

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING

FEBRUARY 29, 2016 – 6:00 P.M.

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

Board Members Absent: Robert Baker

Others Present: Executive Secretary Helen Coffin; Members of the Town Administrator Search Committee: Gerry Finn, Chairman; Richard Crivello; Paul Ouellette; Norman Thuot; Judy Monroe; and Brian Faulkner

Chairman Barrett calls the special meeting to order at 6:07 p.m. at the Millville Town Hall with the Pledge of Allegiance.

Chairman Barrett advises that the purpose of the meeting is to review and discuss the Town Administrator Job Description and Salary Range.

Town Administrator Job Description

Crivello advises that the Committee met several times to develop the Job Description per the suggestions made by Town Counsel. They drafted the job description on the high end but Town Counsel changed it to conform to MGL. The minimum qualifications decided are a Bachelor's Degree with 5 years' experience and a Master's Degree will be a plus. Page 2 needs to be changed from "apolitical" to non-political. The Committee voted to accept the document. Town Counsel indicated that the Town would be well within its rights to go to the next step in the future with seeking special legislation; however, because that could take up to 2 years they chose not to go with that option right now. The job description is set up so that the Board of Selectmen can give authority as they see fit, using their own judgment based on the Board's comfort level.

Finn adds that the in order to stay consistent throughout the document, the word "apolitical" should be changed to "non-political." The Town Administrator will be accountable to the Board of Selectmen and townspeople. The Board will need to be certain everything is getting done although it won't all get done in the first year. The Board must establish goals each fiscal year and evaluate the Town Administrator based on the goals prescribed during the last fiscal year.

Crivello reviews the Essential Duties and Responsibilities and Required Minimum Qualifications in more detail, noting that the ideal candidate is someone already working in municipal government and not changing careers.

(Wing arrives at 6:20 p.m.)

The candidate will need to have the ability to work with many kinds of people and articulate both sides of an issue. He/she has to be open and honest and unbiased. He/she should have computer skills and knowledge of the workings of all municipal departments.

The Committee was pleased with Town Counsel's revisions...she removed the wordiness without changing the substance.

Barrett notes that the Job Description only contains a few things that the Executive Secretary doesn't do so it's not much different than what is done now. Crivello suggests that the Board give consideration to the future organization of the office and create an organizational chart. Rapoza has an example organizational chart. Wing agrees and feels the chain of command needs to be clear cut so all are aware of changes.

On a motion by Rapoza and second by Wing, the Board votes unanimously to accept the Job Description as presented with the 2 exceptions noted.

Minimum Qualifications

Finn reviews a sheet identified as "Minimum Qualifications" and explains that the information is consistent throughout all related documentation and correlate to the Job Description. The minimum qualifications were approved by the Committee.

On a motion by Rapoza and second by Barrett, the Board votes unanimously to accept the Minimum Qualifications as presented.

Salary Range

Faulkner presents data related to the salary range. He explains that two data points were considered: regional positions and positions in towns similar to Millville. The Committee agreed that data of towns similar in size to Millville should be used and voted to propose a salary range of \$60,000-\$75,000. Faulkner further describes, via a bell/career curve, that from a recruitment prospective the ideal candidate is either on the upside of his/her career, looking for growth opportunity; or on the downside of his/her career. Finn reviews data received from Franklin County.

Crivello adds that the candidate should be strong with grants and the Board could incentivize the position with a portion of grant administrative fees. Barrett questions where the additional funding is coming from to supplement the budget. Crivello indicates that the Finance Committee is looking into it and will take small slices from various departments, not from salaries but from expenses. Discussion follows regarding the line item for the Executive Secretary's clerical line item. Barrett has concerns that this will not be sufficient and wants to be sure the Town Administrator has the tools he/she needs to get the job done. Crivello advises that they plan to leave the \$15,000 in the account but if the BOS wants to increase that, they can do so. Barrett feels that a good manager will want to delegate. Wing feels the Board needs to prioritize and implement the Town Administrator first, and he/she can let the Board know what the needs are. Barrett is hesitant to hire a professional and not give them the tools up front...this would be doing a disservice. He suggests the line item should be at least \$25,000.

Thuot informs that the Town of Ashby which is a mirror of Millville has a part-time Town Administrator working 3 days/week at \$39,000 with a full-time Administrative Assistant at \$17.00/hr.

Finn feels there are multiple ways of working the office and explains that Hardwick chose another approach, focusing assets on a grant writer and finance person. Wing feels the candidate will be capable and qualified to relinquish duties and the Board can't speculate...the most qualified person should be hired and the Board should move forward.

Rapoza expresses concerns about decreased valuations and infrastructure that needs attention. Where will the Town be in 5-10 years? Finn adds that it's time to move the Town forward and hire someone with autonomy and authority who is able to oversee that taxes are collected. Laura questions why the Town Administrator is 40 hours. Crivello replies that he feels the problems in the Town require 40 hours. Crivello suggests the Board have discussion and do an analysis and inform the Finance Committee where they'd like to bring the secretary line item number to. Ouellette adds that a cost benefit analysis needs to be done to justify the needs of the Town.

On a motion by Wing and second by Rapoza, the Board votes by majority to accept the salary range of \$60,000-\$75,000 for a full-time (40 hours) Town Administrator. {Laura, nay}

Brief discussion follows regarding where the job will be posted. Ouellette will handle the media that are no charge. Executive Secretary will post on Telegram/Monster. Any resumes received will be opened, scanned and sent via email to the entire Committee.

On a motion by Rapoza and second by Wing, the Board votes unanimously to authorize Ouellette to post the Job Ad/Description on the free sites.

Interview Questions

Ouellette reviews the list of proposed interview questions for the candidate. The purpose of the questions is to see how the individual can handle problems and grow accordingly. The Town needs to know his/her character. Each question should be weighted based on importance to the Board. Board will review questions and previous priorities, and email Executive Secretary with their list.

Bylaws

The Board is in agreement to utilize the government model which utilizes Town Bylaws rather than legislation. Executive Secretary seeks authorization to direct Town Counsel to proceed amending the Town Bylaws accordingly, in preparation for Annual Town Meeting.

On a motion by Rapoza and second by Barrett, the Board votes unanimously to authorize Town Counsel to amend the Town Bylaws, as necessary, in anticipation of Annual Town Meeting.

Wing would like the Executive Secretary's 90-day notification included on the next Meeting Agenda.

On a motion by Laura and second by Wing, the Board votes unanimously to adjourn the special meeting at 7:50 p.m.

Respectfully submitted,
Helen M. Coffin

Roland P. Barrett, Chairman

Joseph Rapoza, Vice Chairman

Jennifer Dean Wing, Secretary

John Laura