

TOWN OF MILLVILLE
BOARD OF SELECTMEN
MINUTES OF MEETING

SEPTEMBER 21, 2015 – 6:00 P.M.

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

Others Present: Executive Secretary Helen Coffin

Chairman Barrett opens the meeting at 6:00 p.m.

The purpose of the meeting is to finalize the Job Descriptions and Posting for the Town Accountant position and consider a Job Description and pay rates for the Town Administrator position.

Executive Secretary advises that the Town Accountant reviewed the documents and had some concerns that the Town may have trouble finding someone to handle all those job responsibilities for that pay rate.

Selectman Wing suggests removing the Chief Procurement Officer and Housing Loan Manager from the Job Description but keep the salary. Discussion follows regarding possibly increasing the maximum salary at the Special Town Meeting. This can be addressed before the warrant is signed.

On a motion by Rapoza and second by Wing, the Board votes unanimously to accept the Job Description and Job Posting with the amendments.

Before proceeding to the Town Administrator position, Selectman Baker asks what is on record to necessitate a change to Town Administrator and the reasoning behind the restructure.

Selectman Wing replies that the Town needs a leader with authority and someone who knows their stuff. She wants to see management restored back to how it was with someone with a strong skillset.

Selectman Baker questions if the Board has dismissed the management report from the DOR. Otherwise, he would rather find out what the report says before acting on this items.

Selectman Wing says these are recommendations and it is up to the Board whether to implement them.

Chairman Barrett feels DOR supports the Town Administrator title change but that the Town needs to change the Highway and Town Clerk to appointed positions before changing to Town Administrator.

Executive Secretary isn't certain that the DOR supports a title change at all; however, she understands that IF they were to support one, it would only be after the above-mentioned changes are made.

Selectman Rapoza indicates that the Town Accountant position could not wait as Marilyn is leaving; however, he recommends holding off on the other matters until the report comes in from DOR.

Selectman Laura agrees that the Board should wait for the Report from DOR before acting any further on this matter.

The Board members appears to be in general agreement to wait for the Report – although no vote is taken.

On a motion by Wing and second by Baker, the Board votes unanimously to recess at 6:48 p.m.

Respectfully submitted,
Helen M. Coffin

Roland P. Barrett, Chairman

Joseph Rapoza, Vice Chairman

Jennifer Dean Wing

Robert Baker

John Laura