

**TOWN OF MILLVILLE**  
**BOARD OF SELECTMEN**  
**MINUTES OF MEETING**  
**JANUARY 19, 2016 – 7:00 P.M.**

**Board Members Present:** Chairman Roland Barrett; Vice Chairman Joseph Rapoza; John Laura; and Secretary Jennifer Dean Wing

**Board Members Absent:** Robert Baker

**Others Present:** Executive Secretary Helen Coffin

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Chairman Barrett calls the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

**ANNOUNCEMENTS** None.

**APPROVAL OF MINUTES**

**January 4, 2016 – 7:00 p.m.**

*On a motion by Wing and second by Rapoza, the Board votes unanimously to approve and sign the Minutes of January 4, 2016 at 7:00 p.m. with an edit to eliminate a sentence which reads “Wing doesn’t understand why this would be needed” found on page 3.*

**WARRANTS** None.

**INVITED GUESTS/SPEAKERS** None.

**BOARD/COMMITTEE/DEPARTMENT HEADS** None Scheduled.

**PUBLIC FORUM/CITIZEN COMMENTS** None.

**CORRESPONDENCE**

DLS Approval Notice is received regarding the American Legion property.

CMRPC correspondence is received regarding the wrap-up meeting on the freight rail.

Wing indicates an email will be going out advising all Town officials and employees that there is a meeting planned on January 26<sup>th</sup> at 6:30 where they can bring all their suggestions and comments regarding the Centennial events, or forward information to the Committee.

**APPOINTMENTS/RESIGNATIONS** None.

## **EXECUTIVE SECRETARY REPORT**

She was informed that the warrants were not signed by the deadline again last week...please make every attempt to sign as needed.

CMRPC will host a meeting on February 16<sup>th</sup> from 9-12 on the Complete Street Listing service.

Department of Labor will be at Town Hall on Thursday for Workplace Safety & Health Inspection.

**OLD BUSINESS** None.

## **NEW BUSINESS**

### **Department of Revenue Management Report.**

Barrett feels that a new Town Administrator will be able to handle the recommendations made but the position will probably be part-time.

Rapoza indicates there are 16 recommendations, many financial, and if the Town follows them we will be close to having a Town charter. He feels it's important that the Board start interviewing candidates. Residents have contacted him who are interested in being on the Search Committee. He'd like to schedule a workshop to discuss the salary range so this can be passed to the Finance Committee.

Wing isn't on board with a part-time position and agrees there are many items that need to be addressed. She doesn't agree with sharing a position and would like to see a salary survey done. The Board needs to have discussion regarding who will oversee the departments – it's important to have someone who will handle the day to day. The Board needs to discuss the office structure, rate of pay and job description. She doesn't feel a Search Committee can be formed until the Board knows how the position will look. The Board needs to discuss the pros/cons and work with the Finance Committee to determine what the Town can afford and how much we want to invest into the administration.

Barrett notes the Report lists 4 Town Administrators and 1 Administrative Assistant in towns close in size to Millville. Rapoza adds that he received information that the range for a part-time candidate with the Master's Degree is \$75,000-\$150,000. His interpretation of the Report is that it leans towards a part-time Town Administrator with a full-time Administrative Assistant.

Wing feels the Board needs to determine the hours/benefits and needs to take into account that many departments have been able to work on their own for many years and there will need to be discussion regarding the shift in management. She feels recommendation #'s 8-13 need to be addressed by the departments and the revolving funds should be forwarded to Town Counsel for review.

Rapoza feels the Board needs to do a better job informing the residents and suggests holding office hours to answer questions before the Town Meeting based on what is recommended. Barrett feels a 30-hour position is sufficient and the individual will have a busy first year.

Wing feels the departments will have more confidence and there will be more continuity with a strong administrator with stability being important due to the influx of volunteers. The Board's first step is to do a salary survey and determine the structure of the office and financial component.

Barrett agrees and suggests meeting next Monday, January 25<sup>th</sup> at 7:00 p.m. The Board can find the information online and compile salaries and job descriptions for the meeting. He reminds that Town Counsel will need to work on a warrant article for the Town Meeting so the Board needs to move fast.

Rapoza feels that residents should give the Board input. He would also like to see residents on the Search Committee. If anyone is interested they should contact the Executive Secretary.

Executive Secretary questions if the Board has determined it will not be using the Collins Center for recruitment assistance. The Board generally agrees they do not need to use them and they can handle the recruitment on their own. Rapoza feels guidance from Town Counsel may be needed. Wing mentions that use of a consultant may be possible as needed.

Finance Committee should be invited to meeting and objectives of the January 25<sup>th</sup> Meeting will be to: set the pay rate (obtain salary survey from information online); create a Job Description (enough to create a Search Committee mission) and determine funding needs for FY17.

**MEMBERS FORUM**

**Rapoza:**        **Executive Session.** Rapoza wishes to withdraw his request.

**BOARD/COMMITTEE/DEPARTMENT HEADS**

Chief Landry explains that the Police Department has taken 48 calls for the Animal Control Officer and he is wondering the status of hiring an assistant. The PD picked up a dog today and when they went to drop it off at the kennel they were informed that the kennel was no longer taking dogs from Millville. He isn't sure what to do with the dogs during the day. The PD has taken 75% of the calls because the ACO works during the day.

The Board would like to invite Gary Fagan to the February 1<sup>st</sup> meeting. Executive should follow-up regarding the Assistant position and the status of the kennel. The job will be posted.

**NEXT MEETING** Monday, February 1, 2016 at 7:00 p.m.

**SIGNATURES** The Board signs the documents voted on earlier this evening.

**ADJOURN**

*On a motion by Rapoza and second by Laura, the Board votes unanimously to adjourn the regular meeting at 7:43 p.m.*

Respectfully submitted,  
Helen M. Coffin

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Roland P. Barrett, Chairman

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Joseph Rapoza, Vice Chairman

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Jennifer Dean Wing, Secretary

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John Laura