

Approved 3/10/08

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

March 3, 2008
6:00 pm

625 Main Street
Town House

Board Members: John D. Flynn, Richard R. Green, Vincent J. Villamaino

Police meet with Advisory at 6:00 pm for budget review. The Board sat in for the review process.

The Board then returned to the Selectmen's Office at 6:30 to continue their meeting.

Guests: Ed Gorski, Michelle Aveyard, The Wilbraham/Hampden Times

6:30 pm Town House Building Committee: Gilles Tanguay met with the Board, the only member available for the meeting, to discuss next steps in the town house improvements. As had been determined previously, the heating and cooling system for the building is the next project that should be estimated for costs. Gilles will seek an estimated cost for a new burner.

The repair/replacement of the cupola was discussed next, as those that have seen the structure differ on what improvements have to be made. Gilles will conduct an onsite meeting for a walk-thru so interested contractors can get a full sense of what the project consists of. A notice will be sent to the newspapers so contractors are aware of the meeting on March 20th at 5:00 pm for the site visit. The Board will then open bids at their meeting on the 31st at 6:30 pm.

Permit Request: A request was made by a local business for a one day special permit. A motion was made by Rick Green to approve a one day special permit to Balance Massage Therapy and Skin Care to serve wine and hors d'oeuvres on March 3, 2008 from 7:00 to 9:00 pm, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

7:00 pm Cemetery Commission: The Commission came before the Board at the Board's invitation to discuss the maintenance of the cemeteries and the need for certain practices prior to any work being contracted. Currently, the Highway Department handles the maintenance of the cemeteries, both for mowing and plowing and sanding. The Commission was not happy with the frequency of the mowing by the Highway Department and requested that they be in control of the scheduling of that work. Dana Pixley calculated the cost associated with this work, notified the Board of the amount and has given the Commission that information. The Commission placed an ad in the local

papers requesting quotes on the mowing and will review those quotes at their meeting in April.

The Board wanted the Commission to know that the Board of Selectmen serves as the procurement office and all contracts/services awarded must come through this office and be awarded by the Board.

The budgeting process was also discussed with the Commission and members were told that their budget requests had to be reviewed by the Advisory Committee prior to Annual Town Meeting. Advisory would have to give their opinion on the budget numbers prior to them being presented at Town Meeting.

The mowing of the cemeteries currently costs the town approximately \$9,500 for a full season. The Commission has prepared a budget requesting \$12,000 so they will have more control of the scheduling of the mowing.

The Commission is also requesting additional funds for clerical purposes; for updating files, map updating and account management.

The subject of fencing was discussed and a spot has been held in the warrant for an article for fence refurbishing at the Prospect Hill Cemetery. The Commission is currently working on getting an estimate for that work.

There was some disagreement as to the procedures necessary for bidding and awarding service contracts and this office will seek clarification from Dave Martel, Town Counsel and get that information to the Commission.

Transfer Requests: A transfer was requested for the gasoline account for repair to the Underground Storage Tank manhole cover, which was found to be cracked. The cost of the repair is \$3,000. A motion was made by Rick Green to approve the transfer request from the Reserve Account to the Gasoline Account in the amount of \$3,000, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

The request was delivered to the Advisory Committee for their approval tonight. The transfer was not signed as the Advisory Committee does not have an accurate accounting of funds in the Reserve Account. They will revisit the request at their meeting on March 17th.

A second request was brought forward for the tree warden's account for future stump grinding. The Board would prefer to hold on this request pending other more critical requests.

Academy Hall Proposal: Atlantic Exterminating, Inc. visited the site and sent a proposal for the bat guano clean up as well as some minor reconstruction work to make the conditions less preferable for the bats. The Board will contact other parties for additional quotes prior to contracting the work.

Minutes: The minutes of February 25, 2008 were reviewed. A motion was made by Rick Green to approve the minutes as presented, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

Unregistered Vehicle Bylaw Review: John Flynn is revising another town's bylaw to suit the needs of Hampden and will have it ready for the ATM warrant.

Transfer Station Proposal: The Board reviewed the proposal for Environmental Monitoring at the Transfer Station for the April monitoring.

Collateral Assignment of Lease: The Board has been requested to sign a document for our tenant at the cell tower, Light Tower Wireless, LLC using the tower as collateral for mortgage purposes. The document has been reviewed and approved for signing by Dave Martel, Town Attorney.

A motion was made by Rick Green to sign the Collateral Assignment of Lease, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

HWRSD Superintendent Gagliarducci: Dr. Gagliarducci stopped in after reviewing the School District's budget with the Advisory Committee. The Board can expect the school assessment within the next few weeks, technically 45 days prior to ATM.

He mentioned a new state process through which contingency funds are established to ensure school properties are maintained when deficiencies are noted.

Seeing no further business, a motion was made by Rick Green to adjourn the meeting at 8:30 pm, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

Respectfully submitted:

Pamela B. Courtney
Administrative Assistant

/pbc