

**TOWN OF MILLVILLE**  
**BOARD OF SELECTMEN**  
**MINUTES OF MEETING**  
**MARCH 21, 2016 – 6:00 P.M.**

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

**Board Members Absent:** Robert Baker

**Others Present:** Executive Secretary Helen Coffin

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Chairman Barrett calls the meeting to order at 6:07 p.m.

**Treasurer/Collector.** Lisa Larue presents her reasoning for the increase in her budget for FY17. She explains that she is currently now only paid for 30 hours and is requesting 4 additional hours, and the Assistant Collector is paid for 16 and is requesting an increase of 3 hours. The increase in hours is due to the recommendations listed in the DOR report. The additional hours will assist in completing tax title work, land of low value work, and training the staff on the new software. The additional hours for the Assistant Collector are to cover busy times and to fill in when she is out of the office.

Vice Chairman Rapoza asks if the new software could potentially save hours. Lisa replies that it may but it will take a long time to learn and get accustomed to it so the savings may not be noticed for some time. Lisa mentions that the individuals employed prior to her and her assistant worked 38 and 19 hours per week, respectively, and the hours have been reduced over the years. She explains that she has begun the tax title work but that it will take some time to see any benefit as it has not been touched in over 30 years. Vice Chairman Rapoza acknowledges that the Board of Selectmen has not acted on the list of Town-owned properties since the meeting with Lisa last year. The list should be sent to other departments for review and comment, especially for commercial value. Chairman Barrett indicates that the new Town Administrator should be well versed in these areas and will be responsible for checking with other departments in connection with the Town-owned properties.

Finance Committee Chairman Crivello questions the increase to the Deputy Collector line item. Lisa explains this is due to recommendation made in the DOR report and is used for the services of an outside vendor. He asks how success will be measured if the increases are granted. Lisa replies that it is hard to measure the success as the tax taking process takes 2-3 years. Crivello would like to see a report in one year that shows what was accomplished and suggests quarterly reports that track the progress and show accountability. Lisa agrees she can prepare updates on a quarterly basis.

Selectman Wing supports the increase in hours of both positions and agrees that all employees deserve a raise but the Selectmen need to work with FinCom. Barrett also agrees with the increase but feels the Board needs to wait on honoring 2% increases until they meet with the Finance Committee.

**Board of Assessors.** Karin Furno and Natalia Alward present the Board's reasoning behind the increases requested in the Assistant Assessor salary line item. They are looking to increase the hours from 25 to 40 and increase the rate of pay to \$18 to be more in line with other staff members. Natalia advises that the research to address the projects in the DOR report is time-consuming. Her first priority is dealing with the daily research items that come up because they are time sensitive. Crivello questions if goals are created during annual performance evaluations. Rapoza advises the Town needs to change the performance evaluation system as it is subjective and not objective. Barrett indicates that the new Town Administrator would be responsible for setting the goals for the departments.

Barrett feels increasing the hours by 10 would be a good start but he wouldn't support 15 hours. Wing questions if hiring a second clerical person for the office could take some burden off the Assistant Assessor. The Executive Secretary reminds that years ago the office had two employees at 30 hours and 18 hours but budget cuts decreased the hours. Wing suggests the Board of Assessors go back and review the request and come back on April 6<sup>th</sup> to meet with the Board and FinCom.

**Police Chief.** Chief Landry would like a 3% increase and is requesting his contract be opened for negotiation. He does not feel he has been adequately rewarded for what he has done for the Town during the past 10 years, and he has not taken the medical benefits. He would like a new 3-year contract with a 2%, 2%, 2% increase. He feels it's not fair that other staff received 2% increases. Wing questions the legality if the Board opens the contract but determines not to grant the increase and would like confirmation from Town Counsel.

***On a motion by Rapoza and second by Laura the Board votes unanimously to open Chief Landry's contract for re-negotiation and schedule an Executive Session.***

***On a motion by Rapoza and second by Laura the Board votes unanimously to adjourn the meeting at 6:55 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, Selectman