

**HAMPDEN ADVISORY COMMITTEE
MEETING MINUTES
January 30, 2017
Hampden Town House**

Approved February 13, 2017

Called to order at 6:00pm

Members Present – Carol Fitzgerald & Doug Boyd, Co-Chairs, Heather Turcotte and Matt Fisher

Members Absent – Jeff Smith

Also Present – Town Clerk/Tax Collector/Registrar Eva Wiseman, Cemetery Commissioner Tim Connors, Town Moderator Bob Howarth and Planning Board Chair, John Matthews

Carol made a motion to approve the minutes from the January 9th and 23rd meetings as amended, Doug seconded, 3-0 in favor, (Matt not in attendance for start of meeting).

FY18 Budget Process:

Doug has received three debt schedules from Beth Regulbuto. The apex has now passed and payments are declining.

Conservation Commission Budget submission reviewed. ConCom is requesting an additional \$100 for expenses.

Parks and Recreation Parks and Rec is requesting an additional 2.5 hours per week for Assistant Director and 23 additional hours per year for gym attendant as well as an addition \$250 for expense and spray park accounts.

Town Moderator – Came in to discuss the fifty-person quorum bylaw. He feels it needs to be amended and is asking who would be responsible to do so. Carol responded that the attorney would craft the language on the bylaw. There is also the need to anticipate a paper ballot and have voters given paper ballot when they register.

Cemetery Doug asked Tim if they are still selling lots, Tim responded that they are now selling lots in the new area of Old Cemetery. The current projects are to have the new fence painted and possibly add more fencing. Doug asked if they would be coming to CPA to request funding in regards to an ongoing project - Tim is currently working on this.

Town Clerk/Tax Collector/Registrar Eva requested a \$200 increase for street lists, and explained the anticipated transfers as expenses related to early voting between personnel and equipment. She remarked that the current voting booths are old and rickety. Eva feels that the assistant Tax Collector should be a grade eight and that it is not a clerical position due to the continuous training needed. She also feels that the assistant Town Clerk is not a clerical position and that it, too, should be a grade eight. She is also looking for an additional five hours for this position. A new position, Records Access Officer should be created, the state is “pushing” for a designated person who would track who requests what and who fulfills the request. She is now trying to compile as much information as possible electronically. Eva and her office are not the custodian of state records and she is referring people to the state for the “extracts” or actual records if she/her office would have to request the information from the state. She would like to “bank” 100 hours for the RAO, ten have already been spent in planning. Eva would rather her raise go to her support staff – “rather have help than money.”

Planning Board John Matthews presented a level serviced budget. He told the committee members that Great Horse has more projects planned and that there is the possibility of a new subdivision. There is also the possibility that water and sewer will be brought in down Allen street and Wilbraham road to connect Great Horse Country Club into the East Longmeadow pumping station. After discussion, another \$500 was added to the clerical budget line.

Next meeting scheduled for 6pm on February 13, 2017

With no further business, Carol made a motion to adjourn the meeting at 7:30pm, Doug seconded, all in favor 4-0

Respectfully Submitted,
Cindi Connors, Clerk