

Approved 07/02/12

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

June 25, 2012
6:00 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 Vinnie Villamaino.

Water Commissioners: The board met with the commissioners about old bills and the importance of getting their bills in on June 30th to ensure they are paid in the current year. Also present was Mike Framarin who talked about some changes to the budget due to additional tests being required by the DEP.

Mike also discussed the October storm, when the water district generator ran out of propane. The system shut down and emergency services were needed to get it running again. Mike had talked with John Flynn about the power failure which cost approximately \$600.00 to repair.

The board asked if there would be additional costs for the coming year and Mike projected that the costs will be very close to where the budget was this year. George Bouchard suggested that if things change, the commissioners will contact this office and book a date and time to discuss their needs.

There was further discussion about a capitol cost which will need to go on the Special Town Meeting. The block heater has failed on the pump and will need to be replaced. Mike estimates that it will cost approximately \$1,100. The board will put this on the warrant for the meeting. Mike will get estimate for the replacement.

Mike also talked about one of the monitoring wells at the transfer station that has been damaged and needs to be replaced. This will be taken care of by Mike.

Town Resident, Corey Goodrich: Corey came before the board to discuss the procedures followed by the Police Department relative to a complaint he had with them. The board suggested he take it up with the Police Chief.

Town Accountant: Cliff Bombard came in and discussed some additional transfer requests that have been generated as well as one handled this evening.

Department/Staff Meeting: The board reconvened to the Melville Room for a department head/staff meeting. The meeting was scheduled to allow information sharing between departments and possible improvements for communication between all departments. Vinnie opened the meeting by welcoming everyone and thanking them for coming. Norm mentioned that his main concerns are to learn more about the grades and step and

how salaries are determined; to learn about areas of responsibility; who does what in various departments; and to get a general understanding of procedures in the town offices.

Lance Trevallion, Building Inspector spoke about the need for all departments to review various permit requests so everyone has a chance to voice their concerns. There currently is a sign off sheet within the building permit application, but departments are not always contacted by the applicant and the board wants to ensure that everyone is communicated with to make sure nothing is overlooked in the process. Lance currently sends a note to the particular department head to review if he has any concerns about a proposed project. Lance stated the need for an Inspector to work this job from 20 to 30 hours per week. There will be a note added to the town website stating a new requirement for all permittees to get their plans approved by all departments before going forward with them. The current sign off sheet needs updating as well. There is old information on the document that exists now.

Dana Pixley, Highway Superintendent spoke next and stated that the storm cleanup has been completed and that the snow and ice account remained in the black this year due to our mild winter. The reimbursements are almost entirely in; he is still waiting for the Federal Highway reimbursement.

His staff are still cutting trees and working to clear the obstructed road signs that are all around town.

The Highway Garage parking lot has been reconstructed and paved and Mountain Road is being worked on as well.

Wilbraham Road will begin and include milling and filling from Raymond Drive to the town line.

Bob Richards is out due to an injury and Dana has a part time worker to fill Bob's position while he is out.

Dana will ask the State about the status of other reimbursement due.

Becky Moriarty, Executive Director of the Senior Center spoke of a grant that they currently have for a van which will run out at the end of June.

She is working with East Longmeadow to establish a fundraising committee for the van program in the coming year which will require \$50,000 for the year.

Senior housing has become a bigger issue for the town, particularly the need for first floor housing.

Phil Grant, Conservation Commission Chair spoke of the need for new members. We have asked for volunteers in the past and will ask the papers to put another notice out. He also mentioned that another extension has been granted to developer, Ed Speight for his development on Kibbe Lane until 1/8/13.

Doug Boyd, Community Preservation Committee Chair invited all departments to think about ways that they might use CPA funds to pursue projects benefitting historical buildings, park and recreation areas or property to be used for open space.

Dick Patullo, Town Treasurer remarked that he has taken care of the Fire Truck funding and has gotten a good percentage rate.

Robert Howarth, Town Moderator, State Ethics contact announced that new testing was supposed to be in place by the State, but they have not yet gone on line with it. Once they do, information will be sent on test taking and other requirements.

Cliff Bombard, Town Accountant, talked of the end of the fiscal year and the need for departments to get all invoices in by July 9th or they cannot be paid in this fiscal year. The Selectmen will meet that night to sign the final warrant. Cliff also asked if the weekly reports were helpful to the departments, to which he received a resounding positive response.

