

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

January 6, 2009
6:30 pm

625 Main Street
Town House

Board Members: Richard R. Green, Vincent J. Villamaino, John D. Flynn
The meeting was called to order at 6:30 pm by Richard Green.

Charter Cable Hearing: Tom Cohan from Charter came before the Board to finalize the contract extension for cable services. An option exists for a public access channel that has a cost of approximately \$5,000 which would be assessed for each household at the rate of 5 cents per month. The public access decision does not need to be made immediately, and can be handled at a later date if we so choose. There will also be a side letter agreement allowing internet access for municipal buildings at a rate of \$5/month. A motion was moved by Vinnie Villamaino to extend the Charter Cable Contract as drafted with the option to provide public access channel for the Town with the submittal of a letter to Charter Cable, second by John Flynn. VOTE: All in favor and so voted. A letter and Form 100 needs to be sent to the FCC stating the agreement finalized between Charter and the Town.

Department Head Budget Meeting: At 7:00 pm, the Board reconvened in the Melville Room to discuss pending budget cuts and to inform departments that they should be prepared in the event of those cuts to reduce their budgets as well.

At 7:30 pm, the Board returned to their office to reconvene for the rest of the meeting.

1. Board of Health, Transfer Station Position: Rick Green has recused himself from the discussion as one of the applicants is a friend of his daughters. There is a recommendation from the current operator as well as the BOH Coordinator to offer the position to Dan Anderson. A motion was made by John Flynn to hire Dan Anderson for the new position, second by Vinnie Villamaino. VOTE: All in favor and so voted. Rick Green abstained from the vote.
2. COA Budget Question: Becky Moriarty submitted a memo to the Board as to how to use her clerical line from her budget. She would like to increase the hours for the position with a new employee coming on board and the Board of Selectmen is fine with her plan, but suggests that she present the idea to the Advisory Committee as well.
3. Transfer Switch Decision: The Board reviewed the recommendation made by our Electrical Inspector and a motion was made by Vinnie Villamaino to award the

bid for the transfer switch to ML Schmitt to be paid out of the generator account, seconded by John Flynn. VOTE: All in favor and so voted. The question was then asked if the inspection fee paid to the Electrical Inspector for overseeing the generator installation could be taken out of the inspector's revolving fund money. It had previously been paid using the Generator Account. That fee already paid could be used for the transfer switch work. The request was approved by our Town Accountant, Cliff Bombard.

4. Chapter 61A Property, Hampden Nurseries: The Board sought interest from Minnechaug Land Trust who is the group generally interested in Chapter 61A property for open space purposes. Their response was that they are not interested in preserving the property. A motion was made by John Flynn to relinquish the right of first refusal on the property owned by Hampden Nurseries, designated as Lots F and B-3 situated on Somers and East Longmeadow Roads, second by Vinnie Villamaino. VOTE: All in favor and so voted.
5. Police:
 - GOAL Response: The Chief's list of requirements to issue firearms follows the State's guidelines in granting an unrestricted license to carry. There is a list with the application, a copy of the driver's license is taken, a copy of the current license they may have and a fee. The information is forwarded to Boston and is returned to the Chief who has 30 days to review and approve or deny the application. The applicant then gets fingerprinted and it is a typical 6-8 week time frame for approval. The Board will write a letter to Nancy Snow from GOAL who will forward that information to the residents who attended the initial meeting.
 - New Marijuana law: The Chief suggests we wait until the Legislature comes back with a final decision before the Town revises the existing violation form.
 - No Parking By-Law: The Board discussed the new by-law relative to parking on the streets during a snow storm, interfering with snow removal, with residents running the risk of being towed if the Police so choose. The Board will forward a memo to the Chief reiterating what was discussed to ensure the bylaw is upheld and cars are removed from the roads prior to the start of a storm.
 - Computer Server: Jeff Farnsworth and Bret Purchas came before the Board to discuss an additional cost for the server they are ready to install. The cost has increased by \$1500. \$2,500 will come from the police budget, \$1,250 from our budget and general equipment line for the remainder.
6. PVPC: Joint Transportation Committee Representative: PVPC has requested that a representative be chosen for this position. The Board will forward the request to the Planning Board and ask that the PVPC Representative take on the responsibility.
7. Cemetery Commission: Plowing Invoice/No contract: The plowing contract will be discussed on Tuesday to determine how the Chairman of the Commission will

handle this. There is not currently a contract in place and the Board had notified the Commission that no invoices could be paid until the proper procurement procedures had taken place.

8. Minutes of December 22, 2008: The minutes for December 22 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.
9. Executive Session Minutes of December 22, 2008: The minutes were reviewed and a change was made. A motion was made by Vinnie Villamaino to approve the minutes with the change, seconded by John Flynn. VOTE: All in favor and so voted.
10. Correspondence:
 - Hampden Housing Authority: The Board received a letter from the Hampden Housing Authority thanking Miles Hapgood for his years of service and a need to replace him on the board. The Board requested that Katie Breault from the Wilbraham Hampden Times publish a notice asking for interested parties to submit a letter to this Board or the HHA seeking an interested volunteer. The BOS will schedule a meeting with HHA on February 3rd to discuss a possible replacement.
 - Mass Highway: The board received a letter from Mass Highway mandating the addition of an escalation clause in any of our State contracts for particular material purchases. Dana Pixley also received a copy of this letter.
 - Snow and Ice Account: Dana Pixley, Highway Superintendent submitted a memo to the Board notifying them that he anticipates the Snow and Ice account will be overdrawn by approximately \$86,000 as of this date. The memo will be forwarded to Cliff Bombard, Town Accountant and to the Advisory Committee.
 - Regional Selectmen's Meeting: The Board was notified that the next regional meeting will be held on January 29th, 7:00 pm in Ludlow.

New Policy: Off-duty and On-duty injury language was discussed and will be amended for the employee handbook as noted.

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:

- Prior to reporting for work, the employee is required to 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 medical treatment is not sought, 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 an 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 shall 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.

COA and Flag Issue: The Board has asked that the Police handle the Senior Center's flag as well as the other town flags when they're raising and/or lowering the other flags in town.

A motion was made by Vinnie Villamaino to go into Executive Motion at 8:47 pm to discuss the Eastern District Veterans' Agent with return to Open Session, second by John Flynn. VOTE: Vinnie Villamaino yes, John Flynn yes, Rick Green yes.

A motion was made by John Flynn to leave Executive Session at 8:56 pm with return to Open Session, seconded by Vinnie Villamaino. VOTE: John Flynn yes, Vinnie Villamaino yes, Rick Green yes.

- The Board asked that Dana Pixley contact Mass Highway and check on the status of the Chapter 90 money.
- The Board asked that a note be sent to Tracy Sicbaldi regarding the need to notify the Board when monies come back into the coffers to reimburse the stabilization account.

NOTE:

Ashland School Tour: January 17th 7am at Minnechaug

With no further business, a motion was made by Vinnie Villamaino to adjourn the meeting at 9:00 pm, second by John Flynn. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B. Courtney
Administrative Assistant

/pbc