

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING
JANUARY 25, 2016 – 7:00 P.M.

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

Board Members Absent: Robert Baker and John Laura

Others Present: Executive Secretary Helen Coffin; Finance Committee Members Richard Crivello, Paul Ouellette and Michael Foster; Blackstone Valley Tech Representative Gerry Finn

Chairman Barrett calls the meeting to order at 7:00 p.m.

The purpose of the meeting is to address and discuss the Department of Revenue Management Report, establish the Town Administrator position, and create the job description, determine if the position will be full-time or part-time, and determine the salary range.

Chairman Barrett feels that the job description should include any of the tasks that the current Executive Secretary isn't handling, and the tasks currently being done should remain with the Administrative Assistant position. There is currently too much to be done by one person and he hopes the Town can find a young and ambitious individual who will stay long term. The position needs to be appetizing in order for those types of individuals to apply. He did a salary survey over the weekend and found the salary ranges were all over the place but the Town cannot keep up with the larger towns. He would like to see the Town go in aggressive but not too aggressive. He feels the position should be 25-30 hours per week initially, for the first year, and the Administrative Assistant position should be full-time. He feels the Board should be fairly conservative the first year until the revenue starts to grow and then the position can be adjusted accordingly.

Vice Chairman Rapoza has an alternate proposal. He would like to see a Search Committee appointed to develop and propose the job description and come up with the salary range and funding. The final candidates would be approved by the Selectmen. He also did a salary survey and found \$75,000-\$95,000 salary might be appropriate. He feels the Search Committee should be made up of 5-7 members and include Town residents who have experience in Public Administration or Management in the Private Sector or past governmental experience. Their goal would be to recommend 3-5 candidates for the Select board by March 31st. He feels the hiring of an Administrative Assistant should be left up to the new Town Administrator.

Chairman Barrett notes that his salary survey found the average salary for an Administrative Assistant at approximately \$41,000.

Finance Committee Chairman Richard Crivello questions if the Board has tapped into the resources offered by the Mass Municipal Association. Selectman Wing advises that she has been on the website and found salaries for an Administrative Assistant ranging from \$47,000-70,000 but they were all larger towns. She would like to see funding invested in the top in order to make the community better. She feels the salary of the Administrative Assistant should be based on the skillset.

Crivello questions if the need is so great that just one full-time individual can't do all the work. He feels a person with the right skillset may be able to accomplish all the tasks within the current operating budget.

Rapoza feels we need to go for gold now otherwise we will just be kicking the can again.

Gerry Finn echoes Crivello's comment. He would like to see that the strategy be to hire only whatever is absolutely necessary but he would like to see the highest quality candidate hired. He is frustrated that the property values in town are only at 46% which is below average. The new employee should have managerial, financial and administrative smarts.

Crivello agrees with Rapoza's recommendation to create a Search Committee so the Selectmen can spend more time establishing goals and objectives and have more input in the budget process.

Finance Committee Member Paul Ouellette wants to see the best candidate hired and feels it's the Board's responsibility to provide the individual with the tools needed. Goals and objectives need to be set and it should be clearly identified where change needs to happen and problems need to be addressed. The proper candidate will then be able to run with it as the DOR Report outlines the downfalls.

Rapoza reiterates he'd like to see a Search Committee created and he is aware that the following individuals are interested in serving on the Committee: Brian Faulkner, Paul Ouellette, Richard Crivello, and Gerry Finn. He is also willing to serve himself as a non-voting member.

Wing indicates she also has the name of an interested individual: Tina Landry who is the Assistant Treasurer/Collector in Webster.

Barrett reminds all that Norman Thuot also submitted a letter of interest and he himself is also interested in being on the Search Committee.

This makes a total of eight interested individuals. The Executive Secretary suggests the eight names be reviewed by the Board and 7 members chosen and appointed on Monday night. Mr. Rapoza's proposed Committee charge will be used. Executive Secretary should request Town Clerk/Asst. Clerk be present to swear in individual right away.

Rapoza feels that in the meantime Town Counsel should be consulted in the preparation of the warrant articles and bylaw amendments as necessary.

On a motion by Rapoza and second by Wing, the Board votes unanimously to involve Town Counsel with preparing warrant article and bylaw amendments, as necessary.

Ouellette reminds the Board that the current position is contracted and would like to be certain that the Board addresses the matter with the least liability for the Town. His understanding is that there is a

deeper legal issue and ramifications under MGL under the notification clause. Rapoza states that the Board must provide 90-day notice by April 1st.

Crivello reminds all that the new positions will need to be modified accordingly in the Town's Classification and Compensation Plan.

Resident Richard Hurteau questions how the changes will be presented to the townspeople...will they be different items or as one whole package? There is general uncertainty on the answer to this question; the Executive Secretary suggests this would need to be reviewed with Town Counsel.

