

Approved 4/24/17

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

December 12, 2016
6:00 pm

625 Main Street
Hampden MA

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

Norman Charest was unable to attend meeting as he was out of town. Vinnie Villamaino was available remotely as he recovers from surgery.

The meeting was called to order at 6:00 pm by John Flynn.

Financial Discussion: The board met with Doug Boyd, Matt Fisher, members of the Advisory Committee and Cliff Bombard, Town Accountant to discuss a number of financial matters prior to the start of the annual department head budget meeting.

There were a few housekeeping items to take care of; one being the management of the CPA record keeping and the other being the funding for the new position of administrative clerk in the Police Department. Jeff Farnsworth arrived at the meeting and Cliff explained his concerns about funding sources.

Cliff would like the funding to come from the salary line and if a revolving fund is established, the rest of the funding could come from that source.

Minutes of November 28 and December 5: Minutes were held for review at next meeting.

Community Mitigation Fund 2017: So noted; to be discussed at next meeting.

Sr. Tax Work Off Program (increase from \$1k to \$1.5k): This update was discussed and will be noted at the Department Head meeting. The program is now being administered through the Council on Aging Director, Becky Moriarty.

Easement Agreement with Federated Church: An agreement has been drafted and given to a member of the church for review.

Shelter Agreement between HWRSD for Town House and Green Meadows and Senior Center and Thornton W Burgess School: John Flynn spoke with Vinnie Villamaino and discussed the intent of the agreements. Seeing no issues, a motion was made by Vinnie Villamaino to approve the agreements, seconded by John Flynn. VOTE: All in favor and so voted. The agreements will be given to the School Superintendent at tonight's meeting.

Ogoley Settlement Agreement: The board will determine when the water supply will be tied into the Ogoley home on Main Street.

Audit Comments and Recommendations: Held for review at a later date.

Board of Health Correspondence: Not discussed at meeting; hold for next meeting.

Notes:

- Cemetery Commission Plowing Contract
- HWRSD Excess and Deficiency Calculation
- Letter to Residents on Circle View and Fernwood Drive
- Peterson Water Supply: Work completed as of December 8. Interior Pipes to be inspected.
- LED Streetlights

Department Head Budget Meeting: Department heads met in the Melville Room to discuss the upcoming budget cycle. John started by thanking everyone present for the work they do every day to manage their budgets so well. Our stabilization fund is in good shape, the tax rate did not increase and the town is running well.

John introduced Michael Schneider as our new Town Counsel attorney, from Doherty, Wallace, Pillsbury & Murphy. Mike brought up the new Public Records Law that will go into effect on January 1st and suggested that one person be appointed as the lead person to disseminate all public records requests. Mike will provide further information as it becomes available.

Assessor, Bob Makuch started the round table to discuss the department's status. He noted that there will be some additional growth with GreatHorse and praised the operations that are handled every day by Carolyn Reed and Kelly McCormick.

Eva Wiseman, Town Clerk/Tax Collector spoke of some increases in her budget due to early voting requirements and also wondered about the public records law and the impact that could have on her department.

Dick Patullo, Town Treasurer said that things were good in his department but he too wondered about the Public Records requests that he often gets. More information will follow.

Water Commissioner, John Plaster attended his first budget meeting to see what it entailed.

Town Accountant, Cliff Bombard stated that this is an audit year, which will likely increase in cost and also the need for a GASB Report to be done outlining our unfunded liabilities. He will check on that.

Board of Health Coordinator, Jane Budynkiewicz did not have any BOH information to relate.

Sr. Center Director, Becky Moriarty noted that there are some additional grants available that they would apply for and there are transportation needs that they are working on with PVTA. She also mentioned that she is now administering the Sr. Tax Work Off Abatement Program and would like to know if department heads have any positions available that seniors might be able to work for tax credits. She noted that the state has increased the allowed earnings from \$1,000 to \$1,500 per senior. Lastly, the senior center is having their rug replaced and will be closed the first week of January to have the work done.

John asked about establishing a building committee to track the needs of the center outside of normal maintenance. Becky said there is such a group and then do a quarterly review of the building and are trying to plan for 5 to 10 years in the future. There will be some roof work to be done and the parking lot will need to be repainted in the near future.

Ellen Moriarty, Library Director noted that things are running smoothly in her department; that they have a new Children's Librarian, Kate Rumplik who is doing a great job

Wendel Hulbert, Building Inspector said that ground mounted solar is the latest trend, some new buildings and more renovations are being done. In addition there was talk of a Zoning Enforcement Officer that for the time being is not mandatory as Wendel is handling these when they arise.

Mark Langone, Highway Superintendent introduced himself and said that things are going along pretty well. They are getting prepared for the winter season, thinking about capital planning needs and he mentioned the topic of water and sewer coming into town, as proposed by members of GreatHorse to the Board of Selectmen a few weeks ago. He just wanted it on the table so people are aware that it is being talked about. John Flynn elaborated that there are many things that need to be done before any work will be done; E Longmeadow has to buy into it, as does Springfield and there are many other factors to discuss as well.

John also mentioned that the Fire Department will be looking towards making some changes to its department, with the possible manning of the station during the hours of 9 to 5 daily, as there is only one volunteer firefighter who currently works in town. This discussion will continue throughout the budget process.

John Matthews, Planning Board Chair stated that there will be a number of bylaw changes coming at the Annual Town Meeting and the Special Town Meeting in the fall to remain vigilant about planning and zoning issues.

Conservation Commission, Bonnie Geromini stated that the cost for engineering fees that are mandated by the commission are paid by the applicants, and that includes any associated professional reviews done as well.

A comment was made that when developers work on new projects that they should be mandated to put conduits in the road to allow for future use by the town.

Al Ganem, HWRSD Superintendent and Beth Regulbuto were here and noted that this is a negotiation year for the teachers and since the last time the towns were represented by Wilbraham Selectmen, that this year the task would be managed by a Hampden Selectman. In addition, when the numbers come out from the State, the budget will be revised to reflect any changes. John Flynn noted that the town had pushed the Annual Town Meeting out by two weeks with the annual election following a week after that.

There was discussion about the Tabor chart that will be worked on by Personnel and forwarded to all for salary changes.

There will also be discussion next week about the make-up of the Capital Planning Committee.

Seeing no further business, a motion was made by John Flynn to adjourn the meeting at 7:45 pm.

Respectfully submitted,

Pamela B Courtney
Administrative Assistant

/pbc