

Approved 9/24/12

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

September 18, 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.

Board of Health: Jane Budynkiewicz, Board of Health Coordinator and Lorri McCool, Board of Health Agent came before the board to give them an update on a number of issues.

First was the status of Emergency Preparedness. Lorri reported that an intern that Worked in Monson (due to a grant) also worked in a number of other communities, one of which was Hampden. Nicole, a student from Boston University is working on her Master's Degree for Public Health, worked to inventory our stock of emergency materials. This office will work to move all of those materials into the trailer that Jane Budynkiewicz was able to get through Hampden Health Coalition. Jane will look into getting vacuum bags to lessen the space needed for the blankets.

The next item discussed was a Memorandum Agreement between the Hampden Board of Health and the Police Department, which surrounding communities have in place. Norm agreed to review the document before entering into the agreement.

The next item relates to the Transfer Station. Jane is concerned about the number of items that have been left in the recycling area and asked the board if she should be handling the operations up there, or if the Board of Health Chair, John Flynn will handle things. John stated that he would go to the transfer station with Jane on Saturday to police the area and make a determination as to what may be left and what must be recycled. Jane was given the authority by the board to oversee the operations at the Transfer Station as she is in the position of Board of Health Coordinator.

Results from Hazardous Waste Day: Jane gave the number of participants from the town of Hampden which was 27 and the overall volume of the event for the five towns. This was the biggest turnout the event has seen since it started.

Drug Take Back Day: Jane announced that the drug take back will be held on Saturday, September 29 from 10:00 to 2:00 at the Hampden Senior Center.

Bulk Waste Day: Jane is working on scheduling the bulk waste day to be held at the Transfer Station on October 27<sup>th</sup> from 9:00 to 2:00.

Board of Health: Lorri presented a plan that requires a variance at 18 Cedar Oak Lane. The owner, Diane Hildreth is selling her house to her daughter and needs a variance to reduce the distance from the well to the septic system. A motion was made by Norm Charest to approve a variance for 18 Cedar Oak Lane for a reduction from the well to the septic system from 100' to 90' as recommended by Lorri McCool, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

Board of Health: Lorri presented another plan that requires a variance at 18 South Ridge Road, owned by Richard Joseph. This plan requires a 1' reduction in the separation between the septic system and high groundwater. Lorri explained that the system was originally raised, and does not have an issue with this change. The board asked if there will be any water flow issues with the abutters and she assured them that this is not the case. It was noted that Bill Skinner will be doing the work on the system. Based on this information a motion was made by Norm Charest to approve the variance for a 1' reduction to groundwater as recommended by Lorri McCool, Board of Health Agent, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

Library Trustees, Insurance Discussion: Diane Regnier, Kathy Hutchison and Kirsten Lipkins came before the board to discuss the payment for the insurance coverage for new hire, Ellen Henry. The board has agreed to pay the insurance bill for the new employee due to misunderstandings between the employee and the board.

The next issue is the starting rate of the new employee, Ellen Henry as the Children's Librarian. John asked how the group determined the grade level and rate of pay for the new hire. Diane explained that they had a process in place. This led to a conversation about the need for a human resource manager for the town, one that could be shared with a couple of other communities. The board showed the library personnel the book we have that contains job descriptions for the many jobs in town hall and explained how jobs can be re-evaluated if approved by the Personnel Committee. John asked that library personnel set up a meeting with Personnel Committee to discuss where the new hire belongs in the grade and pay scale.

Warrant Discussion: Members of the Advisory Board, Doug Boyd and Rick Rubin, along with the Town Accountant, Cliff Bombard came in to discuss the articles on the Warrant for Special Town Meeting on October 22<sup>nd</sup> at Thornton W. Burgess School. There were a couple of changes to the warrant and two additions requested by our Town Counsel for a client who owns property at Hampden Heights. A borrowing question was added for the Fire Truck as well. The warrant must be posted by October 5<sup>th</sup>.

The board discussed adding hours to the Administrative Assistant's position and decided against granting them.

Mediation Request: The board received notice from the Department of Labor Relations who will assign a mediator to the case and inform them of the date for mediation with the Dispatchers.

Minutes: The minutes of September 10, 2012 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.

FEMA Flood Insurance Rate Map: Vinnie will contact Phil Grant to see if Conservation Commission has made any changes to this.

Monitoring Well Repair at Transfer Station: Jane Budynkiewicz will take pictures that will be forwarded to Tom Couture so he can determine the next course of action for the repair of a damaged monitoring well.

Planning Board Minutes: Reviewed without comment.

Note from Treasurer: The board received a note from the Town Treasurer about a resident who gave the town a bad check so the town offices would be aware.

MMA Chapter 90 Road Funding Survey: Dana Pixley completed the survey requested by MMA regarding funding that the Highway Department could use if it were available. It has nothing to do with getting that money, just what projects he has lined up to do.

Chapter 90 Reimbursement Request: The board signed a reimbursement request that had been completed by the Highway Superintendent which will be submitted soon.

Town House Projects: The board reviewed the list of projects pending to be done in the Town House. We have to work on getting a committee up and running again since Art Booth stepped down from his position on the committee.

NOTE: Ribbon Cutting will take place at Minnechaug on Saturday, September 22<sup>nd</sup> @ 10:00 am. Vinnie and John will attend and Vinnie will speak at the event.

Car License for TSMA: Mr. Talal Mhanna has been granted permission from the Planning Board to display one vehicle at his place of business at 484 Main Street, but that no repairing of cars will take place at the site. The board would like to have him in to discuss his permit.

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

Respectfully submitted,

Pamela B. Courtney  
Administrative Assistant

/pbc