



**BOARD OF SELECTMEN REGULAR MEETING MINUTES**  
**Millville Town Hall, 290 Main Street**  
**Monday December 3, 2018**

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**PRESENT:**

Board Members Present: Chairman, Joseph Rapoza, Vice Chairman Jennifer Dean Wing and Selectman Tom Houle, Andrew Alward and Erica Blake.

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The Chairman opened the meeting at 7:00pm.

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**ANNOUNCEMENTS:**

- The Annual Tree lighting event will take place on Tuesday, December 4, 2018 at 6:30 pm at Memorial Park.
- The Town Clerk is preparing the final report and results from the town meeting. There is a balanced budget using one time revenue sources.
- Snow Emergency Parking Ban is in effect from December 1, 2018 through April 1, 2019.
- The Town Clerk will be accepting pictures for the Annual Top Dog Contest. This needs to be submitted by Wednesday December 12, 2018.

Member Blake requests that a payroll audit of the town employees from the past fiscal year be completed. Member Blake is willing to work with the Town Accountant on this.

**On a motion made by Erica Blake and seconded by Jennifer Dean Wing, the Board voted to have a payroll audit completed of the town employees over the last fiscal year through November 30, 2018. (Vote passes 4 to 1 Andrew Alward abstained from vote due to the fact that he spoke with ethics in regards to this agenda item it was not sent to the majority of the Board of Selectmen and it is his understanding that this is a violation of the open meeting law).**

Member Dean Wing asked if member Alward speaks with ethics in the future, he can communicate the section of the open meeting law which is being referenced.

**MINUTES:**

**November 19, 2018:**

The minutes from November 19, 2018 will be voted on at the next meeting.

**DEPARTMENT/BOARD:****Part-Time Police Officer:**

On a motion made by Erica Blake and seconded by Tom Houle, the Board of Selectmen voted to accept the resignation from Robert Goyer as a part-time police officer.

(Vote passes 4 to 1 Andrew Alward abstained from vote)

**Town Planner:**

On a motion made by Erica Blake and seconded by Tom Houle, the Board of Selectmen voted to accept the resignation from Hillary Carney as the Town Planner.

(Vote passes 4 to 1 Andrew Alward abstained from vote)

**NEW BUSINESS:****Annual License Renewals:**

George Variety is the only complete renewal application ready for approval. There was a question if this was reviewed by the Chief of Police. Since there was no sign off from the police chief, this will be tabled until the next meeting which will be on Monday, December 10, 2018.

**Town Administrator Search:**

A preliminary draft of the job description for the Town Administrator has been drafted. This will be provided electronically to the Board of Selectmen.

**Agenda Items for the next meeting:**

- Justin Cole with finalize the school numbers for classification hearing which will be held on December 10, 2018.
- Review of the old executive session meeting minutes will be reviewed at the next meeting on December 10, 2018.

**CORRESPONDENCE:**

- No Correspondence to report for this meeting.

**SELECTMAN'S FORUM:**

Selectmen Houle congratulates BVT football team on their recent win. Special recognition goes out to Millville BVT football players Justin Saunter and Ethan Blake.

Selectmen Blake wants to know in the absence of a Town Administrator, is there is a procedure in place for any complaints which come in from residents about various departments. It was suggested that the Board of Selectmen should log this information and it should be placed on the next agenda. There was a recommendation to review the protocol and procedural policy book. The Board of Selectmen would like this document scanned to them as a pdf. document.

**NEXT REGULAR MEETING:**

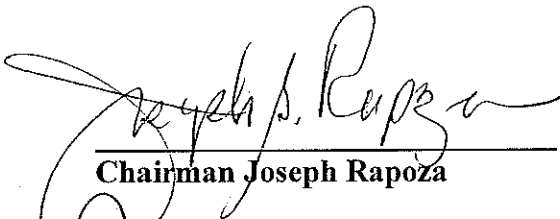
- Monday, December 10, 2018

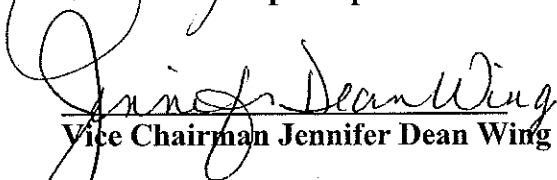
**AJOURN:**

**On a motion made by Erica Blake and seconded by Tom Houle, the Board of Selectmen voted unanimously to adjourn the meeting at 7:20 pm.**

Respectfully Submitted,

Amy Sutherland

  
Chairman Joseph Rapoza

  
Vice Chairman Jennifer Dean Wing

  
Member, Thomas Houle

  
Member, Andrew Alward

  
Member, Erica Blake