concern are: Management Issues, Morale within the Department, Management of Facility, and Closer attention to the budget. The Board does feel that communication with the Police Department has improved.

Selectman Petrowicz has concerns that the issues from three years ago when the performance evaluations were first put in place continue today. Selectman Poulin had no comments about the performance evaluation.

Chief Mullaly has taken a course in leadership and also a management seminar. He will forward the certificates from the training. Chief Mullaly signed the evaluation form. The Board noted that if Chief Mullaly would like another workshop to address the evaluation, please let Helen know so she can set up a date and time.

**Executive Secretary Helen Coffin**

The performance evaluation rating is from one to five. Last year the executive secretary received a 3.8 and this year has improved in receiving a 4.25.

The Executive Secretary has taken many courses to work on the goal from last year. She will continue to work on seeking out grants for the town.

When the Executive Secretary started the position, there were volatile issues internally that were worked out. The staff agrees that things internally are improving.

The Executive Secretary has become much better at delegating. The Board of Selectmen feel that she has made a significant improvement and this is a good review.

Selectman Petrowicz noted that Helen has gone out of her way to make sure the maintenance of the building is completed.

Helen is networking with other leaders throughout other towns.

Selectman Furno communicated that Helen is always approachable and gets the answers to questions back almost immediately.

Helen wants clarity with some of the comments about the evaluation when a full board is present.

The Chairman and the Executive Secretary signed the required form.

**Cable Access, Jennifer Dean-Wing:**

The Cable Access Committee met with a representative with Charter who is responsible for the technical issues and also discussed the equipment which will be needed.

Cable Access wants to meet with the Board of Selectmen to find some space which will house the equipment. Once this space is allocated, the remainder of the equipment will be purchased.

The equipment bids have been sent out to three different companies. Everything will be changed over the disk. New microphone will be set up. The Board of Selectmen will be recorded and saved to a hard drive and then a DVD. This will allow for a back up. The modulator will allow for the three channels. There will also be hand held cameras. There continues to be free training available.

This meeting adjourned at 7:10 pm.

Respectfully Submitted,  
Amy Sutherland

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Diane McCutcheon  
Chairperson

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Tom Petrowicz  
Selectman

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Charlie Poulin  
Selectman

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Karin Furno  
Selectman

**APPROVED AND SIGNED 3/17/08**