

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING

JUNE 1, 2016 – 6:00 P.M.

Board Members Present: Chairman Joseph Rapoza; Vice Chairman Jennifer Dean Wing,
Secretary John Laura and Selectman Roland Barrett

Others Present: Executive Secretary Helen Coffin

Chairman Rapoza calls the special meeting to order at 6:00 p.m. at the Millville Town Hall and explains that the purpose of the meeting is to deliberate among the Board members and vote on a candidate to pursue negotiations with for Town Administrator. He thanks the Search Committee for their good work coming up with three candidates who are all capable of performing the job. He asks the members for open discussion regarding each of the candidates.

Barrett

Selectman Barrett is in favor of Szlosek because of his education and professional background. He has a Master's Degree and is an attorney which could save the Town in legal fees. He presented very positively and spoke about using existing structures as revenue sources. Barrett received input from the Senator and State Representative and learned Szlosek is well liked, easy to deal with and has good relations with the legislators. Szlosek likes working in small towns and can get the Town out of a bad situation. In Ludlow, he took the position from Executive Secretary to Town Administrator – serving as the first Town Administrator. He likes a lean staff which is good to keep the budget down. He likes being involved but he's not a micro manager and he would love to put financial policies in place. These are all positives. He is the only candidate currently involved in Town government and has been for the past several years whereas neither of the other candidates is currently in municipal government which is concerning. Szlosek has town administration experience where one of the candidates doesn't.

Wing

Vice Chairman Wing created a rubric and scored each candidate based on their responses to questions asked during the interviews. She went through her scoring and created a chart/graph and Szlosek scored the lowest for her with Demanche and Callahan scoring higher with the same number. She felt Szlosek answered safely but longevity needs to be taken into consideration as the Town needs to get the biggest bang for the buck at the get go. Demanche's positives are in finance, capital planning and his background in economic development; however, she has concerns about his resume due to his short-lived stints and leaving municipal government for the private sector. She likes that Callahan spoke about the Town Hall and being clever with financing and collaborating. She has experience in management, negotiations, personnel, labor law, union issues and working with those at the state level. Although she has never been a Town Administrator, she has worked with many and can likely take from those experiences and relationships. She spoke about the Master Plan and economic growth. Wing received feedback from various individuals, some positive and some negative, but in the end she believes Demanche and Callahan presented equally with different skillsets. It is a matter of preference and work style but the individual will need to hit the ground running.

Rapoza

Chairman Rapoza believes any of the three can get the job done but the Board needs to get the right fit for Millville. In hearing all the points raised by the other Board members, he agrees with them all. He also created a rubric and used an old management technique based on competency, commitment and consistency with a range of 1-10. Szlosek scored an 8.5; Demanche scored a 9.0; and Callahan scored a 9.6. Again, he feels they are all qualified and could each be an asset to the Town. He agrees with Wing regarding tenure being important and has concerns about Szlosek in that respect. There is some benefit to the law degree; however, municipal government is very different and he believes the Town should rely on specialized attorneys. He rates Callahan as his #1 choice and Demanche as #2 choice.

Laura

Selectman Laura indicates that he did not have the luxury of interviewing the candidates; however, he read their resumes, watched the interviews and did some background research of his own. He feels staying for the long-term is a big thing and he has placed Callahan and Demanche in the top two spots.

Chairman Rapoza would entertain a motion to pursue negotiations with one of the candidates.

On a motion by Laura and second by Wing, the Board votes by majority to pursue negotiations to appoint Jennifer M. Callahan as Town Administrator. {Barrett, nay}.

Wing asks how the Board should proceed presenting the contract to Mrs. Callahan. Rapoza suggests inviting her to Monday's meeting and holding an Executive Session as the conclusion of the regular meeting. It is agreed that the Executive Secretary will telephone her this evening. Paul Ouellette suggests she be provided with a copy of the proposed contract in preparation for Monday.

On a motion by Laura and second by Wing, the Board votes unanimously to schedule an Executive Session with Jennifer Callahan at the conclusion of Monday's regular meeting to negotiate an Employment Agreement.

On a motion by Wing and second by Barrett, the Board votes by unanimously to adjourn the meeting at 6:24 p.m.

Respectfully submitted,
Helen M. Coffin

Joseph Rapoza, Chairman

Jennifer Dean Wing, Vice Chairman

John M. Laura, Secretary

Roland P. Barrett, Selectman