

Approved 3/5/18

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

MINUTES

February 12, 2018
5:30 pm

625 Main Street
Hampden MA

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

The meeting was called to order by Norman Charest at 5:30 pm. Vinnie Villamaino was out of town and unable to attend.

Ginny and Larry Blake: The Blake's who live across from the Town House and next to Academy Hall came before the board with the story of their basement flooding over the last weekend. We had a huge amount of rain and frozen ground. Everyone noted that the water had nowhere to go. Their basement flooded; they used sump pumps inside and outside as there was a large body of water in their front yard which they directed into the street. They are concerned that with some recent excavation at Academy Hall, with both a well and septic being worked on, that the grades may have changed on that property, having an effect on their property. They did lose some things due to the water as well. The board listened and agreed that the issue would be looked into once the weather changes. The property may need to be re-graded. Larry thinks that a pathway has already been established to the front of his house. The conversation will be continued.

Personnel Recommendations: Carol Fitzgerald came before the board to discuss grade changes for two departments. The position of the Administrative Assistant to the Planning Board/Zoning Board of Appeals was at a grade 7. After Personnel's review of the position, with input from Planning Board members, it was agreed that the grade level should move from a 7 to an 8. The Board of Selectmen agreed and a motion was made by John Flynn to approve the grade change, as recommended, seconded by Norman Charest. VOTE: All in favor and so voted.

Carol then discussed the grade for the Assistant to the Conservation Commission. It is currently a Grade 6 and after discussion about the changes in the position, as noted by Conservation Commission members, the Personnel Committed agreed that the position should change from Grade level 6 to Grade level 7. Given the recommendation, a motion was made by John Flynn to approve the grade change, seconded by Norman Charest. VOTE: All in favor and so voted.

While in the meeting, Carol was asked about Norma Buckley, former Clerk to the Conservation Commission and whether she needed to submit a formal letter of resignation. Carol said that if Norma has stated that she has chosen not to come back, then it is considered a resignation.

COA Budget Review with Advisory: Covered under Advisory Committee minutes.

Highway Budget Review with Advisory: Covered under Advisory Committee minutes.

Police Budget Review with Advisory: Postponed until the March 5th meeting.

Fire Budget Review with Advisory: Covered under Advisory Committee minutes.

Correspondence

- Notes from Historical Commission re: Academy Hall: Historical Commission will be invited to a future meeting.
- Insurance Claim response: The town heard from our insurance company relative to the flooding claim. The town will receive a check for \$18,784.00 for damages. Prospect Builders will renovate the damaged area for \$12k or so. Jane Budynkiewicz will work with Prospect on those repairs. A motion was made by John Flynn to accept the quote from Prospect Builders for renovation work in the Board of Health office, et al, seconded by Norman Charest. VOTE: All in favor and so voted.

Nancy Zebert mentioned that she had talked with Cliff Bombard about helping with the informational meeting she would like to have to help educate residents about Annual Town Meeting procedures, what the financial terms mean and how budgets are established. Nancy will seek help from others who hold office in town for a meeting in April.

Cliff Bombard talked about the Revolving Funds and the changes being recommended by the State. There are some funds that should be abolished and others that will need some fine tuning. Those that are not needed any longer are Board of Assessor's and the Tax Collector's. Those that should remain are Building, Board of Health, Council on Aging, Conservation Commission, Fire Department and Cemetery Commission. Any salaries in these revolving funds need to be pulled out and put into a line account for the department. This will increase the budget as it's viewed, but in fact will be balanced because of the restructure. The board asked to see a list of these various funds and the amount held in each one. Everyone believes that this will give the voters a better idea of the actual expenses needed for these departments. The board asked how to handle the closure of these accounts and Cliff explained that he would devise a "turnover" sheet to track the funds.

In addition, Cliff submitted the contract for the new Vadar Software he will be using and asked for the board's signature. The board asked him to get an opinion from other accountants about the service provided.

With no further business, a motion was made by John Flynn to adjourn at 7:00 pm, seconded by Norman Charest. VOTE: All in favor and so voted.

Respectfully submitted,
Pamela B Courtney
Administrative Assistant
/pbc