

**HAMPDEN ADVISORY COMMITTEE  
MEETING MINUTES  
April 2, 2018  
Hampden Town House**

Approved April 9, 2018

Called to order at 6:06pm

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

**Members Absent** – none

**Also Present** – John Flynn, Vinnie Villamaino, Nancy Ziebert, Norman Charest, Mary Ellen Glover, Ted Ziebert, Rita Vail, Pam Courtney, Tyler McQuillan

**General:**

Need to fill in holes – regional dispatch, police negotiations, town manager, IT, warrant articles, highway, dump truck with plow, stainless steel body

**6:22 pm** BOS in attendance, informed committee that there are two CPC vacancies, one appointment would be by moderator, one appointment would be by the BOS

**FY19 Budget Process:**

Carol informed the BOS that there are a number of things to finalize.

1. Regional Dispatch: She was informed that Thursday at 1pm there would be a meeting to finalize regional dispatch and that there was a grant for the fiber optics (cost of \$35-\$40,000 per Vinnie)
2. Contract Negotiations
3. IT
4. Town Administrator
5. Financial Warrant Articles

**Regional Dispatch:**

Vinnie spoke to regional dispatch informing the committee that the monetary situation would “be the same” the town will still pay five additional people, he elaborated that Hampden will pay 50% and East Longmeadow will pay 50%.

The money to pay the dispatcher will be coming out of our budget line items. Carol asked, in terms of process, the expenses the town would be paying since the town votes on the money spent.

BOS and PD are hoping for a 07/01 start date with a vote at town meeting to accept regional dispatch. There will be no retirement cost the first year. This will be a separate warrant article not included in the green sheet budget. Doug replied that this was the first he was hearing of 50/50. Vinnie replied that all costs would be split 50/50 and that they are still working on the numbers. Doug replied that we were led to believe it would be a wash. Heather asked how many new people and Vinnie explained that we have 4, there would be 5 new. We would pay for the extra ½ person. Vinnie also stated the East Longmeadow PD has basically an even number of calls and that “we have more fire calls.”

Doug replied that a 50/50 split not proportionate and Carol asked if Cliff was involved in the discussions? Vinnie responded yes and added that they, (Cliff and Richard) are having problem with pensions. Doug stated that we become the employer and we then can't be relieved of providing benefits. John Flynn questioned – “if we're doing this and it's costing the town money, why are we doing this? What's in it for Hampden?”

Vinnie responded help with medical calls and radios. Heather asked if this would eliminate the problem with the tower and Vinnie responded that Bill Pepin “said he will help us with a new antenna.” Norman stated the equipment cost was around a million dollars. Vinnie explained that two consoles would be \$25,000 ‘or something’ rental. He has been at every meeting and the numbers keep changing. If we don't regionalize dispatch, the cost for Hampden could be \$700,000 for new radios and \$350,000 for a new antenna. John added that they're, (East Longmeadow) loaning us the equipment. Heather asked what if we walk away, Doug asked the terms of the agreement. Vinnie responded that was not determined yet. Carol said that Jeff should prepare a presentation. These employees are ours and a liability, what occurs if something happens to one of them. Will we have to increase our insurance coverage? Fire, Police, Medical – Vinnie replied, no.

Doug questioned assuming town authorization, this would be a 07/01 start – Carol asked will we know all of this by ATM? We've only really got five weeks. She asked Pam what the closing date on the warrants was and Pam replied mid-month. Carol asked what the contract will look like. Vinnie responded by saying that the whole plan is to use their radios, "if they renege on radios the deal is done." He added that he will work on this tomorrow. Carol stated that a lot of detail has to go into this. Doug asked what this looked like from East Longmeadow perspective and Vinnie informed him they are down 10 officers - Carol added that they, (East Longmeadow), don't have the process issue we do since they have a different type of government.

Norman asked if the chief built in any type of percentage in relation to his contract negotiations and Carol replied he had not and had been advised not to by counsel. Doug asked how close they were and Norman responded that they were meeting a week from Friday, (04/13/18) Carol asked if dispatchers contract would be resolved the same day, (yes)

#### **IT:**

Pam has had three different companies come through and the cost will be at least \$10,000 to start services, training, security. Carol asked if the \$10,000 included any potential upgrades, and Doug asked how broadly, (Senior Center, Fire, Highway, Town Hall) Carol asked if could reduce other line items to offset the cost, Assessors have it accounted for in the expense line. Carol asked if one consulting company would be touching all items, Doug asked if this is a new \$10,000 or would it be \$5,000 and reducing other lines, Pam informed them that Jane now pays out of Town House maintenance, John added that we have a license for AVG and Pam stated that the last pc was bought out of acquisitions. John stated that the assessors need to be isolated as do Cliff and Richard. Doug recalled Jeff stating he had to replace Kaspersky, and Pam added that all vendors mentioned we are at risk. John also informed that it's a balancing act, some programs in use need XP to run, and if these machines are upgraded, the programs won't work. John mentioned that with a town administrator, they could be charged with finding an IT solution.