Resident Norman Thuot feels separate articles will need to be written for each line item increased or created. He also suggests an article be included on the warrant which will address the continuation of town government in the event the proposed articles do not pass. He feels the Board shouldn't waste any time going forward as the worst case scenario would be that the leg work has been done. But again, he encourages the Board have a Plan B. He feels the Board's greatest challenge will be getting word out to the Townspeople. He suggests the Board hold informational sessions.

Chairman Barrett advises the Board needs to be cautious of campaigning. Wing suggests cable could air 5-minute public information segments. Ouellette suggests they could be played at the beginning of regular BOS meetings. Rapoza feels Jesse Dufault could create a power point presentation.

Finn provides an example of a recent change in the financial oversight and administration in the Town of Hardwick implying that another town similar to Millville has gone through similar issues. He stresses that the Selectmen must approach this matter as a unified Board. He would like to see these strategies discussed with Town Counsel as soon as possible so the Search Committee can convene. They will also need various data points. Wing replies she can provide that information, as needed.

Rapoza states that Millville is a small Town with unique opportunities and small town needs. Finn advises that there are grants available but the Town needs someone with financial knowledge.

Crivello would like to see the creation of a strategic plan on every BOS Agenda going forward. He thinks the DOR Report should be turned to the positive. Finn would like to see the redundancies outlined in the report addressed. Ouellette notes that there are several inefficiencies noted in the Report, such as the tax title needing attention and he wants to see the money invested where it will be best used and the finances should not be a delineating factor. He feels we need to make an investment in the Town if we want to reap the rewards at the end of the tunnel as it's a return on investment. Crivello feels it can be done within the same operating budget.

Finn questions the status of the Master Plan. Ouellette responds that some information was relayed from the Town Planner last week during the Planning Board's budget meeting. Crivello adds that the Finance Committee impressed upon the Town Planner that the Master Plan needs to get done as it is directly related to the revenue and Town's ability to obtain grants. He questions if the Town would have been better off hiring an outside consultant to get this completed. Ouellette notes that the Master Plan is at 75% completion. Finn would like to see a copy of the 75%. Barrett suggests inviting the Planning Board and Town Planner to the next BOS regular meeting so the issue can be addressed and a copy of the 75% can be requested. Executive Secretary to invite Planning Board to next regular meeting.

The Executive Secretary seeks clarification on how the Board wishes to address a few items noted in the report as well as what she needs to discuss with Town Counsel. Does the Board want to consider an article to change the Board from a 5-member Board to a 3-member Board and/or should this be included on a future Agenda? Barrett feels it should stay as a 5-member Board and it appears that is the general consensus. Barrett suggests this could be on the next Agenda for the entire Board to determine. General discussion follows and it is agreed that there are pros and cons to each.

The Executive Secretary questions whether the Board wants to include an article on the warrant to authorize the Board to file legislation in order for the new Town Administrator to be authorized to sign warrants? It is decided to include this on the warrant since it can be stricken if not needed.

The Board clarifies that the Bylaw amendments recommended in connection with the Financial and Capital Planning matters can wait until the Town Administrator is hired and that the new Town Accountant should review the issues with the revolving funds prior to sending them to Town Counsel. The other departments with noted deficiencies (Assessors and Treasurer/Collector) should reflect in their FY17 budget what is needed in order to adequately address the problems in their departments.

The Board will consider the appointment of a Search Committee at next Monday's regular meeting. The Town Clerk or Asst. Town Clerk will be asked to be present for swearing in the members.

Rapoza feels the Search Committee should follow milestone dates such as having a job description prepared in February and having three candidates by March 31st.

Chairman Barrett asks for any other comments before adjourning the meeting.

Resident Peter Mars of 21 Hill Street would like to address an issue with his neighbor's property. He would like to know what the Building Inspector is doing about the junk in the wetlands.

The Executive Secretary cautions that this special meeting is specific to the Agenda items. However, with respect to funding needs, the Finance Committee did discuss this matter with the Building Inspector last week to determine if additional pay/hours should be budgeted. Brief discussion follows regarding some of the other properties in Town with alleged zoning violations.

Chairman Barrett cautions that this subject is not on the Agenda so the Board cannot discuss the matter this evening. He asks the residents to return to the regular meeting next Monday and this matter will be included as an Agenda item and the Building Inspector and Fire Chief will be invited to attend.

On a motion by Rapoza and second by Wing, the Board votes unanimously to adjourn the regular meeting at 9:20 p.m.

Respectfully submitted,
Helen M. Coffin

Roland P. Barrett, Chairman

Joseph Rapoza, Vice Chairman

Jennifer Dean Wing, Secretary