

Approved 4/9/07

TOWN OF HAMPDEN, MASSACHUSETTS
BOARD OF SELECTMEN/BOARD OF HEALTH

MINUTES

February 5, 2007
6:30 pm

625 Main Street
Town House

Present: Duane E. Mosier, John D. Flynn. Richard R. Green is out due to illness.

The meeting was called to order at 6:30 pm by Duane Mosier.

6:30 pm Personnel Committee: Don Collins, Tom Argenio, Carol Fitzgerald and Dick Ayers came before the Board to discuss job descriptions, grade levels, etc.

John Flynn opened by asking about the procedures in place to define job descriptions, grade levels, etc, in the event a particular department requests that the work is done. Initially 3/31/2000 is when Tabor Associates services (which provided job descriptions as well as grade levels, and pay scales) were accepted and implemented town wide. Tabor has only looked at one evaluation of a job description since the Town received those descriptions in 2000. The Committee will schedule a meeting in the near future to review requests made by various departments and will then report back to the Board.

7:00 pm Bill Olmstead: Bill came before the Board to question the status of the cable contract with Charter Cable. There exists a committee that must meet soon to begin the process of negotiations prior to year end. Those members are: Phil Grant, Dave LaLonde and Mark Barba. Others who have expressed an interest are Bill Olmstead, John Plaster and Susan Driscoll. This office will work to schedule a meeting.

7:00 pm DLS Review Committee: The Board of Selectmen have invited a number of people and department members to serve on a committee to review the Financial Management Review completed by the State last year and offer recommendations to the Board and at Town Meeting. Present tonight are: Ray Andree, Cliff Bombard, Chuck Witkop, and Doug Boyd. Dick Jones does plan to participate at the next meeting, but was unable to attend tonight.

A motion was made by John Flynn to appoint Ray Andree as temporary Chair of the Department of Local Services Committee, and that the group schedules a meeting in the near future to elect a chair and vice chair, seconded by Duane Mosier. VOTE: All in favor and so voted.

The Board requested that the committee evaluate the different points made by the DLS and to return with their recommendations and a list of priorities and cost of

implementation. The Board emphasized that the group bring forward all ideas for discussion and to feel free to work “outside of the box”.

Minutes: The minutes of January 22 and January 29 were tabled until a full board is in attendance to review.

Cliff Bombard, Town Accountant: Cliff requested that in the event of his absence, as well as the absence of the Assistant to the Town Accountant, that Ann Murphy be appointed as a Temporary Assistant to the Town Accountant. John Flynn made the motion to appoint Ann Murphy as Assistant to the Town Accountant, seconded by Duane Mosier. VOTE: All in favor and so voted.

Town House Roof Work: Morris Roofing proposed that copper counter flashing be replaced to complete the roof replacement of the town house in the amount of \$1930. A motion was made by John Flynn to approve the additional work at a cost of \$1930, based on the recommendation of the architect, Carlson & Schmitt Architects, Inc., seconded by Duane Mosier. VOTE: All in favor and so voted.

Note: The total cost of the roof project was within the proposed budget amount, voted and approved by voters.

Memorial Park Roof: Park and Rec and this office continue to work on getting quotes provided for the roof replacement of the RAH building at Memorial Park.

PVPC Hazard Mitigation Planning: A group needs to be formed to work on a Hazard Mitigation Plan that must be submitted if the Town is to be eligible for grant money. A meeting will be scheduled for next week to start the process.

Stormwater Bylaw: The Board is awaiting revisions to the bylaw so it may be presented to the town prior to Town Meeting in the warrant.

Police Chief: The Chief submitted a memo to end the probationary period for Officer Seega as a result of his job performance. A motion was made by John Flynn to support the Chief’s recommendation, assuming all necessary training has been completed, to end the probationary period for Officer Seega, seconded by Duane Mosier. VOTE: All in favor and so voted.

Police Department Heat: The Police Department continues to suffer from inadequate heat in the office space and this office will get a heating specialist in this week to remedy the problem.

Transfer Station: Jane Budynkiewicz was successful in securing a grant in the amount of \$1500. She also received a quote from Hampden Signs for \$300-400 for new signs as required as part of the grant process.

A motion was made by John Flynn to adjourn the meeting at 8:10 pm and was seconded by Duane Mosier. VOTE: All in favor and so voted.

Respectfully submitted:

Pamela B. Courtney
Administrative Assistant

/pbc