

Approved 11/19/12

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

November 5, 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.

Exit Interview with Town Auditor: Tom Scanlon, Town Auditor appeared before the board with Cliff Bombard, Town Accountant and Dick Patullo, Town Treasurer to discuss the findings from the audit. Tom Scanlon mentioned that changes are made to the warrant after the board has signed off, and Dick explained that there are changes that are found upon review later. He also suggested that the treasurer check with local banks to see if our tax exempt number is being used by those who should not be using it. Dick has done this periodically and will continue to do so. He also mentioned our CPA funds and the need to manage the different ways in which they can be spent. Doug Boyd will be reminded of the need to do the calculations and have them voted on. It was also suggested that the transfer station revenue be broken out into three categories; bag sales, sticker sales and payroll. Motor vehicle levies should be on the books as well.

Pioneer Valley Planning Commission Home MPG Program: Christina Petersen from PVPC came before the board to explain a program that will be presented at the Senior Center on November 13<sup>th</sup>. They will meet to give information to residents about potential savings with their energy needs.

Health Insurance for Retirees leaving State: Rick Green has checked with SVRHT regarding the issue of those retirees who move out of the area and their insurance coverage. As with the other retirees, the town continues to pay half of their insurance coverage (the town always pays 50% of the highest rate offered).

Police Chief Salary Analysis Proposal: The board received a quote from MMA to do the salary survey. John will ask them to proceed at a cost of \$1,600.00. Funds from the Employee Benefits will cover the cost.

118 Raymond Drive Injunctive Relief: The Town has sought relief through the courts to remedy what has been a long standing problem with work that continues to go on at this property which is a zoning violation. Papers will be filed in court to resolve the issue.

ABCC Caterer's License Information: The ABCC has recently sent out an informational notice to those holding liquor licenses to be aware of another procedure required by the state to apply for a caterer's license if they will be serving liquor.

Cemetery Position: The commission would like to change the hours to be worked by the clerk. The board will send a note to the Personnel Committee relative to a rate of pay, hours per week, etc. and the board will await that response.

Highway Department: Dana submitted a draft Fuel Allowance Policy for the board to review. The review was done and they will ask that he provide a final policy for them to vote on at their next meeting. He also submitted a Winter Season Review for other departments as a refresher as to procedures performed by Highway Members and others. The board looked at this 5 Year Infrastructure Plan which they would like to review with him at their meeting on the 19<sup>th</sup>.

Phone System Information: The board some new information on phones and John will continue to review different option for the town offices.

MIIA: Statement of Values, Increase back wage coverage and Statement of Values: The board will have to work with MIIA to ensure the coverage we have is currently what is needed for the town. This will be reviewed further.

Memorandum for IBPO and Town: There was a piece of the final contract inadvertently left out of the contract at signing and this memorandum will clear up the omission. It has been signed by the Union and will be signed by the board as well.

Casino Update: There will be a meeting held for surrounding communities to discuss possible consequences of a casino being located in Springfield.

Estimate for Auditorium Floor and Melville Room: The board received one estimate for floor replacements in the Auditorium and Melville Room. We are waiting for a second estimate.

Estimate for Front Walk Replacement: The board has received one estimate for the front walk replacement and is awaiting a second before awarding the job.

Meeting for Chairlift/elevator: The board has a tentative meeting with Accessibility for New England on November 7 at 2: pm.

Minutes: The minutes of October 9, 2012 were reviewed and a motion was made by Norm Charest to approve the minutes as presented, seconded by Vinnie Villamaino. VOTE: All in favor and so voted. John Flynn was not present at the meeting and therefore abstained from voting.

The minutes of October 15, 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.

5) Notes:

- Attorney General Extension to approve Hunting bylaw change from 4/30/12
- Property Tax Dispute at 182 Wilbraham Road
- Planning Board Minutes
- Parking Ban in effect
- Schedule a meeting with the Wilbraham Selectmen and the School Committee to discuss upcoming budgets
- Schedule a meeting with MRC and Terry Nelson for Medical Reserve Corps.
- Check with Superintendent O'Shea regarding tier schedule for group users of the schools

With no further business, a motion was made by Norm Charest to adjourn the meeting at 7:25 pm, seconded by John Flynn.

Respectfully submitted,

Pamela B. Courtney  
Administrative assistant

/pbc