

Approved 10/17/16

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

September 1, 2016
6:00 pm

625 Main Street
Hampden MA

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

The meeting was called to order at 6:00 pm by John Flynn. Vinnie Villamaino was unable to attend the meeting.

Personnel Committee: Don Collins, Carol Fitzgerald and Susanne Simon were here to discuss the evaluation for the Park and Recreation position currently held by Cindi Connors. They noted that the role has evolved a bit and the committee gave a thorough and challenging evaluation of the position. The roles of support staff for many of the departments have evolved as well. When reviewing the position it was noted that a new salary and grade level should be established for the support staff member in Park and Rec. For budgetary purposes, there can be a line item transfer or a transfer from reserve. Advisory has this on their radar, as noted by Carol Fitzgerald, a member of the Advisory Board.

Norman made a motion to approve the change recommended by the Personnel Committee to change the grade level to an 8 and the position to Administrative Assistant, effective 9/1/16, seconded by John Flynn. VOTE: All in favor and so voted.

There was discussion about the upcoming Increase in minimum wage and how our salary schedule will have to change as a result. This will be discussed further by the Personnel Committee.

Candidate for Reserve Officer: Sgt. Cooney came before the board with a candidate for the position of a reserve officer, James P Geleas. He explained that the candidate has been fully vetted and is highly recommended for the position of Reserve Officer. Jim works for the Hampden County Sheriff's Department and is currently in the National Reserves. The board stated that this town strongly supports community policing, and Jim explained that he has participated in the Drug Take Back programs before, and has experience in leadership roles. Given the recommendation, Norman Charest made a motion to appoint James P Geleas, as a Reserve Officer for the Hampden Police Department, subject to a six month probationary period, seconded by John Flynn. VOTE: All in favor and so voted.

Board of Health Agent, Building Commissioner and Building Inspector: Norm Charest invited the inspectors in to discuss the permitting process that has been going on with GreatHorse.

Lance Trevallion stated that all septic approvals come through the DEP and local authorities have no oversight in this. If GreatHorse makes any changes to their plan, they must go before DEP again, and they are limited to a certain amount of gallons per day.

Wendel Hulburt spoke about the original site plan that showed a maintenance shed, that then became an employee lounge, and now has 2 bedrooms in the building. An issue that must be dealt with is ADA compliance. The house they are renovating on Wilbraham Road is not ADA compliant. The employee lounge and tennis hut need septic systems and DEP approval. One of the buildings has five bedrooms, but a building permit has not yet been issued.

Wendel said that GreatHorse is looking at the house again to make it ADA compliant as it houses a snack bar and public restrooms for members. It also has bedrooms upstairs.

Lorri McCool, BOH Agent said the inspectors need to see new plans that should be very specific plans and not future plans.

Their master plan continues to change frequently and Wendel has met with the group three times to define exactly what they intend to do onsite. Additionally, the DEP is not being notified of pending projects. Mike Gorski, Fire Chief has also complained about the alarm system and the number of false alarms that the Volunteer Department must respond to. Apparently there is a fault with the venting system and GreatHorse has been made aware that should an alarm go off again that a fine will be levied against them.

There is no plan for 113 Wilbraham Road, and no Title V has been done.

The Planning Board is also looking for an accurate building site plan so all buildings can be tracked appropriately, which is necessary for the Board of Assessor's as well.

Casa Bella Neighbor Complaint: Mitch Drozdowski from 556 Main Street came before the board to ask about the new restaurant located next to his house. A problem arises with the odors coming from the dumpsters next to the property line between the restaurant and 556 Main Street. Mitch spoke with Mike Connors from Casa Bella, who told him that he would keep the dumpsters on the Post Office property line; and his only concern is during the winter season when employees would have to deal with snow and ice to empty their trash. Don Collins (former Planning Board member) offered some information pertaining to this issue. Should there be complaints of noise, odor, smoke, vibration or traffic, the business owner may be contacted to remedy the problem. Based on that, the board will send a letter to Casa Bella owner, Mike Connors to make necessary changes in the dumpster location as it is currently in violation.

