

**TOWN OF MILLVILLE
BOARD OF SELECTMEN**

MINUTES OF MEETING

November 10, 2014 - 6:30 p.m.

Board of Selectmen Members Present: Chairman Roland Barrett, Vice Chairman Joseph Rapoza, Secretary Jennifer Dean Wing, Selectmen Robert Baker and John Laura

Others Present: Executive Secretary Helen Coffin

OPEN MEETING/WELCOME

Chairman Barrett opens the special meeting at 6:35 p.m. with the Pledge of Allegiance. He explains that the Board has agreed to meet on the second Monday of each month for the time being in order to commence discussion regarding setting goals for the Town. This was Selectman Rapoza's idea so he will be running these meetings. The meeting is then turned over to Vice Chairman Rapoza.

OVERVIEW – GOAL SETTING

Vice Chairman Rapoza provides a handout which is a compilation of notes/ideas to be discussed. He notes the importance to classify and prioritize the Board's objectives. He would like to see the Board set timelines for obtaining goals. He would also like to see appointed Town officials come up with their own goals and/or the Board to work with the other departments to come up with goals that can help move the Town forward. It is suggested that the boards/departments be informed that they should present their future goals to the Board members during their annual report.

Rapoza adds that tonight is the first step on the path to success and the first objective should be to declare a Mission Statement and Vision Statement. He provides some examples which had been previously prepared by the Executive Secretary. He adds that part of the process will be to first identify challenges and then prioritize the goals/objectives. He briefly reviews and discusses the Pareto Principle.

RULES OF ORDER

Rapoza would like these meetings to have free and open discussion and encourages participation by any/all audience members as well as those sitting at the table. He advises there will be no official voting at this meeting. He would like to see a facilitator chosen for discussion purposes who can be neutral on issues. Lastly, he would like an individual who can act as a scribe on the easel if needed for presentation purposes.

OPEN DISCUSSION/FORUM

As the first order of business, Rapoza asks each person in attendance to identify and prioritize (rank) in order the top 3 items from a prepared list that he/she believes should be addressed by the Board.

Board of Selectmen/Executive Secretary.

Chairman Barrett: (1) Economic Development; (2) Financial/Capital Planning; (3) Public Education. Mr. Barrett feels all are equally important but with the upcoming amendments to the zoning bylaws, economic development is at the forefront.

Selectman Baker: (1) Financial/Capital Planning; (2) Infrastructure; (3a) Revenue/Budgets, (3b) Public Education. He feels that some of the topics go hand in hand but realizes the issues with the Town Hall and the school budgets are of the utmost concern.

Selectman Wing: (1) Financial/Capital Planning; (2) Infrastructure; (3) Public Education. She also feels we need to advocate with our state senators and representatives for more money.

Selectman Laura: (1) Financial/Capital Planning; (2) Revenue/Budgets; (3) Economic Development. He feels the order depends on the outcome of the Special Town Meeting.

Executive Secretary: (1) Mission Statement; (2) Vision Statement; (3a) Infrastructure; (3b) Financial/Capital Planning; (3c) Revenue/Budgets. She feels a Mission from the Board and Vision for the Town come first and then the others will follow.

Audience Members.

Brooks Herrick, 31 Albert Drive: (1) Financial/Capital Planning; (2) Economic Development; (3) Revenue/Budgets. He feels the Mission/Vision statements are important as well and that no piece is really more important than another.

Gerry Finn, 47 Grove Street: (1a) Mission Statement, (1b) Vision Statement; (2) Financial/Capital Planning; (3) Economic Development. He feels that people need to be led and the Board of Selectmen is the leadership. He agrees with the Executive Secretary that Mission and Vision Statements are important but he feels they are in the same chapter. These statements explain what the Board is trying to accomplish, the purpose and the strategy. They are necessary in order to put a plan together. He would like to see issues at the center of Town corrected such as the Mug Pub.

