

Approved 3/02/09

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

February 10, 2009
6:30 pm

625 Main Street
Town House

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

Town Accountant: Cliff Bombard came before the Board to discuss the revenue projection for the coming year and will make a few revisions based on the discussion with the board. The Board asked about the DARE account spending and whether what had been left from last year's account had been consolidated into this year's account. From what Cliff could determine, it appears that not a lot of expenditures have been made, in that the officers have completed the necessary training.

The Stormwater Committee's account was also discussed and a memo will be sent to them to determine what monies will be expended in the coming year and what new DEP regulations may take effect.

There was also discussion about how to spend and borrow for the infrastructure bond.

Fire Department: Chief Mike Gorski, Lt. Dave Markham, Chuck Beaver, Scott Rumprik and Jason McCarthy attended the meeting to introduce themselves as the new officers for the Fire Department. The priorities listed by Chief Gorski are as follows:

- Health
- Communications
- Safety
- Standards
- Recruitment
- Fire prevention and education
- Radio system is very poor; the police are researching a grant to improve overall communication for all departments

Cell phone option was discussed and may be a possibility. There are pre-negotiated contracts for emergency services; 260 for five phones; Verizon gives the best coverage.

The next issue was the budget and how it should be managed. The Fire Department will get numbers from the accountant to learn how expenses were spent over the last five years.

The Chief then laid out what has been discussed to date in the department. They are as follows:

Manual: One does not currently exist, but a committee has been formed to put one together. They are also working on shift coverage with duty officers to guarantee an assurance of response. They will have Level One which is an Officer, Level Two would include an officer with a crew and this will ensure trucks are out and on the road when needed.

Command Vehicle: The Chief would like a vehicle for the on-duty officer to keep basic equipment, carbon monoxide call, defibrillator, and to be used as a command vehicle. The first response was to use the Ford Explorer that is currently in the police fleet, but that isn't possible since the Explorer will stay in the police fleet.

Rick asked about the Norstar Program and whether there were any vehicles available at this time that might be useful. The Board will pursue that.

Administrative Help: There was discussion involving needed administrative help with permit scheduling, etc. The Board suggested they approach some staff already working as town staff for their immediate needs and then work on defining a new line item; take some money out of operating expenses and work to define administrative needs.

Custodial needs: There is also the need for custodial work in the fire house. The meeting room, floors, bathroom and kitchen need attention at least once a month. The Board will request that our custodial staff reduce the hours for work in the town house, and provide some time for the fire house.

Fire Chief Salary: Mike will not take his salary but would like to give it to the staff members. There will have to be further discussion about how that might be done.

Questions for Town Counsel: The department has an application for volunteers and it was determined that we should check with Dave Martel as to whether both CORI and SORI checks should be done on volunteers. Park and Rec currently run both checks and this will be run by Dave Martel for his opinion.

Incorporation of Fire Department: The Board will also ask that Dave Martel give his opinion as to the incorporation of the department, existing by-laws, etc.

Training Calendar: The department will have a calendar for training classes for the entire year which will include February 21st, ice rescue training on Mill Pond.

They will also schedule every third Monday for truck training at Green Meadows so all department members are familiar with every truck, getting the gear ready, operating the equipment, etc.

Standard Operating Guideline Committee: A new committee has been formed that Chuck Beavers is chairing to work on a procedure/policy manual.

Alcohol Policy: This is a newly formed committee to work on an alcohol policy that Dave Markham is chairing.

Student Awareness Fire Prevention: Tim Evans has done this training in the past but with a new position at work, his time is limited. Kate Rumprik works in the schools and will work to schedule time for the fire fighters to be in the classes to teach fire prevention techniques to the students.

Technical Equipment: Dave Markham talked with Officer Purchas regarding internet services and making the site secure. The department will get a link from Charter as will the other municipal buildings at a rate of \$5.00/month. The need for equipment was also discussed; a printer, copier that can be accommodated fairly easily.

Smoking Complaint: The last item was the smoking complaint that came from the State Board of Health in response to a complaint that came from within the fire department. Vinnie will follow up on the complaint by stopping by the fire house to ensure there is no smoking in the building. The Chief responded that Vinnie could stop at any time, and there is no need to set an appointment.

1. Highway Department

- Warrant Articles: Dana Pixley submitted a memo with warrant articles, one of which was for his State aid, a standard article, and the other for a replacement truck for a pick up. The Board will review the truck purchase at STM in the fall and a memo will be sent to Dana informing him of same.
- Hazardous Trees: There are two property owners with trees on their property that pose a potential hazard due to their condition. One owner has agreed to do the tree cutting with the agreement that the Highway Department will clean up the tree once down on the ground. The other owner has refused to drop the tree at his own expense and a letter will be sent to him putting him on notice for the liability that will be borne by him due to the condition of the tree.
- Plowing/Sanding of Private Properties: The Highway Superintendent submitted a letter to the Board regarding the occasional need for sanding/plowing services on private properties in an emergency situation. Rick will talk further with Dana to determine the best course of action.
- End of Duties: The Highway Superintendent has established a practice for the last member of the department out during a storm, to call and report to the police that they are not longer working. The police in turn will know to contact the Highway Superintendent in the event of snow or ice conditions.
- Fire Department/Highway Department: The Highway Superintendent sent a letter to the new Fire Chief outlining some common work issues to be discussed in an effort to work together more effectively.

Discussion items:

2. Ticket purchase: The ticket draft has been approved and will be ordered. The invoice will be paid out of law and claims.
3. Mandate letter: The mandate letter drafted by Rick will be sent to our legislators as well as surrounding communities in an effort to lessen the financial burden of the town departments.
4. Police/Highway Snow Issues: A response to the letter of explanation submitted by the Police Chief will be given to the Chief to finalize these issues.
5. Warrant review: The Board reviewed the ongoing draft of the warrant in preparation for Town Meeting.
6. Veterans' Officer letter: The Board is seeking the opinion of Town Counsel as to our next steps in handling the officers' mismanagement and negligence in his role as our agent.
7. Minutes of January 13, 2009 were reviewed and a motion was made by Vinnie Villamaino to approve as presented, seconded by John Flynn. VOTE: All in favor and so voted.

A motion was made by Vinnie Villamaino to go into Executive Session at 7:50 pm for negotiations with the IBPO, with return to Open Session, seconded by John Flynn.
VOTE: Vinnie Villamaino yes, John Flynn yes, Rick Green yes.

A motion was made to leave Executive Session at 8:20 pm by Vinnie Villamaino and return to Open Session, seconded by John Flynn. VOTE: Vinnie Villamaino yes, John Flynn yes, Rick Green yes.

Correspondence

1. School committee minutes
2. Chief's vacation schedule
3. Municipal cabinet meeting with Lt. Governor Murray 2/19, at West Springfield's Municipal Building.
4. Charter Internet access: A note will go to our contact Tom Cohan requesting that municipal services be provided to the town at a rate of \$5/month.
5. Town Reports: All departments have not submitted reports for the compilation of the annual report.

Board of Health: Variance for 26 Springmeadow Lane, Centennial Commons: A request was made for a variance to allow a reduction in setback for the installation of a recirculating sand filter and pressure dose soil absorption system. The property is not large enough to locate the tanks within the required area. A motion was made by John Flynn to approve the variance as recommended by the Board of Health Agent, Lorri McCool for a reduced setback at 26 Springmeadow Lane, seconded by Rick Green.
VOTE: All in favor and so voted.

With no further business, a motion was made by Vinnie Villamaino to adjourn the meeting at 8:45 pm, seconded by John Flynn. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B. Courtney
Administrative Assistant

/pbc