HWRSD School Committee Letter; Proposed Amendments to Regional School Agreement: This will be added to the warrant for STM. The amendments are duly noted and will be discussed further at a later date.

STM Warrant Articles: September 15th cut off for warrant article submission: Those received are for Insurance transfer (\$3k), Police SUV Purchase (\$36k), Planning Board Bylaw Amendments, Xerox Machine, Transfer of Funds for PD Furniture (\$30k), Town House Improvements (\$50k) (estimate to be provided by architect Charlie Schmitt) who will tour the site soon. There was also discussion about our current custodians and the change in work required in the building with the PD move. This may be a time to go out to bid on cleaning services.

GreatHorse Water Permit: DEP need to issue a draft permit by 9/9. A notice of availability is then published in the Environmental Monitor and DEP will accept written comments on the draft for 30 days.
*One omission in submittal which will delay the issuance of a draft permit.

One Day Permit for Senior Center: A one day liquor license was requested by Becky Moriarty for the Viva Las Vegas Event on September 22, 5:00-9:00 pm. Norman Charest made a motion to approve as requested, seconded by John Flynn. VOTE: All in favor and so voted.

Proposal from Tighe and Bond: The board reviewed the proposal for Underground Storage Tank Inspections and a motion was made by Norman Charest to approve the proposal at a cost of \$2,750.00 for the fiscal year, seconded by John Flynn. VOTE: All in favor and so voted.

Police Department Holding Cell Policy: Norm will review and will discuss at a future meeting.

Net Metering Agreement Signing: Town Counsel is checking to see if we need town meeting approval to prior to moving forward.

Academy Hall Painting and Improvements: Connie Witt did some research on the painting of AH at the Selectmen's request. She met with painter Bob Smith, who does historic painting, would like to do some testing for moisture in the walls to determine best techniques for paint removal. He is currently booked through 2017. The board would like to get an estimate to test for water content and would like to have this done as soon as possible.
In addition, the alarm at AH needs to be reconfigured to ring at the new police station.

Alternate Appointment- Request to appoint alternate Sealer of Weights and Measures: Gary Petzold, our current Sealer of Weights and Measures has requested that Susan Petzold be appointed as the deputy Sealer of W&M, who has been certified by the State and would help with any inspections that might our inspector might not be available for. The Board noted the certification from the State and a motion was made by Vinnie Villamaino to appoint Susan Petzold as Hampden Deputy Sealer of Weights and Measures, effective September 1, 2016 through June 30, 2017, seconded by Norman Charest. VOTE: All in favor and so voted.

Miscellaneous Items:

- Transfer Station Hauling Contract: Republic is our current vendor and the board would like to add this to the next agenda.
- Request from resident: The board received a request from a resident to use the parking lot at Green Meadows School for overflow parking for a wedding planned for June 10, 2017. The board advised checking with the principal, the district office and Park and Rec before issuing permission.
- Dog Officer: Shelley Sears requested the board about receiving paid vacation time. As she is a per diem employee, the request was denied.

- Hazard Mitigation Approval: The board received final approval from the state for their mitigation plan submittal along with suggestions as to how to elaborate on information for the next submittal.
- Letter of Thanks: The board received a copy of a letter of thanks for department members, Dispatcher Kelsey Green, Sgt. Tawrin Seega and Officer Jason Roath for their immediate and kind assistance at a time of need for residents.
- Drainage Issue at 2 Scantic Road: The Highway Superintendent, Mark Langone and the Cemetery Commissioners received a complaint from the property owners at 2 Scantic Drive of drainage issues from the hill at Prospect Hill Cemetery. The issues were reviewed by both departments, determined that the drainage is not seen as an issue on the property and any fencing and fence line overgrowth will be handled by the Cemetery Commission. The property owner has been notified.

With no further business, a motion was made by Norman 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