

Approved 7/11/16

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

June 20, 2016  
5:30 pm

625 Main Street  
Hampden, MA 01036

Board Members: Vincent J. Villamaino, John D. Flynn, Norman Charest

The meeting was called to order by John Flynn at 5:40 pm. Vinnie Villamaino arrived at 5:50 pm.

Guests: Diane Bishop, EL Assessor, Jim Mazak, PVPC Representative for Community Development, Lynne Booth, Executive Director of the EL Housing Authority and Carolyn Brennen, COA Director from EL.

Community Development Block Grant: The board was contacted by the Town of East Longmeadow to consider joining with them in pursuit of a community grant that East Longmeadow was successful in getting when working with Agawam. The funding is generous, as the previous award was over \$800,000.

East Longmeadow officials and Jim Mazik, from PVPC came before the board to discuss the application process. The gist of the grant is to provide funding for those areas in a community with housing issues, that have safety and/or health violations, for any areas of blight that could use rehabbing, areas of critical community need, road and drainage that requires funding and would increase conditions for those living in the area, emergency situations might also be addressed. Some funds might go to a homeowner who is then given a deferred payment plan that requires the homeowner to stay in the home for fifteen years and the lien declines steadily over those fifteen years. Should the home be sold, the homeowner would be responsible to repay a percentage based on the years lived in the home.

In teaming up with another community, our chances are improved if the 2 communities have like needs. Target areas will need to be defined and then vetted as to whether they are worthy of consideration or not.

Norm arrived at the meeting around 6:00 pm.

Diane Bishop added that East Longmeadow needs to make their Town Hall ADA compliant and with the possibility of grant money, they could use that for the installation of an elevator. Jim explained that a lot of work has to be done up front before the application gets completed;

BOS 160620

We will need a summary of the town's policies, planning documents, goals, objectives priorities, start looking at target areas, and look for public participation. We will need an oversight committee to get the community work done.

John asked whether East Longmeadow BOS had been approached about this before the recent restructuring of government to a Town Council and Diane explained that this meeting tonight was the first one they have had and East Longmeadow has not yet been approached. They will be in the near future.

Vinnie asked what the next steps would be and the response was to send a letter stating our interest in partnering with EL. Diane explained that February 2017 is the deadline for applying. Jim explained that there is approximately \$2M available for tier 2 towns, which is the tier we are in. There is no cost to the town other than a commitment of time.

The board members are very interested in the opportunity. John asked for a motion to partner with East Longmeadow and work with PVPC on a community block grant, motion moved by Vinnie Villamaino, seconded by Norman Charest. VOTE: All in favor and so voted.

Personnel Committee: Don Collins, Carol Fitzgerald and Rick Rubin came before the board to discuss next steps in instituting new procedures as suggested by the personnel audit performed last year. The committee members had asked Town Treasurer, Dick Patullo to attend the meeting as well, as much of the discussion will relate to his office keeping files that need to be established for all employees. It is important for all personnel files to contain specific information and the committee will distribute that information at a Department Head meeting in the near future. Those records include; application/resume, professional certifications, job description, records related to job offers, promotions, demotions, rate of pay, etc, education/training/professional development, tax forms, time off records, emergency contact information, wage garnishments, employment verification, performance evaluation, warnings/disciplinary notices, and termination records. In addition there needs to be a file for every employee containing Medical/disability records, including FMLA records, I-9 forms, workers compensation records, CORI and other background check information and any litigation documents. They also suggested that every year there should be a note with the supervisor's approval of the new rate of pay for the coming year.

It was determined that the Firefighters files can be kept in a secure place other than with the treasurer, as they are volunteers and not paid employees. Those files are held in the Selectmen's office.

The committee members also discussed the use of a universal time sheet to be used by all employees who are not part of a bargained group. In addition, some updates to the Employee Handbook need to be made.

Dick was asked if the payrolls system had the ability to track accruals and he will check into that.

Carol acknowledged that there is some confusion about the CORI checks and the how long they should be held by the employee. She will find out the necessary procedures.

The board discussed a meeting date and will plan on early September as they want to discuss the use of the space to be vacated by the Police Department. At that time, the process will be introduced to the Department Heads.

As an aside, Carol Fitzgerald was asked about the Advisory Board. She said that they will post a meeting for July 11<sup>th</sup> to finalize all transfer requests.

Minutes: Will be reviewed at next meeting.

Ambulance Agreement Extension: A motion was made by Norman Charest to extend the current ambulance agreement with AMR for a one year period, seconded by John Flynn. VOTE: Norman Charest yes, John Flynn yes. Vinnie Villamaino abstained from the vote.

Used Car License Checklist: This will continue to be discussed at the next meeting.

VFW One Day Permit: A one day permit was requested by the VFW. A motion was made by Vinnie Villamaino to approve a one day permit on Sunday, June 26, 1:30-5:30 for a Christening party, seconded by Norman Charest. VOTE: All in favor and so voted.

Chubb Policy for Police and Fire: The board approved the proposal for FY17 coverage and a motion was made by Vinnie Villamaino to approve the proposal, seconded by Norman Charest. VOTE: All in favor and so voted.

MSBA School Survey: The board reviewed an email from Marty O'Shea detailing the upcoming school survey that will be conducted in the fall by the Massachusetts School Building Authority. An assessment of the general condition of each school in the commonwealth will be done, specifically looking at condition, capacity, maintenance and educational environment. This data is one factor used to determine which facilities present the highest level of need and urgency. MSBA has hired STV Incorporated to work as their consultant in this endeavor.

Website Offer from Hampshire Council: Reviewed without comment.

Massachusetts Office on Disability: The Office on Disability sent information to the board asking for the town to establish a municipal commission on disability. If this is done, then handicapped parking fines may be levied. John suggested that we get the information to Tyler Witkop for an article in the Wilbraham Hampden Times seeking volunteers for this project.

Notes:

Sias Unregistered Cars: Have Police follow up regarding payment for violations.

Scantic Meadows, Kibbe Lane: The board reviewed the information forwarded by the Planning Board which included a letter from the developer stating that he is waiting for contractor's availability.

Water and Solar Updates: There has been little movement on water issues and the solar project is at a relative standstill.

Fall Town Meeting: A possible date of October 24<sup>th</sup> was suggested; this will be discussed at the next board meeting.

Seeing no further business, a motion was made by Vinnie Villamaino to adjourn the meeting at 7:00 pm, seconded by Norman Charest. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B Courtney  
Administrative Assistant

/pbc