

Approved 5/21/12

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

May 14, 2012  
6:30 pm

625 Main Street  
Town House

Board Members: Vincent J. Villamaino, John D. Flynn, Norm Charest  
The meeting was called to order at 6:30 pm by Vincent J. Villamaino  
Guest: Tyler Witkop, The Wilbraham-Hampden Times

A motion was made by John Flynn to nominate Vinnie Villamaino as Chairman of the Board of Selectmen, seconded by Norm Charest. VOTE: All in favor and so voted.

A motion was made by Vinnie Villamaino to nominate John Flynn as the Chairman of the Board of Health, seconded by Norm Charest. VOTE: All in favor and so voted.

Vinnie Villamaino made the motion to nominate John Flynn as the alternate Chairman of the Board of Selectmen, in the event of his own absence, seconded by Norm Charest. VOTE: All in favor and so voted.

John Flynn made the motion for Norm Charest to be the alternate Board of Health Chairman in the event of his own absence, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

Police Chief: Jeff Farnsworth came before the board to discuss a number of issues. The first item was an Injured on Duty Report pertaining to Officers Bill Jacques and Jason Roath. While attempting to arrest someone, the woman charged kicked and injured Bill Jacques who was out of work for one day. The paperwork has been forwarded to MIIA for their review.

We then discussed the need for window replacements in the Police Station. Currently, they are unable to open windows as the screens are not in place. A local contractor has contacted another company, Eastfield Glass and this office is waiting for contact from them.

The board then talked about a possible site for a new town hall which would include the relocation of the Police Department. As Jeff stated, the building has already been reviewed by the Regionalization Dispatch group who saw it as a very viable location for their regionalization plan. The listing price is \$1.5 million, which includes a house than can be sold to offset the cost of the building. The board will find a group to examine the feasibility of the building and to meet with the Capital Committee.

Another issue that was raised was the distribution of information to the Chief as well as to the Dispatchers on duty. Jeff has experienced difficulty with the transmission of emails and for future practice; the Chief will be emailed and a hard copy will be left with the dispatcher for events taking place in the building.

Memorial Day Parade: This office sent a notice to the Police Chief so he can anticipate his need for extra officers on the day of the parade. The entire marching band will be here from Minnechaug and the days' events will be held on the front lawn of the Town House. John will check on sound system with Jim Mackey.

Towing Contract: The board reviewed an existing contract between the Town of Wilbraham and a local company, but Jeff feels that the contract is silent on some of the recently enacted requirements. The board will review the contract provided and vote at the next meeting. Our town counsel will be asked for his review as well.

Memorial Day Parade: A memo was sent to the Police Chief with details of the upcoming parade, noting that there will be a huge turnout by band members alone.

A motion was made by John Flynn to go into Executive Session at 7:00 pm with return to Open Session for the purpose of discussing the Chief's salary and a human resource issue with a dispatcher, seconded by Norm Charest. John Flynn yes, Norm Charest yes, Vinnie Villamaino yes.

A motion was made by John Flynn to leave Executive Discussion 7:50 pm, seconded by Norm Charest. John Flynn yes, Norm Charest yes, Vinnie Villamaino yes.

Dispatcher Negotiations: The board received an email from Bob Dickson, Union Representative for the dispatchers and will schedule a meeting to finalize contract on May 24<sup>th</sup> at 4:00 pm.

Adopt-A-Road: Final details have gone out to all participants in the town wide cleanup.

Wilbraham Dog: The board received notice from a resident in Wilbraham about a dog who had been removed from Wilbraham and brought to Hampden. The resident was disturbed because the dog had allegedly bitten someone in town. The board has researched the story and determined that the dog was ordered out of town due to his lack of restraint at his home in Wilbraham. In addition, our Dog Officer, Shelley Sears met the dog and stated that the dog is of no threat to town residents.

Fire Department Addition: Vinnie will get in touch with Charlie Schmitt regarding the hold up in construction at the fire house. He wants to ensure the work is completed prior to the Memorial Day Parade at month end. Also discussed was the need for more funding to finish the other side of the roof. Vinnie will be out of town in October and the board will discuss this issue for Fall Town Meeting.

Insurance Committee: The board discussed the need for a newly formed Insurance Committee and will ask that Rick Green be involved. A note will go to Rick asking for his help.

Unemployment Claim: The former employee will receive unemployment benefits.

Various Committees: The board will send a memo to all appointed boards urging for better lines of communication. The board has not been fully informed of proceedings that have taken place and will ask that each board submit a monthly report as to any issues they may have worked on.

One Day Permit, Hampden Girl Scouts: A motion was made by John Flynn to approve a one day permit for cakes, cookies and soft drinks for May 28<sup>th</sup>, Memorial Day, seconded by Norm Charest. VOTE: All in favor and so voted.

The board told reporter, Tyler Witkop that the Conservation Commission is in need of new members and asked that he put something in the Wilbraham-Hampden Times asking for volunteers.

#### Building Repairs

- Update on Air Conditioning: A technician from McCormick-Allum came in during the week to determine why the new air conditioning unit was not serving the needs of the library. The following is a recap of his findings:
  - ✓ The thermostat for the air unit is housed in the easterly side of the building. Given that, it does not recognize the need for air in its side, while the westerly side of the building has sun beating in through the large bank of windows.
  - ✓ The original ductwork installed years ago is not ideally suited for the distribution of air; there are more duct outlets on the eastern side of the building than the westerly side.
  - ✓ The extreme exposure to sun in the afternoon on the western side of the building contributes greatly to the additional load required for the system. Therefore it was recommended that the library purchase sun blocking blinds to be closed during the high sun in the afternoon.
  - ✓ The fan was in the “automatic” position until the tech switched it to the “on” position, with hopes that the air movement will have a positive effect on the conditions.
  
- Window Replacement: The Police Department and Park and Rec are in need of new windows and/or screens. Eastfield Glass will come out to evaluate our needs and work on necessary repairs/replacements.

Health Insurance for New Hires: The board discussed the need for a wait period before a new hire is eligible for insurance and a motion was made by John Flynn to recommend a 60 day wait period, seconded by Norm Charest. VOTE: All in favor and so moved.

Academy Hall: John Flynn contacted the ADT Company regarding a new alarm system for Academy Hall since the old one failed.

It was also noted that the Academy Hall needs to be opened and we will look for a part time handyman to assist with this annual need.

Hampden Housing Authority: John Flynn mentioned that there is no movement on the appointment of a new Governor's appointee for the Housing Authority and that prior appointee, Ben Bump has agreed to stay on for the purposes of quorums necessary to proceed with business. The board is checking on the legality of same.

Funding for Chapter 90: The board received notice from the MMA that funds may not be available as originally thought from the state. John Flynn met with Aaron Saunders who is an aide to Senator Gale Candaras and mentioned our need to stay on top of pending changes.

Handyman Need: There is a need in the town house and Academy Hall for part time handyman work and it was suggested that a gentleman from TWB be contacted to see if he has any interest in the job.

With no further business, a motion was made by John Flynn to adjourn the meeting at 8:17 pm, seconded by Norm Charest. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B. Courtney  
Administrative Assistant

/pbc