

Approved 2/20/18

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

February 5, 2018
6:00 pm

625 Main Street
Hampden MA

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

The meeting was called to order by Vinnie Villamaino at 6:00 pm. Norman Charest was unable to attend.

Austin McKeon: Resident and former Selectman, Austin McKeon came before the board to discuss the recent change to the School Agreement that allows former committee members to remain in the position until July 1, following the town elections. As a result we have lame duck members which affects the viability of the committee. Austin suggested that this board contact the Wilbraham Selectboard to make a case to revert the appointment date back to what it originally was; a start immediately following the election like all other elected officials. Mary Ellen Glover, Hampden member of the School Committee commented that the School Committee feels that with three warrant articles already proposed for the Annual Town Meeting that that is enough for the voters to deal with. Austin suggested that the Board contact Wilbraham to push to make this change.

Mary Ellen Glover stated that the three warrant articles are in regards to:

- A vote to allow six grade students to attend Green Meadows School;
- A vote to allow sixth, seventh and eighth grade students to attend Green Meadows School or to send seventh and eighth grade students to attend Wilbraham Middle School.
- Also up for a vote is whether or not to allow School Superintendent, Al Ganem to make all decisions relative to a request for transfer.

Mary Ellen did state that she would make a motion at the next School Committee meeting to change the effective date of appointment for new School Committee members coming in after election.

Wendel Hulbert: Building Inspector, Wendel Hulbert came before the board to review his budget. Since there will be changes relative to the revolving accounts, it was suggested that Wendel make some revisions to his budget structure; add some line items; one for expenses and one for his clerical help. Which leads to his new hire, Caryn Paradis, who will work as his Administrative Assistant after a very short stint done by Cindi Connors. Wendel got some

assistance with the interview process by Jane Budynkiewicz, former Building Clerk who helped choose Caryn. The board supports the hire.

Personnel Procedures: There were various recommendations made by the Personnel Committee some time ago that Vinnie would like the board members to review. There is a need to get files in order and to place certain procedures in place for all staff. One of those is a need for a universal time sheet to be used, to be approved by Department Heads/Elected Officials and then filed.

Minutes: The minutes of January 29, 2018 Open Session were reviewed and a motion was made by John Flynn to approve as presented, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

The minutes of January 29, 2018 Executive Session were reviewed and a motion was made by John Flynn to approve as presented, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

Underground Storage Tank Coverage: Highway superintendent Mark Langone learned about the need for insurance related to our Underground Storage Tanks. There is a liability associated should we have any leaks or mishaps with the tanks and so we have researched a policy to cover the town at an annual cost of \$780. This amount will be added into the Property and Liability Line for 2019.

Berry Insurance Renewal: The board received a proposal from Berry Insurance relative to renewal of our current policy at 3% increase if we agree to lock in. The board will review at a later date.

Transfer Request: A motion was made by John Flynn to transfer \$1,200 from Reserve Funds into the Animal Control Account, due to deer disposal, seconded by Vinnie Villamaino. VOTE: All in favor and so voted. The request will be forwarded to Advisory for their approval.

Liquor License: A license sent to the VFW was lost in the mail so the board will sign another copy of a liquor license and forward to the VFW. Someone in attendance mentioned the ongoing issue with mail service in town and it was suggested that a letter be sent to the Postmaster General to seek a resolution. It was suggested that Nancy Zebert add this to the upcoming Newsletter.

Correspondence: Reviewed.

- Planning Board Minutes
- Insurance Seminar
- Post Computer Systems
- Letters of Interest for Town Administrator Committee: The board has received two letters of interest to serve on the committee and was contacted by Bob Markel, former Mayor of Springfield who offered to help with the town with a job description as he has

done with other communities. He also served as a Town Administrator for Ipswich at one time. The board has invited him to attend the board's meeting on February 20th.

- Election Calendar

Norman Charest arrived at the meeting at approximately 6:30 pm.

Variance for 46 Mountainview Drive: Property owner, Parfumis is seeking a variance to reduce the distance between his well and his septic from 100' to 75'. As noted by the board, there is no other place to locate the system. Neighbors, John and Ellen Phillip from 40 Mountainview Drive attended the meeting as they were concerned about any possible effect the variance might have on their property. They were assured by the board that it will have no bearing on their property; that the separation from their neighbors will remain at 100'+/- and has been recommended by the Board of Health Agent, Lorri McCool. Given the recommendation, a motion was made by Norman Charest to approve the variance, to reduce the distance from 100' to 75', seconded by John Flynn. VOTE: All in favor and so voted.

Note: Police and Dispatch contract negotiations will be handled by Norman Charest and begin soon.

Informational Meetings: Nancy Zebert suggested that one or more informational meetings be held to educate residents on the procedures for the Advisory Hearing and the Annual Town Meeting. The hearing really is a dress rehearsal for the ATM; to review the warrant questions and afford residents an opportunity to ask questions in a small group, rather than on the floor of the Town Meeting. Nancy thought a Saturday Session, similar to those held in the past for school issues, be held with assistance from Town Officials, (Assessor, Selectman, Town Accountant, Town Treasurer, Advisory Board member) to help demystify the financial terms used at Town Meeting and to understand how the town's budget is established. The board agreed that this is a good idea and Nancy will give some thought as to how best go about making this happen.

With no further business, a motion was made by John Flynn to adjourn at 6:50 pm, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

Respectfully submitted,
Pamela B Courtney
Administrative Assistant

/pbc