

**TOWN OF MILLVILLE  
BOARD OF SELECTMEN  
Minutes of July 23, 2007  
6:00 p.m.**

**Board members in attendance:** Chairperson Diane McCutcheon, Vice Chairman Paul Savage and Members Tom Petrowicz, Karin Furno and Charlie Poulin

**Others in Attendance:** Executive Secretary Helen Coffin

Chairperson McCutcheon called the meeting to order at 6:03 p.m.

The Board meets with Chief Landry for an informal and verbal 6-month review.

McCutcheon states she feels Landry has done a great job, especially with morale, community involvement, policies and procedures, complaints and investigations. She feels the officers are happy and it is good news that resumes and employment applications are plentiful.

McCutcheon asks the status of the school involvement. Chief Landry explains that he would like to bring a DARE program back to the elementary school and is confident he will be able to accomplish this. He further advises that 2-way radios were supplied to the elementary school and he has just applied for a grant that would provide for surveillance cameras at the school. He has a good relationship with the principal and staff.

Furno compliments Chief Landry on his down-to-earth personality and she appreciates that he has improved the working relationships between the Police and Fire Departments.

Poulin is glad that both the departments are able to communicate better.

Petrowicz feels the same. He is pleased that the Chief has demonstrated strong community involvement, such as with the senior center and the parade. He has heard nothing negative.

Savage asks the Chief what major things he has done. Chief Landry replies that he has worked on many accountability issues (such as payroll and timesheets), budgetary items, training, policies and procedures, car seat program, citizens' academy and staff adjustments. He has also applied for three grants. Some of the future goals are to improve the department's image, continue with the community policing, maintain personnel, improve the budget and be part of the contract negotiations. Chief Landry feels morale is excellent. Savage feels the community policing is very positive and encourages the Chief to work with the schools to start a DARE program.

In closing, the Chief explains he enjoys the Town and hopes to stay for many years. He makes it a point to patrol the Town 4-6 hours each day, driving down each street twice.

Chief Landry leaves.

The Board continues their meeting to briefly discuss the Personnel Policies and Procedures Manual.

Resident Jennifer Dean-Wing questions the recent legal opinion from Town Counsel. The Board will continue with their review and update of the Policies and Procedures but will look into the matter further. If it is determined that changes require a Town vote, then it will be presented to the Town. In the meantime, the Board would like to continue the process.

Town Clerk Susan Gray-McNamara confirms that she believes the current Policies and Procedures are, in fact, by-law and not just policies because she recalls the meeting at which they were voted on by the Town. When questioned as to why the current Millville By-law Manual only has one portion of what she is referencing as by-law, McNamara explains that the portion of the Personnel By-law that is currently part of the Town's By-law Manual was only inserted there because previous Executive Secretary Suzanne Horne asked her to do so, but that Personnel By-laws aren't required to be in the Manual because they are not approved by the Attorney General's Office.

The Board provided the Executive Secretary with some of the questions and concerns they have in connection with the current draft. Some of those are: the requirement of working hours in writing, separation of employment exit interviews and internet policy.

The meeting is adjourned at 7:00 p.m.

Respectfully Submitted,

Helen M. Coffin

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Diane McCutcheon, Chairperson

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Paul Savage, Vice Chairman

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Tom Petrowicz, Selectman

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Charlie Poulin, Selectman

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Karin Furno, Selectman

**APPROVED AND SIGNED 8/6/07**