

**HAMPDEN ADVISORY COMMITTEE
MEETING MINUTES
February 11, 2013
Hampden Town House**

Approved February 25, 2013

Called to order at 6:00 pm.

Members Present – Carol Fitzgerald, Rick Rubin, and Jeff Smith

Absent – Doug Boyd and Jamie Collins

Also Present – Planning Board members John Matthews and Bob Howarth, Highway Superintendent Dana Pixley, Selectmen Vinnie Villamaino, John D Flynn and Norm Charest, COA Becky Moriarty

FY14 Budget Process –

Planning Board:

The Planning board representatives presented the following requests:

-To change their clerk salary from step two to step 10.

This is pending personnel committee review. Advisory will review the necessary budget amount after that decision is finalized

-They are also looking for an additional 25 hours this year of clerical time for review of business zones site plans. This would be for one time only.

-Additional \$100 due to GIS requests.

Highway:

The Highway department did not submit a level serviced budget.

Requests from Highway include:

-Adding \$70,000 to the snow and ice budget instead of \$60,000

This could be adjusted back down if needed

-Adding \$50,000 to the paving budget in lieu of bond expiring

A new bond would negate the need for this

-Public Grounds – Highway had been using April-October seasonal employee they would like to bring this position back. This would allow a full time person back on to roadside mowing.

They now use a summer worker May-October at a lower salary level.

-Tree Warden Salary-Now looking for \$5000

This is the average of other towns

Discussion regarding how to reflect the \$40,000 in salary that Dana has to pull from other accounts. The Advisory board would like to have Dana show the real labor costs rather than adjust the state aid amounts. Move \$37,945 from other non-highway department accounts to the general highway maintenance or highway maintenance. Budget is still growing by \$40,000. John wants to make an adjustment in catch basin.

Warrant articles reviewed

Selectmen will revisit Highway budget with the Advisory committee at the next meeting.

Council on Aging:

- COA used the incorrect chart for FY13 salaries so the adjustment for FY14 year looks larger than it really is.
- Staffing changes – Receptionist for 15 hours
To help offset lack of clerical position that was never filled after re-opening
- Increase in custodial hours by one hour each week
- Increase in Outreach coordinator hours by ½ hour per week

Selectmen's Accounts:

- Employee benefits – Adjusted up by \$20,000
- Unemployment – Shouldn't need the adjustment/transfer that was needed last year
- Legal advertising – Could use more if available
- Veteran's benefits – Needs to be adjusted. Pam will verify, Hampden's percentage is \$17277.23
- Postage – May need to change, Pam will check with Eva
- Office Supplies – Increase from \$2000 to \$3000

The minutes from January 21, 2013 regular meeting were reviewed.

Jeff made a motion to approve the minutes as presented. Rick seconded, all in favor, 4 to 0.

Next meeting scheduled for February 25th, 2013 at 6pm in the Melville room.

Carol made a motion to adjourn the meeting at 7:45pm. Rick seconded. All in favor, 3 to 0.

Respectfully Submitted on behalf of Carol Fitzgerald,

Cindi Connors, Clerk