

Approved 12/13/10

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

December 6, 2010  
6:30 pm

625 Main Street  
Town House

Board Members: John D. Flynn, Richard R. Green, Vincent J. Villamaino  
The meeting was called to order at 6:30 pm by John D. Flynn.  
Guests: Ed Gorski, Tyler Witkop, Wilbraham-Hampden Times

Personnel Committee: The Personnel Committee met to revise handbook. They will discuss further parameters in which department heads can advocate for an additional grade level/pay for an employee.

Road Hazard Response: Rick Green intends to ride the town to check on those road hazards that currently exist that are not being dealt with on an annual basis. It is the Safety Officer's role to identify basketball hoops that overhang the roadway and create a potential safety issue for the Highway trucks when they plow. A list will be completed and it will become part of a checklist that the police will maintain and be responsible for having those hoops and other hazards removed on a timely basis.

Flag Practice and Policy: The board discussed an updated version of a policy for the raising and lowering of the town flags to be performed by the Police Department. At the same time, the town will look into installing lighting for all flags that fly at night. Policy will be distributed to the Police for their reference.

Cultural Council Discussion: The Board discussed the need for additional members for the Cultural Council. John Flynn had suggested a few people for them to contact and is waiting to hear from the council as to their recommendations as well of those people interested in volunteering their time.

The board also discussed a proposal brought forward by resident artist, Steve Andwood and his desire to do a painting of the center of town which will be used for replication and a fundraiser for the council. The Cultural Council has asked for permission to hang the original in the Town Hall. The Board accepted the generous offer enthusiastically and looks forward to the finished project (which will take some months to complete).

Minutes of November 29, 2010: The minutes were reviewed and a motion was made by Vinnie Villamaino to approve the minutes as submitted, seconded by Rick Green.

VOTE: All in favor and so voted.

The board convened in the Melville Room for the Department Head meeting at 7:00 pm.

Department Head Budget Meeting: John, Rick and Vinnie met with the department heads, Advisory Board members and members from the Capital Planning Committee to discuss the direction they would like taken for the development of the budgets. Doug Boyd stressed the need for level service budgets which will allow all departments to provide the same level of service as the current year. Contractual pay raises will be paid to bargained employees and non bargained employees can look to a 2.5% salary increase. Only once budgets are in and revenue projections known can a decision be made about salary increases.

There was no representation from the Library Trustees, Historical Commission, Cemetery Commission, Planning Department or the Fire Department so the pertinent information was left in their mail boxes.

Individual departments spoke to their anticipated needs for the coming year; highway has approximately \$140,000 left in the highway bond to perform road work and will need a pick up to replace the 2001 they currently run.

Council on Aging is waiting to hear if they will receive a level funded grant from the state which will allow the \$7 per senior per day, or if we will be reduced to \$5.5 per senior/per day. Becky also mentioned the need for a new septic system and there was talk of getting the information out for bids to be sought.

The Assessor's mentioned the need for GIS system which will allow for multi layering of information. John suggested they check with Conservation Commission and Planning to see if the information they have might prove useful to the Assessors.

Police Department grants should remain in place and the pending capital project is one shared with the Fire Department which is the radio system to be federally compliant. There will be the need for a new dispatcher's console at an approximate cost of \$100,000.

Town Clerk mentioned the possible need for voting machines but that is a decision that will be made at Annual Town Meeting.

Park and Rec are currently in the process of having a project studied relative to the banks of the stream as well as the replacement of a bridge currently in disrepair.

A calendar of dates was distributed as well as a request for town reports and warrant requests.

Once some additional information is gathered, the salary chart for FY2010 will be distributed.

The board reconvened in their office at 7:40 pm.

The tax rate was set at \$15.64 for FY12.

A motion was made by Vinnie Villamaino to adjourn the meeting at 7:50 pm, seconded by Rick Green. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B. Courtney  
Administrative Assistant

/pbc