

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING
OCTOBER 19, 2015 – 6:00 P.M.

Board Members Present: Chairman Roland P. Barrett; Vice Chairman Joseph Rapoza; Secretary Jennifer Dean Wing and John Laura {arrives late}

Board Members Absent: Robert Baker

Others Present: Executive Secretary Helen Coffin; Town Accountant Marilyn Mathieu

Chairman Barrett opens the meeting at 6:15 p.m.

The purpose of the meeting is to conduct an interview with James Shanahan, a candidate for the Town Accountant's position.

Mr. Shanahan provides information about himself. He was Treasurer/Collector in Worcester for many years, he was Assistant Vice President of Municipal Services at Commerce Bank, he was the Town Accountant in Ashburnham for 8 years and he was the Town Accountant in Hardwick for about 5 years. The position in Hardwick was eliminated in order to cut costs and regionalized in other towns.

He has worked closely with Sewer Commissioners on setting rates and with Finance and Capital Planning Committees on making recommendations on the means for funding projects. He is willing to write grants for the Town.

He supports the personal aspect of a Town Accountant and feels that the service should be kept in-house. He is not too familiar with Millville but did take a ride around Town to see the type of community.

Mr. Shanahan speaks at length about the various projects he worked on and various departments he worked with and how he went about recommended certain projects be financed.

{Selectman Laura arrives}

He understands the challenges in dealing with School budgets. He meets with all departments to offer assistance. He recommends regular meetings of the Financial Team: Executive Secretary, Town Accountant, Treasurer/Collector and Assistant Assessor.

If selected for the position, his first goals would be to be certain Free Cash is certified and the Schedule A is filed with DOR. He would meet with the Capital and Finance Committees to discuss a timeframe

for developing the budget. On the revenue side, he would estimate receipts and state aid. He will work continuously with the Finance Committee and Board of Selectmen.

He is available both daytime and evening hours...he understands this is part of the job. He has no problems with responding to emails and telephone calls from departments with questions. In fact, he once went to a meeting of the Council on Aging to explain the budget.

He doesn't have any concerns about learning Millville's accounting software. He is happy to attend Board of Selectmen Meetings.

He would be willing to accept the position of \$24,000 per year but is upfront that he was paid more in Hardwick. This is something the Board could address in the future.

Town Accountant Marilyn Mathieu questions his lack of Certification as a Governmental Accountant.

Mr. Shanahan replies that he is plenty qualified and has attended classes but never had the need to take the exam....he doesn't feel he needs it.

Brief discussion follows regarding Bond Anticipation Notes and tax revenue.

{Mr. Shanahan leaves at 7:10 p.m.)

On a motion by Rapoza and second by Wing, the Board votes unanimously to recess the 6:00 p.m. and open the regular meeting with the intent to reconvene the 6:00 p.m. meeting at the conclusion of the regular meeting.

On a motion by Wing and second by Rapoza, the Board votes unanimously to adjourn the regular meeting at 9:03 p.m. and reconvene the recessed 6:00 p.m. meeting.

Chairman Barrett open the floor for discussion about the candidate, James Shanahan. Town Accountant Marilyn Mathieu is conferenced into the meeting via telephone.

Marilyn feels the interview went well and that Mr. Shanahan can handle the position. She learned from the DOR that his reports in other towns were filed in a timely manner. She feels he answered the questions appropriately.

Selectman Wing questions the Governmental Accountant certification. Marilyn feels this is something nice to have and is kind of important as the laws are continuously changing.

Selectman Rapoza feels he knows his stuff, he has interest in writing grants and showed a degree of creativity in financing.

Marilyn comments that the Town and Board must be cautious about financing and not put the Town in debt...she recommends against borrowing, if at all possible.

Because Mr. Shanahan is retired in Massachusetts, he can only work 18.5 hours per week.

Chairman Barrett suggests he start early November training with Marilyn so she can still leave on time...per resignation of November 16th.

On a motion by Rapoza and second by Laura, the Board votes unanimously to extend an employment offer to James Shanahan as part-time Town Accountant, effective November 2, 2015, at \$24,000 per year, with the provision that he is willing to obtain his CGA within one year of hire and that he does not exceed 18 hours per week.

ADJOURN

On a motion by Laura and second by Wing, the Board votes unanimously to adjourn the meeting at 9:25 p.m.

Respectfully submitted,
Helen M. Coffin

Roland P. Barrett, Chairman

Joseph Rapoza, Vice Chairman

Jennifer Dean Wing, Secretary

John M. Laura