

**TOWN OF MILLVILLE  
BOARD OF SELECTMEN  
Workshop Meeting  
Minutes of Monday, May 7, 2007**

Board members in attendance were Chairperson Diane McCutcheon, Tom Petrowicz, Charles Poulin and Karin Furno

Not Present: Vice Chairman Paul Savage

Also Present: Executive Secretary Helen Coffin

Chairperson McCutcheon called the meeting to order at 6:08 p.m.

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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 administrative issues previously discussed at a meeting on February 5, 2007.

**Town Clerk - Working Log:**

The Board of Assessors advises the Board of Selectmen that the Town Clerk keeps a record of any work performed as Town Clerk during the time she is working as Assistant Assessor. The calendar for 2006 has already been destroyed. The Board of Selectmen would like a copy of the current calendar and will work on creating a Log Form.

**Inspection Log:**

The Board of Assessors did not produce an Inspection Log as previously requested. All inspections are entered in the computer, however, would not be accurate due to the limited space for dates/site visits. It was recommended that the Assistant Assessor print a report on a weekly basis – the likelihood that dates would have been erased already is slim.

**Inspection Report:**

The Board of Assessors explained that a printout of inspections by year would not reflect accurate numbers – perhaps 1/3. Board of Assessors agreed to contact the software company to see if it could be done. The parties agreed that perhaps a monthly log could be run and reflect accurate numbers and agreed to have this done monthly.

**Comp Time:**

The Boards discussed the “comp time” policy. The Board of Assessors feels more time is needed to take accrued comp time. The Board of Selectmen agreed to table the matter and look into revising the Policy.

Respectfully Submitted,

Helen M. Coffin

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Diane McCutcheon, Chairman

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Member, Tom Petrowicz

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Charles Poulin

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Karin Furno

**APPROVED AND SIGNED 5/21/07**