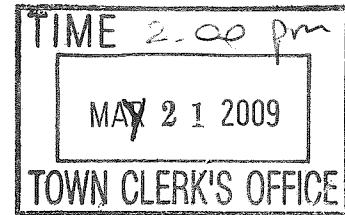


**TOWN OF MILLVILLE  
BOARD OF SELECTMEN  
and  
FINANCE COMMITTEE**



**Minutes of April 30, 2009  
7:00 p.m.**

**JOINT MEETING WITH BLACKSTONE  
BOARD OF SELECTMEN AND FINANCE COMMITTEE**

**Board of Selectmen Members Present:** Chairperson Jackie Lima, Vice Chairman Tom Petrowicz, Charlie Poulin, John Laura and Roland Barrett

**Finance Committee Members Present:** Chairman Adam Menard, Vice Chairman Paul Ouellette, and Paulette Mercure

**Others Present:** Executive Secretary Helen Coffin; Blackstone Board of Selectmen and Blackstone Finance Committee

The meeting was called to order at 7:03 p.m. at the Blackstone Town Hall.

The Boards of Selectmen and Finance Committees meet jointly for the purpose of discussing the current financial situation of both Towns and to determine how to proceed with respect to the funding of the Blackstone-Millville Regional School District Budget.

After introductions of all officials present, Blackstone Chairperson Perreault summarizes the economic situation and general financial difficulties with which the Town of Blackstone is currently faced. Discussion follows among the parties concerning the strained financial budgets and numerous cuts that each of the towns are being forced to make. The parties agree that the situation with the stimulus funding is very frustrating.

It is noted that both towns appear to be in the same financial situation and with the discussions had thus far, it is questioned whether both towns are on the same page with respect to funding the School budget. Lengthy discussion follows among the parties regarding concerns with the School budget including the proposed full-day kindergarten. The parties agree that further cuts should be made by the School Committee to the School budget due to the enormous strains on each of the Town's budgets. Each Town has made significant sacrifices with respect to cutting salaries and expenses and strongly believes that the School Committee should revisit the budget and make further reductions.

It is suggested that both Towns meet jointly with the School Committee to voice concerns and frustrations. The parties agree that a meeting will be arranged by the Town of the Blackstone for such a meeting to be held on Tuesday, May 5<sup>th</sup> at 7:00 at the Blackstone Town Hall.

*Motion by Laura, second by Poulin, to temporarily adjourn the meeting at 7:50, and to reconvene at the Millville Town Hall at 8:15 pm. Motion passes by unanimous vote.*

Chairman Lima calls the meeting to order at 8:15 pm at the Millville Town Hall.

The Board of Selectmen and Finance Committee meet to discuss further budget reductions and to hear the final recommendations of the Finance Committee in preparation of the Public Hearing scheduled for next Wednesday.

The Finance Committee strongly feels that drastic cuts must be made at this time and reviews the draft proposed reduction information requested of and provided by the Executive Secretary. Chairman Menard advises that he is looking for at least \$40,000 in cuts but is hoping for even more. The parties review each of the clerical positions to determine the results of various reduction scenarios. Lengthy discussion follows concerning reducing the hours of the Town Hall – several options are discussed. The Finance Committee feels strongly and recommends that the scenario with the highest budget reduction should be adopted.

The Board of Selectmen caution that the employees must have enough hours to complete their jobs and keep the Town Hall running. Chairperson Lima maintains a strong advocacy for customer service and having heard all the various suggestions feels that 9:00-1:00 is a good compromise. The parties agree that 9:00-1:00 will be the hours of the Town Hall open to the public. The parties feel that due to the poor economy and the decrease in building, the employees should be able to get their work done within the proposed reduced hours.

After a lengthy review and discussion of each position on the list it is agreed to amend and/or finalize the reductions as reflected on the attachment. (See Attachment)

Brief discussion follows among the parties concerning various ways to attain accountability among departments in the Town Hall including eliminating compensatory time and having salaried positions vs. hourly positions. The Finance Committee believes these issues must be addressed going forward. It is the hope that the new Personnel Policy will alleviate many of these items.

The Finance Committee further suggests commencing the new reduced hours prior to July 1st. It is suggested the new hours take effect for June 1st. The Board of Selectmen agrees with this start date, and all parties further agree that medical benefits should be carried through June 30<sup>th</sup> to those individuals who will lose benefits due to the reduction in work hours on July 1st.

Discussion follows among the parties concerning the most appropriate manner in which to address these reductions with the staff members. The Executive Secretary will run the information by the Town Accountant and Town Counsel prior to disseminating the information. All parties agree that this should be done by chain of command. The Executive Secretary will meet individually with the management level, providing a letter to be signed by both Chairmen (BOS and FinCom) which will also need to be signed by the management/department head signifying understanding of the information. The Department Head can then inform its own staff members.

