

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING
JUNE 1, 2015 – 6:00 P.M.

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

Board Members Absent: Member John Laura

Others Present: Executive Secretary Helen Coffin; Richard Crivello, Chairman Finance Committee; Brooks Herrick, Finance Member; Mike Foster, Finance Member; Gerry Finn, BVT Rep; Les Davis, Town Moderator

Chairman Barrett opens the meeting at 6:01 p.m. The purpose of the meeting is to continue discussion regarding the Board's goals as follow-up to the May 18th regarding Town governance.

Rapoza advises that he recently saw Dr. Fitzpatrick at the Blackstone Town Meeting and was reminded that Dr. Fitzpatrick always has goals and everyone in the organization knows the goals and implements them. Finn adds that Dr. Fitzpatrick held a 3-day off-campus meeting with a professional facilitator in order to establish new goals. Breakout meetings were held and all departments were expected to end with presenting the objectives for their department in order to attain the main goal.

Rapoza advises that he and Wing met with Blackstone Town Administrator, Dan Keyes, and Uxbridge Town Manager, Dave Genereux. Both men are goal setters and stressed the importance of setting goals. The purpose of meeting with them was to assist the Board with establishing goals and help direct the Board with the Town governance decisions. He refers to MMA's organizational chart.

Wing felt the two individuals were on different levels and had different personalities but used all the same key words and were examples of the caliber of administrators the Town can attract. The meetings were very informative.

Rapoza states that Dan Keyes recommended starting with an Interim Town Administrator for 90 days to get the system up and running while Dave Genereux suggested getting someone who would stay for the long road and not someone who was just building their resume. Both individual emphasized selling the candidate on the Town and that the job posting should be pumped up to attract qualified candidates. The Board of Selectmen should set goals for the Administrator and then the Administrator meets with departments on meeting the goals with quarterly reviews and timeline check-ins.

Rapoza adds that he was provided some contacts from Dan Keyes and he will follow-up on those. He also did some research on the Town of Ashby which is similar in size and budget to Millville. They have a part-time Town Administration (4x/week, 9-1) with a budget of \$97K for salaries and expenses.

Finn cautions that the goals are confused with activities – goals are tangible, measurable and obtainable and holding a meeting is not part of achieving the goal unless specific progress is made.

Herrick feels the Town is at a crossroads and there needs to be buy-in from the Townspeople. The Board needs to establish where it is going in the future and get people behind to rally for it and sell it.

Rapoza advises that both individuals spoke to the importance of a Master Plan, a strategic plan and vision and goals as well as buy-in from the board/committees.

Davis suggests that the Board present the goals/objectives just prior to commencing a Town Meeting. This would be a prime opportunity to make a presentation to the townspeople and let them know where the Town is headed.

Rapoza refers to a SWAT analysis. Crivello believes a strategic plan is required and questions the use of an outside facilitator. Finn remarks that professional facilitators are expensive but are able to find strengths and weaknesses by the end of the session.

Barrett comments that the zoning is now in place and the Town needs to be made attractive for businesses. He would like to see focus on the strip mall concept prepared by CMRPC on the municipal land.

Wing feels a person to facilitate these types of things will be necessary in order for the Town to move forward. Additionally, a strong administrator could ensure that things run successfully and could handle things that go wrong such as power struggles and change overs of Board members. She feels developing a sub-committee to work on the job description and qualifications would be helpful, and the committee could also include a feasible rate of pay and timeline. Rapoza would support looking for a suitable administrator.

Baker questions whether this is something a consultant would do. Wing suggests that may be worth looking into as the BMR had a consultant assist with the hiring of the new Superintendent. She thinks an outside consultant may have an edge on things as they are familiar with many communities and can get input for everyone.

Barrett questions how this would be funded. Crivello mentions funds remaining in the Reserve Fund and Assessors Overlay (which requires Town Meeting vote). Rapoza feels the earliest this can happen is fall town meeting.

Crivello states that funds are needed to pay for an administrator and to pay for a plan. FinCom will need to determine how much the Town can afford and come up with ideas for funding to move the process along. He feels it needs to be planned far enough out to be done correctly. This will also require amending the Personnel Bylaws and creating a Home Rule Charter.

Barrett feels using a consultant will assist the Town getting on the right track faster. Wing feels the right well-versed manager will be able to work on cost savings and streamline things.

Davis suggests establishing what/who needs to be acted upon to get the ball rolling.

Barrett suggests that Rapoza contact MMA for a list of consultant referrals and obtain estimates and FinCom discuss how it will be funded. In the meantime we can schedule a follow-up meeting and think about creating a sub-committee based on what Joes comes back with.

Herrick thinks the Town can avoid the cost of a consultant by using the professional individuals available. He thinks the Town can handle this in-house.

Barrett thinks an advantage of a consultant is they will evaluate our location and geography and advise what best businesses we should try to attract. Crivello feels they can also draw information from the Town officials.

Wing questions if MMA has any free services as part of our annual fee. Davis wonders if they could assist with the change of Town government. Baker agrees we can do our own headhunting but a consultant may be valuable in other areas. Wing feels MMA can point us in the right direction.

Crivello had emailed information but not all received it. He will re-send. Finn is hopeful Joe will get information for next Monday and Finance will come up with funding options. Executive Secretary suggests contacting Town Accountant regarding use of the Reserve Fund.

Next meeting is scheduled for Monday, June 10th at 6:00 p.m.

On a motion by Rapoza and second by Baker, the Board votes unanimously to adjourn at 7:07 p.m.

Respectfully submitted,
Helen M. Coffin

Roland Barrett, Chairman

Joseph Rapoza, Vice Chairman

Jennifer Dean Wing, Secretary

Robert Baker