

Approved 4/2/18

TOWN OF HAMPDEN, MASSACHUSETTS

BOARD OF SELECTMEN/BOARD OF HEALTH

MINUTES

February 20, 2018
6:00 pm

625 Main Street
Hampden MA

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

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

John Flynn opened the meeting with a request for a variance brought forward by Board of Health Agent, Lorri McCool. The property owner at 14 Raymond Drive is seeking a variance for a reduction to groundwater from 4' to 3' for their septic installation. Vinnie Villamaino recommended approval of the variance based on the BOH Agent's recommendation, seconded by John Flynn. VOTE: All in favor and so voted.

Vinnie then brought forward a motion to authorize Norman Charest to sign the complaint for the injunction against the Hampden Wilbraham Regional School District on behalf of the Town and to authorize Phill Schneider to sign the affidavit to attest to the accuracy of the facts of the injunction, seconded by John Flynn. VOTE: All in favor and so voted.

Town Administrator Position: The board is interested in developing the position of a town administrator and has asked for volunteers help in the pursuit. Two residents have responded and former Mayor of Springfield, Bob Markel contacted the board to offer his assistance. Mr. Markel came before the board to discuss his experience with the position, as he has been a Town Administrator and has worked in the interim position as well. He started by saying that the position should be tailored to the needs of our community; that there are three levels. One is a Town Coordinator, which is the weakest position, Town Administrator, which is the middle position and Town Manager which is the strongest level. The Town Manager is used in larger communities, with larger budgets and a more complex government. Typically communities of our size have a Town Administrator (TA) who have two main responsibilities: those of fiscal matters and the other managing personnel issues. Often they create the first draft of the annual budget with estimated revenues, budget requests from department heads and put this together into a balanced budget format which then goes to the Board of Selectmen. In the private sector it would be compared to a Chief Executive Officer model. The TA would appoint or recommend appointments and the Board of Selectmen would then confirm those. The TA would also handle discipline matters and contract negotiations.

John asked about using Massachusetts Municipal Association for assistance in creating a job description, and interview questions, etc.

Mr. Markel suggested using the online group that links the state's cities and towns administrators for their input. He also suggested recruiting from Central or Western Mass and noted that there is a pattern of TA's gaining experience in this part of the state and then seeking work in eastern communities. In addition, hiring from a surrounding community would be beneficial for the town, alleviating the cost for relocation and the probability of keeping someone in the position for a longer period of time.

He also suggested setting a salary in the range of \$80-90k and asked if the TA would have an assistance as well.

If the TA will manage, they need the power to act. TA would handle contract negotiations after getting specifics from the BOS.

Procurement is an important area, and someone needs to learn the law and follow the law effectively.

Public records requests are a challenge as well. These requests are happening more and more frequently and keeping records is imperative.

John asked if there will be an offset to having a TA and Mr. Markel related the story of the ambulance service that hadn't gone out to bid for years in one community. Mr. Markel bid the service and saved the community an incredible amount. In addition having someone with experience can save a community a salary or two by making sure contracts are bid frequently. In some communities the TA's are sitting in on school department negotiations. John Flynn related that there are representatives from both Hampden and Wilbraham for our school negotiations now.

He suggested that we might find a diamond in the rough and may find someone in the private sector who might come up to speed very quickly.

He stated that we would probably get someone to stay for 5 to 7 years, and responded that a three year contract is typical. A contract can be drawn for one year with a termination clause in the event that after six months one of the parties is dissatisfied.

In addition, Mr. Markel suggested a long notification clause, such as two months to allow the town ample time to find someone to come in as a replacement.

John asked about expenses and what the town could expect to incur with someone in this position and Mr. Markel stated that there is very little would be needed. Gas expenses for any travel out of town and the cost of an annual MMA meeting in January (around \$300) would be about it.

He does not think we need to have a lawyer review the contract; and the job is normally a 40 hour week, would be a salaried position, and regardless of hours, the TA would be responsible to get the job done.

Highway Superintendent: Mark Langone came before the board to discuss the Wilbraham Road drainage and paving project. The board is supportive of getting the drainage done, but Vinnie has reservations about doing the paving in the same year. He feels as though it should be allowed to settle through a winter to ensure a good solid

Vinnie would like the job to sit for a year, doing drainage first, and then letting it sit for a year before paving. Get prices for drainage and then for the road as well.

Drainage and paving would be use our bond amount and our annual Chapter 70 money from the State.

Vinnie suggests 2 inches of winter mix to let the job settle over the winter.

2 Scantic Road: Mark discussed the issue at this home that has water shedding from the cemetery. Mark and Vinnie did a site visit and came up with a solution to the problem. They will install a berm and allow water to drain to Scantic Road as well as to the rear of the property. Mark will get out there in the next week or so.

Cemetery Commission will pay for the repairs and Mark and his crew will take care of the installation. An email will go to the homeowners to let them know the status.

Blake Property: Home next to Academy Hall had some issues with water this winter and the board made Mark aware of those issues. They asked Mark to view the site to see if any modifications will have to be made to the site.

Mark will also work on getting the quote down for the stainless steel dump body, currently at \$32,500.

Transfer Request: The board reviewed the need for a transfer into Law and Claims and determined that this should be a one shot transfer. A motion was made by John Flynn to request a transfer of \$10,000 into Law and Claims, from the Reserve Fund, seconded by Vinnie Villamaino. VOTE: All in favor and so voted. Request forwarded to Advisory for their approval.

DJ Auto Sales: Dave Henry, from DJ's Auto Sales came before the board to discuss his plan to expand on Commercial Drive. He has people asking about leasing some space that he has and also thinking about adding a new building. The board thinks it's a good idea, as it is currently a mixed use in that area.

Community Compact Decision: ADA Compliance, Transportation Assistance, Housing and Economic Development, Transportation and Public Works are all options. The board will discuss further.

Warrant Articles: The board is not required to have a Special Town Meeting but the board will review proposed articles. Right now, those are for marijuana regulations and Regional School issues, as follows:

- General Bylaw: Prohibition on Marijuana Establishments (brought forward by BOS) – if this is passed at ATM, then the other 2 warrant articles will be no action
- Zoning Bylaw: Prohibition on Marijuana Establishments (Planning Board)
- Zoning Bylaw: Moratorium on Retail Marijuana (Planning Board)

Minutes: The minutes of February 5, 2018 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.

Town Meetings: The board discussed again the need for additional microphones to be used by the audience at future town meetings. The school will be contacted to see if they have any equipment that could be used.

Ameresco Solar Development Status: The board discussed the status of this deal and agreed that a face to face meeting should be held in Executive Session. That meeting will be scheduled with Town Counsel, Rose Crowley.

With no further business, a motion was made by John Flynn to adjourn at 7:30 pm, seconded by Vinnie Villamaino. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B Courtney
Administrative Assistant
/pbc