Pat Finn, 47 Grove Street: (1) Mission Statement; (2) Vision Statement; (3) Financial/Capital Planning. She agrees with Mr. Finn. She feels the Board/Town first needs to identify who we are and identify the goals. She would like to see the center of Town become an attractive place and we should take advantage of the river, bike path and small town feel. She would like to see the Town leadership move forward and away from living out of the Town's checkbook and afraid to spend and rather consider taking loans to accomplish the goals.

Mission Statement.

Rapoza recommends a proposed Mission Statement. He feels this is necessary in order to get the government moving forward. Barrett acknowledges that times have changed and people once came here to work and now they leave to go to work. He agrees we need to make the Town attractive for businesses which will eventually create additional revenue. Wing is not ready to commit to the proposed Mission Statement...she does not like the word “responsiveness” as she would prefer to “take initiative” and be proactive as a Board. Baker agrees the statement is needed so that we can move forward and improve the process.

Finn adds that a Mission Statement serves as a stimulant as to what the Board members are trying to achieve and each member should “own” a piece of the Mission Statement and be held accountable to it.

Rapoza briefly discusses information that the Board includes in its Annual Town Report. He feels a Mission Statement should speak to this information.

Vision Statement.

Rapoza recommends a proposed Vision Statement. Baker feels the Vision Statement is too broad. Wing thinks we can prepare a 5 or 10-year Vision Statement. Rapoza agrees that the Vision Statement will be rolling with the strategic plan and can be updated/renewed during the process as needed. Baker admits the task is daunting as the Board has been in reactionary mode for so long but he feels short term goals do need to be set. Barrett believes the rezoning is a good first step but there are many more needed. Rapoza reminds that the Town Hall is a serious issue but he is optimistic with the revamped Capital Planning process and early budget process by the Finance Committee. He feels these are a launching pad for more positive change.

Rapoza adds that the Selectmen need to be involved with the budget issues especially with the school district. He advises that there is a decline predicted in the enrollment at MES and the Town will be faced supporting this building while only half occupied.

Wing feels a Vision Statement will provide confidence and security to residents and the Town departments that the Board has a plan in place in order to raise future funds.

Rapoza asks each member to give thought to the two Statements and submit suggestions in their own words.

ADMINISTRATIVE DETAILS

Executive Secretary seeks clarification on a few points:

Meeting Schedule will be every second Monday of the month from 6:30-8:00 until it is no longer needed.

Voting will be allowed going forward if the Chairman feels a vote is in order. All meetings are duly posted.

Mr. Rapoza will serve as the facilitator of the meetings.

The scribe will remain open and can be addressed as needed.

Baker feels it is important that residents know their ideas are welcome. Barrett adds that if they cannot make a meeting, they can email their ideas. Rapoza feels the Board needs to be pro-active with Town officials and be sure the goals they report are obtainable. Wing explains they should be S.M.A.R.T. goals. The use of “sticky notes” and an overhead projector are suggested for the next meeting.

Baker asks the Board members for Mission Statement ideas and writes them on the whiteboard as follows:

Initiative
Be Proactive
Reinforce Town strengths
Accountability
Quantifiable and Measurable Goals
Revenue Generating Ideas
Investment in Community

Wing feels these are a good place to start and all members should bring a punch list for the next meeting.

Barrett reminds everyone that small towns are customarily supported by small business but that is not the case in Millville as a bedroom community. He knows our Town officials have the heart and he would like to see Millville become the envy of the country. He thanks all for coming out.

NEXT MEETING

Monday, December 8th from 6:30-8:00pm.

ADJOURN

On a motion by Rapoza and second by Baker, the Board of Selectmen votes unanimously to adjourn the special meeting at 8:00 p.m.

Respectfully Submitted,
Helen M. Coffin, Executive Secretary

Roland P. Barrett, Chairman

Joseph G. Rapoza, Vice Chairman

Robert F. Baker, Selectman

Jennifer Dean Wing, Secretary

John M. Laura, Selectman