

**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

Chairperson McCutcheon called the meeting to order at 7:15 pm at the Municipal Center.

---

**ANNOUNCEMENTS:**

- The Town Clerk sent a memo informing all about voting dates.
- There are openings on the various boards.

**Pole Hearing:**

The Chairman opened the public hearing for the request for a pole location on Lincoln St.

The National Grid representative indicated that poles 19 and 20 are currently condemned and cannot stand on their own. National Grid wants to relocate those poles across the street and is currently pursuing easements from the property owners. All the abutters have the language of easement and are having the documents viewed by their attorneys. The plan is to have this completed by the summer. The Board of Selectmen has concerns about poles 21 and 22. National Grid will look into the other poles.

- **On a motion made by Karin Furno and seconded by Charlie Poulin, the Board of Selectmen voted unanimously to allow National Grid to relocate poles 19 & 20 in the northerly direction on Lincoln St.**

**The Millville Fire Department.**

The Fire Department gave an informative presentation and showed what the town would gain if the EMT's were trained in the intermediate program. The department is currently at the basic level. A comparison between both was done. The department is looking to have six members of the Fire Department trained. The Department would like to have the training held at the town hall. The clinical internships could be completed at Landmark and Milford hospitals. The additional intermediate certifications would be PEPP (Prehospital Emergency Pediatric Provider), GEMS

(Geriatric Emergency Management Service), and Pre-Hospital Trauma Life Support. The total cost for six members to take part would be \$10,305.00.

Selectman Petrowicz wants to know if there is any additional liability insurance that the town must cover. Daniel Pina indicated that in fact the liability policies would have to increase.

The Chairperson indicated that the Intermediate Program would improve the level of service to the town. The billing would be done through a third party.

**Resident, Paul Ouellette, 382 Chestnut Hill Rd.**

Mr. Ouellette had two questions:

1. Could an administrative fee be charged to the other six members from other towns that will be attending the classes in Millville?

The executive secretary understands the point Mr. Ouellette was making about charging outside members an administrative fee, but she communicated that other surrounding towns do not currently charge our town an extra fee for attending their seminars or classes.

2. What is the accountability for the people taking and passing the exam?  
Mr. Pina noted that if the same person fails the exam, then the applicant would have to take it again at their own expense until they pass.
3. Does the additional certification increase the employment payment rate?

The Board of Selectmen is in agreement with supporting the intermediate program.

**Minutes/Warrants:**

- On a motion made by Tom Petrowicz and seconded by Karin Furno, the Board of Selectmen voted unanimously to accept the warrants.
- On a motion made by Tom Petrowicz and seconded by Karen Furno, the Board of Selectmen voted unanimously to accept the meeting minutes from February 19, 2008 with the noted revision. (Selectman Poulin abstained from vote)
- On a motion made by Tom Petrowicz and seconded by Karin Furno, the Board of Selectmen voted unanimously to accept the meeting minutes from February 27, 2008.

**Correspondence:**

- The DEP has the results of the water sampling. If anyone is interested in the results, they are at the Board of Health office.

- A memo came informing the town that the cost for Norfolk Agriculture will be increasing.
- Charter sent a memo about the digital change that will be taking place.
- A letter was sent to the Millville Post Office about the recent site concerns.

**Public Forum:** None

**Executive Secretary Report:**

**Board of Health Recycle Agreement:**

- On a motion made by Tom Petrowicz and seconded by Karin Furno, the Board of Selectmen voted unanimously to allow the Chairman to sign the recycling agreement.

**Board of Health Sustainability Grant:**

- On a motion made by Tom Petrowicz and seconded by Karin Furno, the Board of Selectmen voted unanimously to have the Chairperson sign the grant in the amount of \$1,195.50.

**Subordination Agreement:**

- On a motion made by Tom Petrowicz and seconded by Charlie Poulin, the Board of Selectmen voted unanimously to authorize the Chairman to sign the subordination agreement.

**Old Business:** None

**Annual Report Dedication:**

- On a motion made by Tom Petrowicz and seconded by Karin Furno, the Board of Selectmen voted unanimously to dedicate the 2007 Annual Report as presented by the Executive Secretary.

**Marc's Garage License:**

The paperwork from Marc's Garage is complete for the Class II license.

- On a motion made by Tom Petrowicz and seconded by Charlie Poulin, the Board of Selectmen voted unanimously to issue the Class II license to Mark's Garage.

**Office Space Committee:**

The Chairperson would like to see this committee continue working to make sure there is a working spot or station for each department.

**Landfill:**

The Executive Secretary will be contacting Wally Hack about the salt shed and it being compromised.

**Tree Warden:**

The Board was reminded that this position is still vacant and there are trees within the town that need attention. The executive secretary will follow-up.

**New Business:** None


**Good & Welfare:** None


The next Board of Selectmen meeting will take place March 17, 2008 at the Millville Library.


**ADJOURN:**

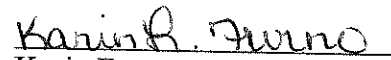
- On a motion made by Tom Petrowicz and seconded by Charlie Poulin, the Board of Selectmen voted unanimously to adjourn the meeting at 9:15pm.

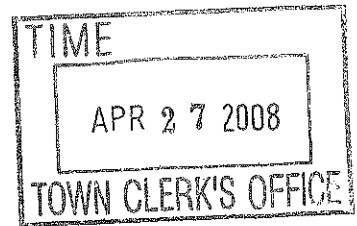
Respectfully Submitted,  
Amy Sutherland

  
Diane McCutcheon  
Chairperson

  
Tom Petrowicz  
Selectman

  
Charlie Poulin  
Selectman

  
Karin Furno  
Selectman



**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

---

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.

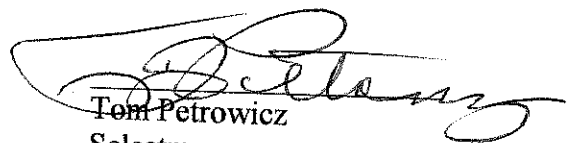
Cable Access wants to meet with the Board of Selectmen to find some space which will house the equipment. Once this space is allocated, the remainder of the equipment will be purchased.

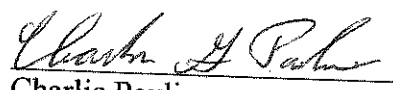
The equipment bids have been sent out to three different companies. Everything will be changed over the disk. New microphone will be set up. The Board of Selectmen will be recorded and saved to a hard drive and then a DVD. This will allow for a back up. The modulator will allow for the three channels.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

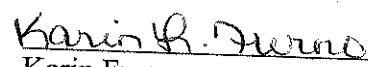
This meeting adjourned at 7:10 pm.

Respectfully Submitted,  
Amy Sutherland

  
Diane McCutcheon  
Chairperson

  
Tom Petrowicz  
Selectman

  
Charlie Poulin  
Selectman

  
Karin Furno  
Selectman