

MILLVILLE BUILDING INSPECTOR SEARCH COMMITTEE MEETING MINUTES

Millville Town Hall | 290 Main Street

August 17, 2021

In attendance: Tom Mulvey, Kristin Foody, Peter Caruso, Pamela Maloney, Ken Tubman, Richard Bremlis, Todd Trottier

The meeting was opened at 5:30 PM.

COMMITTEE ORGANIZATION – CHAIR, VICE CHAIR, SECRETARY

- K Foody nominates Tom Mulvey for chair, seconded by Pam Maloney. Foody, Maloney, Caruso, Tubman, Bremlis and Trottier approved, Mulvey abstains
- Mulvey nominates K Tubman for Vice Chair, Caruso seconded. All in favor
- Foody nominates Maloney for Secretary, seconded by Caruso. All in favor.

CONSIDERATION OF EXISTING JOB DESCRIPTION & JOB POSTING

Caruso reviews the purpose of the BISC, presents the current job description of building inspector (BI), presents draft of job description. He explains the current BI is appointed through 10/31. Caruso explains the process for accepting applications will go directly to the Town Administrator (Caruso) and all applications will be confidential, and interviews would be conducted in executive session. Finalists would be made public.

Caruso discusses where the final job listing will be posted, a 30 day posting on Mass Municipal Association and on the town website.

Foody asked to have EEO spelled out in the job description. Foody suggests tweaking description to address commercial development, soundness of structure, MA building codes and code issues as well as residential development, good field practices, zoning, materials and methods of building and constructions and equipment, fire prevention, light ventilation and safe egress, as well as the ability to enforce codes fairly and impartially. Caruso expresses that most of these additions may be captured in the requirements of licensure already in the listing.

Mulvey expresses that there is a difference between the minimum requirements of a local building inspector and the preferred of a building commissioner. He expressed concern in more detail potentially eliminating good candidates.

Foody asks about specific software that needs to be known. Bremlis concurs, panel discusses software experience and capability needs, as well as the need for some systems improvement to what is currently in place. Tubman asks to use the interview process to uncover what could be brought to the table. Maloney suggests language about being tech savvy and open to learning new software / equipment.

Mulvey asks about the language “position will remain open until filled” and how the situation would be handled if the search process takes longer than the current BI’s term. Caruso acknowledges this risk of having no BI on November 1. There is an Assistant BI in place, or perhaps maybe Uxbridge could assist in meantime. State resources are limited.

Foody asks about the quantity of permits currently being issued. Bremlis inquires about the standard operating procedures for the town’s BI. Mulvey expressed that he believes it exists and that the current

assistant is familiar with it. Tubman and Caruso explain that the Board of Selectman's charge of this committee is to bring at least two candidates to them for consideration for a November 1 appointment.

Foody suggests bringing job description notes to the next meeting. Mulvey explains that waiting until the next meeting to publish a job posting would not allow the committee to meet the November 1 deadline, and that we may need more meetings. Maloney acknowledges that no one on the committee has opposed anything in the current job descriptions and asks the committee to add the suggestions from today's discussion to the current job description so that the job posting could go like this week. Tubman, Mulvey agree, Mulvey asks not to include any addition so detailed that it excludes qualified candidates or asks more than the current job description. Caruso reviews the additions that were discussed (tech savviness, EOE statement), adding the minimum requirements.

Panel discusses interview process and how they may accommodate scheduling multiple interviews. This will need to be addressed at a future meeting.

Caruso will distribute candidates to each committee member. Caruso hopes next meeting will be about reviewing applicants, stresses impartiality of panel, asks the committee to post to Facebook if they are an active user.

KEY DATES TO CONSIDER

Caruso will post the position by 8/19/2021

PUBLIC FORUM

Notes

ITEMS NOT REASONABLY ANTICIPATED (48) HRS. PRIOR TO MEETING


Notes

NEXT REGULAR MEETING DETERMINATION

9/8/2021 at 5:30PM

ADJOURN

Caruso motioned to adjourn 6:15, Mulvey seconded. 7/0, all in favor.


THOMAS C MULVEY
12/21/21