

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING
JUNE 8, 2015 – 6:00 P.M.

Board Members Present: Vice Chairman Joseph Rapoza; Secretary Jennifer Dean Wing; Member Robert Baker

Board Members Absent: Chairman Roland Barrett; Member John Laura

Others Present: Executive Secretary Helen Coffin; Richard Crivello, Chairman Finance Committee; Gerry Finn, BVT Representative

Vice Chairman Rapoza opens the special meeting at 6:09 p.m.

Budget Transfers.

Rapoza reads out loud three budget transfer requests for the Board's approval. They have all been approved by the Finance Committee.

- (1) From Fire/EMT Salaries to Fire/Vehicle Equipment for \$5,000 to be used to replace thermal imaging camera. ***On a motion by Baker and second by Wing, the Board votes unanimously to approve the budget transfer.***
- (2) From Town Hall/Custodial Labor to Treasurer/Collector-Assistant Collector Salary for \$1,250 for funding salary overage due to vacation time coverage of employee. ***On a motion by Wing and second by Baker, the Board votes unanimously to approve the budget transfer.***
- (3) From Town Clerk/Record Preservation to Town Clerk/Clerical for \$1,800 for labor for data entry related to records preservation. ***On a motion by Baker and second by Wing, the Board votes unanimously to approve the budget transfer.***

Animal Control Officer.

Gary Fagan is in attendance to discuss the Assistant Animal Control Officer's position and the kennel. Wing questions if Mr. Ranslow is in a good spot to continue for long-term as the Town doesn't want to be in the position again of not having coverage. She questions if we could have two assistants. Rapoza comments that only two of the four applicants were local. Gary advises that one of the applicants was not considered for the position due to a bylaw violation. He also admits that he cannot predict an individual's personal situation. However, Gary agrees that having a back-up would be beneficial to the Town. The Board recommends Gary speak with Jennifer Lewis to see if she would be amenable to working without a stipend, as needed, on a per call basis. If Mr. Ranslow needs to leave the position in the future, she could move into it. Gary will speak with Ms. Lewis.

Gary advises that when he was hired as Assistant ACO in 2001 the Town was already using the kennel under Romeo Ethier. He does not have any issues with the kennel; it is cleaned at the end of every day and he has a good relationship with the owner. He has never had a resident file a complaint regarding

the well-being or mistreatment of their dog when they picked it up from the kennel. He watched the recent meeting on Youtube and explains that he did not tell the resident he could have the dog – he only told him it would be adoptable. The kennel owner was adamant that the dog did not go to the resident due to an argument between the two, and Gary did what he felt was in the best interests of the Town's relationship with the kennel. He is looking out for the best interests of the Town and did not want to disrupt the service provided. It has been working well for years. The Board agrees that if Gary is comfortable with the kennel and doesn't have any problems with it, the ultimate decision is his.

Gary leaves the meeting at 6:37 p.m.

Goals.

Rapoza provides a handout on the action item. He reached out to MMA and it was recommended he contact Jeff Nutting in Franklin. Mr. Nutting is Franklin Town Administrator and has a consulting business. He offered to do a 3-hour workshop at \$600. He asked if the Town has taken advantage of DLS services.

Rapoza contacted DLS and was put in touch with Zach Blake. Lengthy discussed ensues regarding the various options the Town may take advantage of through DLS. Once the Board has decided and voted on the services needed, a letter should be prepared, signed and sent to DLS. They will begin their analysis within a month and provide a report within 2-3 months. Joe has three specific items in mind they should address. Crivello feels they should all be done. Wing questions if they should be done in a phased approach with the most pressing first. Crivello wouldn't support a cafeteria approach and feels they should all be done at once, if possible. Finn agrees that all of the items should be done so DLS looks at everything as one package and this would give the Board a leg up on selling the view point to the townspeople. Baker feels this is the right first step in the process and agrees the DLS should come in to analyze the situation and provide advice on what they find. Rapoza feels that asking for all items would require extensive work. Crivello agrees but it is integral to the process. Finn concurs and cautions not to put the cart before the horse. This information is needed so the Town knows how it should next proceed. Wing suggests the Board could be answering the questionnaire from Nutting as it waits for the reports from DLS.

On a motion by Wing and second by Baker, the Board votes unanimously to request the technical assistance of the Division of Local Services for the following items in the order stated: Review of Financial Operations; Assess Financial Conditions/Fiscal Health; Analyze Government Structure; Explore Feasibility of Regionalizing/Consolidating Services; Evaluate Information Technology Systems; Examine Specific or Emerging Problems; and then based on the findings, Costing Study/Determine Indirect Costs of a service, as needed.

Rapoza explains that Dan Keyes of Blackstone recommended hiring an Interim Town Administrator and Mr. Nutting suggested Suzanne Kennedy. Baker questions if this may be getting too far ahead of ourselves. Finn agrees and thinks we need the results of the DLS before proceeding. Crivello suggests that she could be hired eventually on a performance-based contract based on the suggestions made by the DLS. He is concerned about the funding as the FinCom was only able to come up with \$35,000 by cutting all budgets. Brief discussion follows regarding the reasoning behind the change of government structure.

Rapoza advises that Amy of Conservation suggested a meeting of all boards with a mediator. This should be an Agenda item for Monday's meeting. There needs to be some discussion enforcement.

On a motion by Baker and second by Wing, the Board votes unanimously to adjourn at 8:10 p.m.

Respectfully submitted,

Helen M. Coffin

Joseph Rapoza, Vice Chairman

Jennifer Dean Wing, Secretary

Robert Baker