

**HAMPDEN ADVISORY COMMITTEE
REGULAR MEETING
January 28, 2019
Hampden Town House**

Approved February 4, 2019

Called to order at 6:00pm.

Members Present – Carol Fitzgerald and Doug Boyd co-chairs, Matt Fisher, Alan Fritts and Heather Turcotte

Members Absent – None

Also Present – Town Treasurer, Richard Patullo, Cemetery Commissioner Timothy Connors, Parks Chair, Terry Ford, Library Trustee Kathleen Rochford, and Library Director Ellen Moriarty

FY20 ATM Budget Process

Parks & Recreation - Terry Ford presented the Parks & Recreation budget. An increase of 30 hours is being requested for the maintenance worker to prep the gyms for basketball. Since TWB closed, the janitors will no longer be cleaning the bathrooms or using the machine on the gym floor. The department is still in the hiring process to replace the assistant director. Carol pointed out the rate offered will depend on how that person comes in. Doug asked who the actual director was, and Carol told him it was the board. Terry informed the commission that they have someone, and they had submitted an offer, but that person may not be available due to daycare issues. They're hoping to fill the position within a couple of weeks. The gym attendant rate increased to \$12/hr due to minimum wage and the spray park and expenses have a slight increase there are no other major expenses. Terry went on to say that even though enrollment had decreased most programs are still self-sufficient. Alan asked about the software expense Terry explained it didn't work out. Terry went on to say there are no capital expenses anticipated. Alan asked about the hours at TWB and if the school is doing what they're supposed to be doing Terry told him the school is available and that the district supplies a part-time gym janitor. Alan asked about the grounds and Terry said that they would be using the soccer fields and one baseball diamond. The district is supposed to cut the grass and Parks will line the fields using their maintenance worker.

Treasurer - Richard Patullo informed the committee that the one to one and a half percent increase that they had targeted was missed and the actual was one-third of 1% after backing out new growth. The Highway bond has been paid off; Mark and Cliff will be asking for money inside of the budget Doug asked Richard if he agreed with an annual funding and Richard said inside the budget would be okay. The only borrowing outside of school is the police department everything else is paid off and there's a limit on how much can be claimed for tax-exempt interest. Richard went on to say salaries were difficult for some to calculate due to the bump at the end of the year and Doug asked who was responsible for that; Richard said it was himself and Norman. There may be three issues within the police department with salary increases, the administrative assistant, the clerk and the janitor. None of them are Tabor people and they may have been hired without Personnel or Advisory oversight so at their rate they may be making more than new police officers. Fireman and the Highway superintendent did not get the 4% increase. Richard said the treasurer's budget has a records management increase. He has been waiting for a number of years for the Board of Selectmen for new space and hasn't spent the allocation. Richard presented the ZBA budget as well. He informed the committee that they are not swamped with work and therefore no extra time is needed. Carol asked about County retirement being up \$50,000 to \$60,000 and Richard said he expected the increase. Alan asked if it was because of underfunding and Richard said we are in the bottom five in the state for being underfunded. We are playing catch-up and there is an allowable 8% increase per year. The figures are based on a September 30th salary census and that last year benefits were 27% of full-time salary. PERAC calculates the figures, not the Town. Matt Fischer added every three years an evaluation is done. Richard said underfunding is time and market performance driven, to which Matt added that a Defined Benefit plan is never fully funded, and Doug remarked that we are paying for past services. Richard also said that he had brought OPEB up

last fall and no action has been taken yet. He went on say there's no internal borrowing this year. He also asked if the Advisory committee wanted to see him with Cliff next week and Doug said at the end of the process after the Highway department has come in. Richard offered that Mark is cleaning up salary lines and that the Highway budget may go up a little from snow and ice and that the Senior Center director salary should be separate and the rest of the lines combined into one. Doug said separate lines in the PD budget should be identified.

Cemetery – Tim Connors came in for the cemetery. He gave a breakdown of the department activity: There were 26 funerals this past year and 29 instances of activity for the clerk. Each funeral is approximately one hour's worth of work. There are 10 hours per week of actual clerk work and six hours per week of Legacy paperwork. The commission has had to adjust their expectations for Ann's skill-set; the Legacy work is slow going. The commission voted to keep the cemeteries open for burials throughout the winter, weather permitting. CIMS is moving toward cloud-based services. Their cloud pricing is an additional \$1100 to convert, plus and another \$ 700 for the first user license and an additional \$900 for a second user license. He is going to check what other towns are using and see if we can come up with a better solution Alan Fritts asked if the rates were adjusted with the market and Tim said no the vendors haven't increased, and the senior tax work off will help us paint the fence. They're looking at Scantic Road and trying to decide with St Mary's is it half ours and half theirs and how to proceed with repairing that fence.

Library - Kathleen Rochford and Ellen Moriarty came in for the library. They noted the mid year salary adjustments on their submission and the number to be appropriated. They would like to trying to hire a young adult library, they have no exact rate and they want to be able to open on Mondays. Carol Fitzgerald asked if they add a position could they open Monday. Ellen replied yes. Doug asked if she kept the utilization number for those who use the library. Ellen Moriarty said the circulation has increased steadily, some due to eBooks. Carol asked if there were any changes with the consolidating of the schools and Ellen said there were so few middle school students here before that they see the same students and are hoping to target Hampden kids who go to Wilbraham Middle School. Carol wants to have an answer for town meeting questions due to declining enrollment. She asked Ellen to define the young adult librarian Ellen Moriarty said it would be 5th to 12th grade and that the high school late year patrons are non-existent. Doug asked if she knew the total open hours for the library in 2005. Ellen replied that they have to be open a minimum of 25 hours per week to be certified by the state. Doug asked if they had any Capital expenses or big projects ahead and if they had been affected by townhouse IT and Ellen Moriarty said no they have CW Mars for their internet and are not part of the town's internet or IT services. She will put together bullet points on the young adult librarian and the library for annual town meeting

Transfer request Received from Assessors to transfer \$1000 from the Reserve Fund to the Assessors Software Support Account #01-141-5420-05, to correct personal property database. *Carol made a motion to approve the transfer of \$1000 Heather seconded, all in favor 5-0.*

Previous meeting minutes - *Carol made a motion to approve the 10/22 regular meetings as amended, Doug seconded, all in favor 4-0*

Doug made a motion to approve the 10/22 public hearing minutes as amended, Carol seconded, all in favor 4-0

Heather made a motion to approve the October 29th meeting minutes prior to the Special Town Meeting as amended, Matt seconded, all in favor 5-0

With no further comments or discussions, Carol made a motion to adjourn the meeting at 7:30 p.m. Matt seconded, all in favor 5-0

Respectfully submitted,

Cindi Connors, Admin Asst