

Approved 10/17/16

TOWN OF HAMPDEN, MASSACHUSETTS

BOARD OF SELECTMEN/BOARD OF HEALTH

MINUTES

September 26, 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 D Flynn.

Exit interview with Auditor, Scanlon and Associates and Cliff Bombard: Jeff Gendron, Audit Manager, came before the board to explain the results of the audit as of June 30, 2015, which gives an opinion on the financial status of the town, and looks at cash investments, real estate and tax assessments, and our operations in handling funds.

One area of concern was the accounting of funds for the CPC from 2002 when it was first accepted by the town to the current time. Cliff remarked that we currently have \$300,000 in the account and we must be mindful in how they money gets spent. The law states that the money can only be used for open space, historical resources, recreational use or open space. In addition the CPC can spend or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for each of the aforementioned uses.

Once we meet the thresholds for each category, we can spend as much as we want in any venue, after a town meeting vote.

Cliff did find a discrepancy in the books that showed an expenditure of \$8,000 more in land acquisition than was voted. He will conduct further research into this with Community Preservation Commission members.

In addition, there is a procedural recommendation for the Town Treasurer regarding turnovers. Also noted was the good position we are in with our free cash and stabilization accounts. Our reserves are good.

Jeff Gendron also recommended that the Highway salaries be lumped into one line item, not in separate accounts. The board offered that salaries had come from other sources in year's past, but that is not the case now. This information will be related to the new Highway Superintendent, Mark Langone.

Trust funds are now on the books, as recommended by Scanlon and Associates.

Jeff Gendron also suggested that our surety bonds be reviewed for the correct amount every year, and the response was that that information should come from those generating the bonds. This will be checked on.

The last suggestion Jeff had was that we go to bi-weekly payroll to save money. The response to that is that it would have to be bargained with those under contract.

Advisory Board: The Selectmen joined the Advisory Board in the Melville Room to discuss the warrant and upcoming Special Town Meeting. Members in attendance were Doug Boyd, Carol Fitzgerald, Jeff Smith, Heather Turcotte, Matt Fisher and assistant, Cindi Connors.

Also invited to the meeting were Eva Wiseman, Town Clerk and Bob Howarth, Town Moderator. The warrant was reviewed, numbers were estimated and the issue of the Advisory Hearing was discussed. Doug Boyd would like to have a single meeting to review all warrant articles, which includes the article for proposed amendments to the Regional School Agreement. The hearing will take place on the 17<sup>th</sup>, and Advisory will follow up to see if TWB is available in the event we need that space.

There was talk of putting some money towards the tax rate so there isn't a huge increase for our residents.

John mentioned that we had an architect (Charlie Schmitt) look at the empty space left by the Police Department and the possible uses for it. If we start working on the building, we will have to make it ADA compliant and that may mean the installation of an elevator.

Hearing Request for Barking Dog: A resident wrote to the Selectmen requesting a hearing about a barking dog. The board would like the Dog Officer to check back with the resident and to issue a citation to the offender to keep the dog quiet.

Bus Pick Up Issue on Rock-A-Dundee: The issue of a kindergarten student not being picked up at his home on Rock-A-Dundee continues to be researched. John suggested that we check in with the bus company to determine exactly what their contractual obligations are as they relate to picking up students. At this time, the children are picked up at the end of Rock-A-Dundee due to the narrow width of the road and the inability of a bus to turn around once on the road.

Request Release of Right of First Refusal: A request was made by property owner Joyce Zeroogian from 563 Glendale to release the Town's Right of First Refusal on her property classified as Chapter Land. Mrs. Zeroogian submitted a plan, an offer to purchase and the property card for the board to review. After review, a motion was made by Vinnie Villamaino to approve the release of the Right of First Refusal on property shown on the plan as Parcel 4, seconded by Norman Charest. VOTE: All in favor and so voted.

Minutes of September 1 and September 6: The minutes were not reviewed.

Community Development Block Grant: PVPC will be sending some additional information on proposed changes to the grant process. A request for committee members will be made in the Wilbraham Hampden Times.

Town House Renovations: Architect Charlie Schmitt, John Flynn and Jane Budynkiewicz have done a walk-through of the vacant space left by the Police Department. Note that Library, Park and Rec and Town Clerk all want drop boxes built into the vestibule for off hours drops.

Request from Dog Officer: Shelley Sears sent an email to the board requesting a town car to be used by herself, to afford her more room in a vehicle for those times when transporting a dog is

required. The board asked that the Police Chief be asked as to what the next fleet vehicle to come out of rotation and the anticipated trade in value would be. This issue will be discussed further when that information is known. They did allow that if it did become available, then it would be housed at the Town House to be used on an as needed basis.

Police Station Open House: The board would like to know the list of invitees to the Open House scheduled for Saturday, October 1<sup>st</sup>. The board also have been questioned by residents as to why the vehicles seem to have different detail work on them. Jeff will be asked about this as well.

Correspondence:

- August Building Permits: Reviewed without comment.
- HWRSD FY17 Budget Assessment: Reviewed and requested last assessment to see how and why the assessment changed.
- Highway Truck Accident: Paperwork is in process and the adjuster has inspected the vehicle. Police report was submitted as well.
- Tighe & Bond Report on Kibbe Lane: The Planning Board will meet with Ed Speight on 9/28 to discuss Kibbe Lane and next steps for completion.
- MMA completed survey: Completed by Mark Langone regarding funds for infrastructure improvements.
- DOT Survey Request: Forwarded to Mark Langone for completion.
- Water Tests

Zoning Enforcement: Review information from Building Inspector Wendel Hulbert. Information not received from Building Inspector. Will follow up on this.

Discussion about Town Counsel: John brought up the subject of continuing to work with Doherty, Wallace, Pillsbury & Murphy despite the retirement of Dave Martel. The board discussed and agreed that all Hampden files are in that office already and we have been satisfied with the staff to date. There is the possibility that the attorney we currently work with will be appointed as a judge for the Massachusetts Superior Court.

With no further business, a motion was made by Vinnie Villamaino to adjourn the meeting at 7:45, seconded by Norman Charest. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B Courtney  
Administrative Assistant

/pbc