Pam informed the committee that we would be receiving \$6500 from the Community Compact

#### **Town Administrator:**

Vinnie stated budget \$80-\$90,000 and explain at ATM. Doug informed him that this would need to be a separate, stand alone article, supported or doesn't start 07/01. Carol stated that the bones of the job description would need to be pulled together.

#### **Discussion:**

John stated that they were pretty close to closing the warrant. Carol remarked, town administrator with \$80-\$90,00 plus benefits, expenses related to regional dispatch, many requests from departments, if all of this is happening, be prepared to present in a significant way. Doug added, we've already got a big hit with the PD. Carol asked about critical needs. John added that with the Fire department engineering study they have not heard back. Alan inferred that the Town Administrator and IT may be more complicated than can be worked out before ATM. Carol remarked that substantive conversations needed. Vinnie stated that "regional dispatch is big in my eyes." John asked about a contract – if it's only for two years and then East Longmeadow walks away – we have to pay for radios and equipment. Alan asked the contract negotiation length and Vinnie stated it was a basic contract, a rough draft, Alan informed him we don't want a short contract, Doug asked who was paying the fiber optic charge and John added he didn't know why we had to pay that charge

#### **Financial Warrant Articles:**

Pam - \$10,000 for Highway Gasboy, also a heavy-duty dump truck with plow

Doug asked if the dump body was coming out of snow and ice and if there had been any talk about how to pay for the truck? Split over a couple of years

Doug asked what the snow and ice overdrawn figure was, estimated at \$120,000

The road bond will be put off for another year - discussion of paving Raymond drive to Allen street.

Carol asked if there were any other anticipated article? Pam responded that there was nothing else on her list.

Carol asked if the BOS were still comfortable with law and claims, (\$60,000). John confirmed that they were not looking to have a separate law and claims line for planning, Pam detailed that the \$60,000 under law and claims included \$15,000 for planning.

Doug informed the BOS they should plan on meeting again next Monday, including Jeff. Pam will send out email.

Overall increase of almost \$600,000, county retirement, employee benefits, highway, general services Doug stated he's not sure what this will do to the tax rate, Heather responded with a figure of about \$1.00 per thousand. We need the rest of the numbers, still too soon for free cash number.

Alan asked who supplies revenue numbers, Doug informed him that those numbers come from the assessors, Cliff, and Richard. Norman is guessing at new growth (\$80,000) Doug said we need to look at levy limit and at new growth which Norman agreed with.

Vinnie stated he will have answers after his Thursday meeting with Jeff, Norman added that we might think about pushing things off until the fall – Vinnie asked what and Norman stated the town administrator and the truck to which Vinnie agreed, Vinnie said we could even push the truck back another year

Rita Vail asked if the town needed to adopt a charter and Carol answered with a town administrator, no, with a town manager, yes, it depends on the level of responsibility.

Ted stated that the ConCom has a college student who is graduating and that the person has submitted his resume looking for a new position to be added to the department and Ted is wondering how to go about that. Carol asked if this was significant enough to the way the town does business? She offered that the personnel committee could help with the job description, then added that since the ConCom is an appointed committee, the BOS would have to approve.

Regional Dispatch discussion – logistics, 50/50 split, length of contract, not a wash as we were told

Review of green sheets

Doug informed the committee that there will only be 57 students in grades 6,7 and 8 in the fall.

### **Minutes**

*Doug made a motion to accept the 03/21/18 public hearing meeting minutes as amended, Heather seconded, all in favor, 5-0*

*Doug made a motion to accept the 03/26/18 meeting minutes Carol seconded, all in favor, 5-0*

Next meeting scheduled for 6:00pm on April 9, 2018

Public hearing scheduled for April 23, 2018, ATM May 14, 2018

*With no further business, Carol made a motion to adjourn the meeting at 7:58pm, Heather seconded, all in favor 5-0*

Respectfully Submitted,  
Cindi Connors, Clerk