

Approved 7/12/12

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

July 2, 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 by Vinnie Villamaino at 6:30 pm.

Dispatcher Candidate: Kelsey Green came before the board at 6:30 pm. Rather than wait for Officer Seega who was out on a call, the board asked Kelsey about her desire to work here. The Police Chief recommended her appointment. A motion was made by Norm Charest to appoint Kelsey Green to a Part Time Dispatcher in a probationary position for 90 days, seconded by John Flynn. VOTE: All in favor and so voted.

Police Officer, Tawrin Seega: Tawrin came before the board to introduce Dispatcher Lori Hebert to the board. Tawrin gave a glowing recommendation to the board and the candidate, Lori had also talked with the Palmer Police Department. They suggested to her that she get trained by Hampden and return to Palmer for a position there. She stated that this is not how she does business and would like to train and work here. A motion was made by Norm Charest to appoint Lori A. Hebert to a Part Time Dispatcher in a probationary position of 90 days, seconded by John Flynn. VOTE: All in favor and so voted.

Personnel Committee: Members of the Personnel Committee came in to discuss various issues. They were Don Collins, Carol Fitzgerald and Bill Gouzounis joined by Tom Argenio. John mentioned the need for a flowchart of departments, elected and appointed to help personnel as they come on board to understand the flow of the different departments and committees.

There was talk of the need to track all employees' date of hire, grade and step level, vacation time, etc. John stated that he uses a payroll system to track some of these things. We will ask Dick to find out exactly any other applications available to us by the payroll system. We may need to change some reporting requirements.

The suggestion is to distribute the handbook to them once completely revised. At a later date, the board and Personnel Board would hold a meeting to review it with them. We would ask first for their questions so Personnel could be prepared for the discussion. Carol suggested that they establish some administrative guidelines and a distribution of those for department heads.

A training session of sorts would be held for department heads/chairs.

BOS 120702

Work for a session during the summer, do the training in September.  
The big issues are vacation, sick time, hiring, firing and insurance.  
Carol asked that the form for advisory for budget purposes include hire date, current step and grade to make it easier for everyone to follow the charts.

Minutes of June 25, 2012: The minutes 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.

Chair Lift Status: We have received information from Elevator Service & Repair Co who has been unable to find the necessary part. Vinnie will check in with them tomorrow to determine where the part might be found. We do have a 60 day extension period in which to work, but there will be no further extension after August 30, 2012.

Transfer Requests: The Police Department had two requests for transfers; one request from General Salaries to Equipment in the amount of \$175.00 and the other from General Salaries to General Expenses in the amount of \$100.00. A motion was made by Norm Charest to approve the two transfer requests, seconded by John Flynn. VOTE: All in favor and so voted.

GIS Mapping Bill: A request was made by the Board of Assessors to pay an invoice for Cartographic Mapping.

Dispatcher's Revised Pay Scales: The Union Representative, Bob Dickson sent a revised pay scale that he wanted the board to review. They reviewed and asked that a response go to Bob stating that the board will stay with the pay scale the board offered at the last meeting.

IBPO Contract Revisions: Vinnie will review the contract items with Jeff Farnsworth prior to the board signing anything.

Miscellaneous:

601 Main Street: The board will request that Tom Couture come in to discuss options for remediation at 601 Main Street.

Dennis Gaudet: There has been an issue with the dog belonging to Mr. Gaudet that has come up again. A letter will be sent telling him if the issue arises again, he will be called in for a dog hearing.

Fire House Addition: Charlie Schmitt will speak with Chief Gorski about any punchlist items that need to be handled.

Academy Hall: The security alarm needs to be replaced at the hall and we will pursue getting the system replaced.

With no further business, a motion was made by Norm Charest to adjourn the meeting at 7:35 pm, seconded by John Flynn. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B. Courtney  
Administrative Assistant

/pbc