Selectman Barrett suggests it may be appropriate for the Board members to take cuts as well and donate their stipends back to the Town...he is willing to do so. The parties feel this is a good idea given the economic times and agree to prepare a letter to be read at the Town Meeting informing the Townspeople of same.

Lastly, the parties agree that this information should be made available to the School Committee on Tuesday evening to help them understand just how bad our situation is in Millville. The Executive Secretary will need to make telephone calls quickly and prepare the necessary letters by Tuesday at the latest.

*Motion by Petrowicz, second by Poulin, to authorize Lima to approve and sign the letters to the employees on behalf of the Board of Selectmen. Motion passes by unanimous vote.*

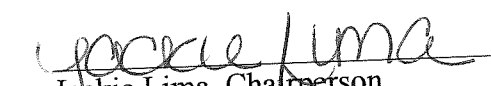
*Motion by Ouellette, second by Mercure, to authorize Menard to approve and sign the letters to the employees on behalf of the Finance Committee. Motion passes by unanimous vote.*

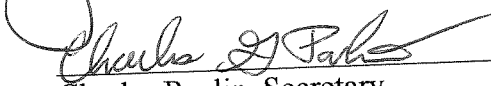
*Motion by Poulin, second by Laura, to adjourn the Board of Selectmen meeting at 10:25 p.m.. Motion passes by unanimous vote.*

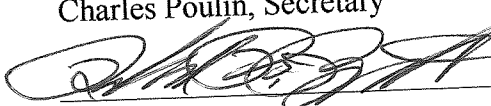
*Motion by Mercure, second by Ouellette to adjourn the Finance Committee meeting at 10:25 p.m. Motion passes by unanimous vote.*


Respectfully submitted,  
Helen M. Coffin

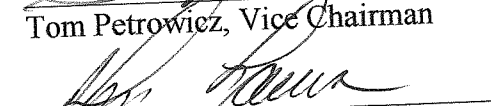
**Board of Selectmen:**

  
Jackie Lima, Chairperson

  
Charles Poulin, Secretary

  
Roland Barrett

  
Tom Petrowicz, Vice Chairman

  
John Laura

**Finance Committee:**

\_\_\_\_\_  
Adam Menard

\_\_\_\_\_  
Paul Ouellette

\_\_\_\_\_  
Paulette Mercure

# Administrative Reductions FY10

Employee	Position/Department	Elimination/Reduction	Result	Funding	Savings
At discretion of T/C	Clerical/Treasurer	Reduce hours from 80 to 30/yr	Treasurer handles overflow.	\$ 300	\$ 500
Laura Cameron	Clerical/Assessors	Eliminate position	Asst.Assess. handles overflow. BOA takes own minutes.	\$ 0	\$ 2,626
Amy Sutherland	Clerical/Selectmen	Eliminate position. Minimal funding for emergencies at \$12.50/hr.	ExecSec takes and prepares BOS Meeting Minutes.	\$ 250	\$ 1,722
Amy Sutherland	Clerical/ConCom	Reduce secretary salary by 50%	ConCom assists as needed.	\$ 2,054	\$ 2,054
At discretion of HS	General Labor/Highway	Reduce labor hours worked	Less roadwork cleaning.	\$27,000	\$ 2,600
At discretion of TC	Clerical/Town Clerk	Reduce hours from 120 to 40/yr	Town Clerk handles overflow	\$ 500	\$ 1,000
Carol Smith	Director/Senior Center	Reduce hours from 28 to 19.5/wk	Ask for more volunteerism.	\$17,150	\$ 8,226
Regina Wilson	Janitor/Senior Center	Reduce hours from 4.5 to 3.0/wk	Volunteers handle overflow.	\$ 1,688	\$ 844
Sheila Robeau	Janitor/Library	Reduce hours from 2.5 to 2.0/wk	Librarian handles overflow.	\$ 1,153	\$ 287
Susan Winstanley	Clerical/ExecSec	Reduce hours from 19.5 to 16/wk	9:00-1:00 / M-Th only	\$13,375	\$ 2,875
Joyce McClelland	Clerical/Town Hall	Eliminate position		\$0	\$ 1,500
Laura Cameron	Secretary/BOH	Reduce hours from 24.5 to 16/wk	9:00-1:00 / M-Th only	\$11,185	\$ 6,499
Laura Cameron	Secretary/BOH	Medical benefits elimination (family)	BOH takes own minutes.	\$0	\$12,400
Mary Baca	Asst. Collector	Reduce hours from 19 to 12/wk	10:00-1:00 / M-Th only	\$12,715	\$ 6,964
Susan McNamara	Asst. Assessor	Reduce hours from 28 to 19.5/wk	9:00-1:00 / M-Th + 3.5 hrs/wk	\$28,635	\$13,935
Susan McNamara	Asst. Assessor	Medical benefits elimination (single)	BOA assists as needed.	\$0	\$ 4,800
TOTAL SAVINGS:					<u>\$68,832</u>