Sgt. Bill Joy, Police Sgt. Came before the board and emphasized the department's need for part time dispatchers.

Eva Wiseman, Town Clerk/Tax Collector offered that zoning changes should be brought forward to ensure they end up on our zoning map which will eventually be on our GIS system.

John Matthews, Planning Board discussed the need for some bylaws to be scrutinized and better defined to allow for better enforcement. His board will welcome attending the training session for GIS.

Lisa Morace, School Committee member spoke of the excess of \$400,000 left in the building fund and that the classrooms and guidance area are 100% completed. There is work ongoing with abatement of various parts of the old building before demolition can be completed.

On July 7 and July 23 the doors will be open for students and parents to tour the new school.

Bob Makuch, Board of Assessor's Chairman mentioned that the board is actively looking for a clerk in their office to allow them to keep their doors open more often for residents. They are working with Cartographic Associates who will hold a training session for all departments so interested.

Also discussed was the need for better communication between the Planning Board and the Assessor's Board so each department is "in the know" before signing off on plans. They mentioned that changing a piece of property from a "buildable lot" to an "unbuildable lot" has an impact on how it can be taxed.

Library Fundraising: The Library Trustees had asked this board about their ability to perform fundraising activities. The board was uncertain and had requested an opinion from Town Counsel, Dave Martel. Dave determined that the Trustees could in fact work at fundraising and his opinion was further reviewed by the State Ethics Commission who

expressed their assent to his determination. That information has been given to the Trustees.

EMS Zone Plan, Ambulance Service Contract Query: The board will review this at a later date.

Transfer Request: A motion was made by Norm Charest to transfer \$3,850 from #48.1 Highway Building Utilities to 35.0 Gasoline Account, seconded by John Flynn. VOTE: All in favor and so voted. Forwarded to Advisory for their approval.

Minutes: The minutes of June 11 were reviewed and a motion was made by Norm Charest to approve as presented, seconded by John Flynn. VOTE: All in favor and so voted.

The minutes of June 18 were reviewed and a motion was made by Norm Charest to approve as presented, seconded by John Flynn. Vinnie Villamaino abstained from the vote as he was not present at the meeting.

WesternMassReady information sheet: We will ask that Rick Green, our Emergency Management Director handle this fact sheet.

Towing Contract: Town Counsel, Dave Martel forwarded a towing contract that he and Police Chief Jeff Farnsworth have collaborated on and the board will review.

Board of Health: Two variances were presented for review. The first is at 374 Main Street for a reduction in the separation from the well to the septic system. A motion was made by Norm Charest to approve the variance as recommended by the Board of Health Agent, Lorri McCool, seconded by Vinnie Villamaino. VOTE: All in favor and so approved.

The second variance was for the VFW on Main Street. A motion was made by Norm Charest to approve the variance for a 1' reduction from groundwater as recommended by Board of Health Agent, Lorri McCool, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

Miscellaneous:

- Fire House Status: The overhead door needed to be programmed and Charlie Schmitt will work with Evergreen Construction to handle the punch list items. The board asked that we get access code numbers for the COA, schools, and the Fire Station.
- Status of GIS Mapping: We learned that the contractor Franco Rossi will come in for a training session for those who will be using the system and the board suggested that the training be taped for those who cannot attend the training itself.
- COA Water Heater Installation: There is ongoing discussion regarding the needs at the Senior Center and the installation of an additional hot water heater. The Town Hall Building Committee will be asked to do a review of the building and to check on a previously reported leak.

- Turkey Shoot Invitation: Members of the VFW and neighbors have been invited to a meeting on July 16th to discuss the annual turkey shoot.
- Chair Lift: We continue to try to determine if the lift can be repaired and have Elevator Service and Repair currently looking into it. If it cannot be repaired, the lift will have to be replaced.
- Personnel Committee: The board has asked that the Personnel Committee come before them on July 2nd to discuss the revised handbook as well as salary issues.
- Injured on Duty Reimbursement: We currently have an attorney working on getting reimbursement to the town for the injured on duty monies that were paid out to Sgt. Cooney when he broke his leg on duty.

Seeing no further business, a motion was made by Norm Charest to adjourn the meeting at 9:05 pm, seconded by John Flynn. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B. Courtney
Administrative Assistant

/pbc