

**TOWN OF MILLVILLE**  
**BOARD OF SELECTMEN**  
**MINUTES OF MEETING**

**SEPTEMBER 8, 2015 – 6:00 P.M.**

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

**Board Members Absent:** Robert Baker

**Others Present:** Executive Secretary Helen Coffin and Town Accountant Marilyn Mathieu

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Chairman Barrett calls the meeting to order at 6:45 p.m.

The purpose of the meeting is to discuss the restructuring of the Town Hall administration and to seek the guidance of the Town Accountant with respect to her replacement.

Marilyn advises that the Town has a couple of options: either outsource the responsibilities to a company who would do the work off-site, hire Town Accountant who could work either in-house or off-site. Marilyn recommends the individual be a certified governmental accountant, or at least be required to attain such certification within the first year. She feels the Board needs to make some decisions regarding the administrative restructuring first and start at the top before it decides on this position. Once the Board makes a decision, the position could be advertised on the MMAAA and MMA websites. She would be happy to assist with the interview process.

Selectman Wing feels the Board will need to rely heavily on Marilyn in making a decision on the replacement as she is the expert in this field.

Discussion among the parties regarding the number of hours per week that may be required to accomplish the accounting duties. Marilyn suggests a minimum of 24 hours, up to 30, per week. Some weeks will be busier than others but the schedule should be flexible. If the Board is going to allow the person to work off-site via remote access, the files and documents should still remain in-house. Marilyn feels the pay rate in the Classification and Compensation Plan will need to be adjusted as it is too low.

Discussion follows regarding positions with pay rates that may need to be increased. The Board agrees that the Town needs to invest starting at the top. Chairman Barrett comments that the DOR mentioned not changing the management position title until the Town is ready to change the Town Clerk and Highway Surveyor to appointed positions. Selectman Wing feels the people have to start investing in the Town...they get what they pay for.

Executive Secretary questions the possibility of Finance Director and the pros/cons. Marilyn explains that a Finance Director will have responsibility for all the financial departments including the

Treasurer/Collector and Assessors Office, and work very closely with the Board of Selectmen and Finance Committee on goals and budgeting. An entry level for this position would pay approximately \$75-80K. Discussion follows regarding the possibility of combining the positions of Finance Director with the Executive Secretary/management position. Marilyn doesn't think that this would be a wise idea as the manager may need to be taken away to deal with other pressing issues in Town and the accounting can't be set aside. She also feels the Town Accountant should be readily available to the departments.

Selectman Rapoza feels there are potential liabilities going forward. There appears to be more blight in Town and we are in need of economic development. He feels we need to put a great deal of focus on these issues. He feels the Board needs to sit down and hammer it all out and set some goals.

Chairman Barrett feels there should be emphasis on getting more revenue and grants. The individual could be partly paid via grants if they're able to get them.

Selectman Wing feels the financial piece is very strong especially since we have a volunteer Finance Committee.

The Board agrees to schedule a meeting to work on these matters for Monday, September 14<sup>th</sup> at 7:00 p.m. The Executive Secretary should have the Town's current job descriptions and pay rates as well as information from similar Towns available.

Meeting concludes at 7:45 p.m.

Respectfully submitted,  
Helen M. Coffin

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Roland P. Barrett, Chairman

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Joseph Rapoza, Vice Chairman

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Jennifer Dean Wing

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John Laura