

Approved 11/16/09

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

November 5, 2009
7:00 pm

625 Main Street
Town House

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

Special Town Meeting Motions: The Board reviewed the motions for Special Town Meeting and determined who would handle specific motions.

Fire Department Operations: Chief Gorski asked to have our Town Counsel attend one of the business meetings to answer questions posed by the Fire Department. The board suggests that Mike Gorski ask that questions be submitted to the board, to be forwarded to Dave Martel prior to meeting with the department. Once the questions have been submitted, a date will be scheduled for Counsel's attendance. Mike will also decide on a group to establishing policies and procedures.

Policy Review – Sick Leave Buy Back: The Board discussed the sick leave buy back issue since the current policy does not address employees who are not retiring. It was previously determined that if the buy-back comes from prior year, the funding should come from employee benefits; conversely if it is in the current fiscal year, the money should come from the department's budget. At the next department meeting, department heads will be directed to gather accurate figures of earned sick leave on an annual basis for appropriate budgeting purposes.

The board then discussed the need to address earned accrued days and at what rate they should be paid in the future. They should be paid at the rate at which they were earned. There is a need to cap the number of days that can be bought and there is also a need for some time to be retained for "sick" purposes.

Chief Farnsworth asked how some of these benefits should be paid right now. The board determined that the pay should come out of employee benefits for sick leave for the dispatchers. A memo will be sent to Jeff Farnsworth to get an accurate estimate of the cost associated with the buy-out and ask that in the future Jeff include the cost estimate each time.

Fire Alarm Calls: The Police Chief notified the board of some false fire alarm calls charged to a business in town and as of the time of the meeting a check has been received to pay for the false calls.

Parking Ban: The Parking Ban issued by the Chief of Police has been sent out to newspapers effective November 5th.

Sand and Salt Policy: The board reviewed the policy about salt no longer being available to the public, that a sand and salt mix would be in the shed near the highway gate for the public's "by bucket" use.

House Moving: The Simkin Farm house is scheduled to be moved in the near future and Westcott G. Clarke, the General Contractor doing the work has been in this office with instructions as to who to get sign offs from prior to coming back to the Board of Selectmen for a permit.

Hess Contract Extension: The Lower Pioneer Valley Collaborative sent an extension form to renew the rates we currently receive from Hess Corporation for our three locations; Town Hall, Fire Station and Senior Center.

Minutes of October 26, 2009: The Board reviewed the minutes of October 26, 2009 and a motion was made by Rick Green to approve as presented, seconded by John Flynn. VOTE: all in favor and so voted.

Executive Session Minutes of October 26, 2009: The Executive Session Minutes of October 26, 2009 were reviewed and a motion was made by Rick Green to approve as presented, seconded by John Flynn. VOTE: All in favor and so voted.

Miscellaneous

- Hampden Art Guild: The Art Guild requested a One Day Liquor License for two separate days for an art show they had scheduled. A motion was made by Rick Green to approve the license, seconded by John Flynn. VOTE: All in favor and so voted.
- Police and Fire Policy Clarification: Rick inquired with MIIA about the Fire Department members and age requirements.
- Army Corps Contacts: Rick contacted Tom Couture from Tighe and Bond about who should be contacted for assistance with the Main Street culvert permitting.
- MHO Payment: Rick will contact Dick Patullo regarding payment for the Municipal Hearing Officer.
- Trench Applications: An FYI for who has pulled permits in town.
- Building Permits: The Board would like Jane to pdf the building permit list and distribute to all department heads on a monthly basis.
- Reimbursement Transfer: The Police brought forward a transfer that needs to be made by the accountant for reimbursement received from a grant. This will be brought to Cliff Bombard's attention.
- NIMS filing: Rick will complete the necessary paperwork for the MEMA filing which keeps us on track for grant requirement.

The board would like to meet with the Department Heads to discuss the budget process on December 7th at 7:00 pm.

With no further business, a motion was made by Rick Green to adjourn the meeting at 8:10 pm, seconded by John Flynn. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B. Courtney
Administrative Assistant

/pbc