

Approved 01/05/09

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

December 22, 2008
6:30 pm

625 Main Street
Town House

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

6:30 pm Chief Farnsworth:

Reserve Officer Appointment: Chief Farnsworth introduced Brent P. Noyes to the Board as a candidate for a reserve officer's position in the department. Sgt. Joe Henry and Michael Cooney met with the applicant, conducted the interview process and are confident he will be a good addition to the department. The Board reviewed Brent's application and stated the need for him to meet the residents, to allow them to get to know him, to become familiar to them as this is a town where community policing is the priority.

A motion was made by Vinnie Villamaino to appoint Brent P. Noyes as a Reserve Officer for a probationary period of six months, effective this date until June 30, 2009, second by John Flynn. VOTE: All in favor and so voted.

A motion was made by Vinnie Villamaino to go into Executive Session at 6:37 pm for the purpose of discussing personnel issues relative to an IBPO grievance, as well as contract negotiations with return to Open Session, second by John Flynn. VOTE: Vinnie Villamaino yes, John Flynn yes, Rick Green yes.

Follow up items with the Chief:

- Snow control
- Parking violations
- CTY parking ban announcement

New Policy: The Board discussed the need for a change to the employee handbook to reflect off duty and on duty injuries so they are handled the same for everyone employed by the Town. These guidelines will be enforced for the Union members as well.

Off Duty Injury Guidelines:

Should any employee be injured off the job, and such injury result in potentially impacting the employees' ability to perform any of the duties that may be required while employed by the town, the following steps should be taken:

BOS 081222

- Prior to reporting for work, the employee should notify his/her supervisor of the injury.
- If the individual has been treated for this injury, then a note from the attending physician should be obtained indicating, if any, the restrictions recommended or stating that the individual could return to work with no restrictions.
- If the injury did not require medical treatment, the town may elect to have the individual examined by a consulting physician, at the town's expense.
- Either of these medical reviews will be used to determine if the individual may return to duty.
- If any injury is sustained that will require the individual remain out of work for more than 3 days, then a note from the attending physician should be submitted reflecting an estimated return to duty date.

On Duty Injury Guidelines:

- All employees should report any work related injuries immediately and directly to his/her supervisor. If the supervisor is not immediately available, then they should report it directly to the Selectmen's Office.
- Once a report of injury is received, a "Supervisor's Report of Accident – Intake Form" will be completed and submitted to the town's insurance company.

Computer Discussion: The Chief had talked with the Board about the need for a new server for the Police Department. There are two servers which would serve their needs; a Whalley for \$6,784 which could also be leased or a Sun for \$5,031, paid for directly. The Chief currently has \$2,500 in his budget for the rest of the fiscal year and could be used for this now. John suggested that \$1,250 could come from our funds. The General Equipment line will be used for the computer server; and we will continue to monitor the budget line for the police and may have to transfer in early 09; but Cliff will allow the account to run in the red. A memo will go out to Cliff Bombard, and Advisory notifying them that the purchase will be made by the Chief for the server.

Minutes of December 15, 2008: The minutes were reviewed and a motion was made by Vinnie Villamaino to approve as presented, second by John Flynn. VOTE: All in favor and so voted.

Executive Session Minutes of December 15, 2008: The minutes were reviewed and a correction was made. A motion was made by Vinnie Villamaino to approve the minutes with a correction, second John Flynn. VOTE: All in favor and so voted.

Veterans' Agent: The Board received a letter from the State regarding the Veterans' Agent and continued problems with the reimbursement of funds disbursed to veterans. The Board will send a letter to other communities served by this agent requesting a meeting to resolve the issue.

Budget Discussion: The Board discussed the likely budget cuts and will meet with the department heads on January 5th to discuss the ramifications of those cuts.

Tighe and Bond: The Board has started work with an engineer from Tighe and Bond for an initial review of the Main Street culvert issue and subsequent flooding that occurs with major storms. They have scheduled a meeting with Tom Couture from Tighe and Bond and Dana Pixley on December 30th at 10:30 am to review the property and issues.

Maintenance Issues: The Board has added the need for weather stripping for the doors in the Town House as well as work on the windows in the Park and Rec Office. This will be added to the list already started for Larry Moriarty to complete.

A motion was made by Vinnie Villamaino to adjourn the meeting at 8:30 pm, second by John Flynn. VOTE: All in favor and so voted.

Respectfully submitted:

Pamela B. Courtney
Administrative Assistant

/pbc