

Approved 12/2/19

**HAMPDEN
MASSACHUSETTS**

BOARD OF SELECTMEN

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Mary Ellen Glover

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TOWN ADMINISTRATOR

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Board of Selectmen/Board of Health
Town House Auditorium
Tuesday, November 12, 2019 6:00 pm
MINUTES

CALL TO ORDER: The meeting was called to order by Chairman Davenport at 6:00 pm.

PLEDGE OF ALLEGIANCE: Before the Pledge was recited, Chairman Davenport asked that all veterans be remembered for their service and that all those currently serving be honored as well. He then asked that Veteran Ted Zebert lead the Pledge of Allegiance.

MGL c30(A), s20: There was no one recording at the start of the meeting.

OLD BUSINESS

Sidewalk grant: The board wants to investigate where the town stands with funds for sidewalk installations. TA Markel stated that further research must be done to see what funds exist from various subdivisions. The goal is to combine those funds with the grant money the town received through the Community Compact Grant Funding from 2018. The subject will be deferred to the meeting on November 18th.

Plan for the Fire Chief Appointment: The Fire Chief Study committee recommended a part time Chief; Selectman Glover asked how we intend to fill the position. She agrees that a part time position makes the most sense but wonders if we will advertise, will we post, as she wants to ensure the process is transparent. Unless a person is an employee of the town, a contract must be entered. Selectman Flynn stated that the Acting Chief position had been offered to Ed Poulin and he has been acting in that role. The job is defined as a 15 hours/week with an hourly rate of \$30-\$35/hour. Selectman Flynn asked if the board is comfortable with the arrangement and then asked Ed Poulin if he would continue in the role.

Resident Donna Hatch asked if there are funds available to pay him and was assured that money has been appropriated for the current fiscal year.

Selectman Flynn made a motion to compensate Ed Poulin for 15 hours/week at \$35/hour, starting November 1st. and to follow the recommendations made by the Fire Chief Study Committee, seconded by Selectman Glover. VOTE: All in favor and so voted.

Acting Chief Poulin explained the pay scale for Officers to be paid through stipends as follows:

Deputy	\$3,050
Captain	\$1,300
Lt. 1	\$3,050
Lt. 2	\$1,300
Lt. 3	\$1,300

Ed is establishing job descriptions for these positions and these are all “call” firefighters. This payment will be an annual stipend for these officers. The additional funds for the Lt. 1 is due to the additional duties as the EMS Director. A motion was made by Selectman Flynn to accept the pay scale, seconded by Selectman Glover. VOTE: All in favor and so voted.

Dalton Zbierski from Turley Publications has arrived and will be recording the meeting.

Police and Fire Radio Proposal: Chief Farnsworth was meeting with Marcus Communications today. TA Markel asked that the Chief send the proposal to Town Counsel, Rose Crowley and himself for review. This item will be on the November 18th agenda. All additional fees are included in this total number.

NEW BUSINESS

New Firefighter Hire: Acting Chief Poulin introduced candidate Brandon Kerr to the board as his choice to hire for the vacant full time position. Chairman Davenport asked numerous questions; candidate Kerr is certified in hazardous situations and has received training for hazards from solar installations. His current Chief, from the West Stafford Fire Department could be of assistance in education for our department. Acting Chief Poulin whole heartedly recommends Brandon Kerr for the position to round out the 3-person crew working full time at the station. Selectman Flynn made a motion to appoint Brandon Kerr as a full-time firefighter, subject to all certifications and necessary training, until the next appointment cycle starting July 1, 2020, seconded by Selectman Glover. VOTE: All in favor and so voted.

Springfield Materials Recovery Facility: TA Markel and BOH Coordinator, Jane Budynkiewicz attended an educational session for changes being made to the MRF agreement the town has with the Springfield Materials Recovery Facility. Since China no longer accepts the recycling from the states, recycling now costs the town disposal fees. We now pay for hauling and adding disposal will double our fees.

This contract was drafted by the DEP and with the new recycling program we might get a rebate depending on changes in the market, but the cost may be around \$25k.

The contract must be signed by January 31, 2020 and will go into effect on July 1, 2020.

The board does have the authority to negotiate, (as granted at the 2019 ATM) contingent upon the funding being available. The board will investigate further options.

Review Fire Department RFQ: Request for Quote for the Fire House addition. Upon final review, this is ready to go out to CommBuys, etc.

Agenda and meeting procedures: Selectman Glover asked that procedures be established for agendas and meeting, to standardize agenda preparation. There was interest in maintaining open time for residents to speak. The board will work on determining best practices. Selectman Glover made a motion to accept the recommendations made by Chairman Davenport, seconded by John Flynn. VOTE: All in favor and so voted.

Town Administrator: There was discussion about giving bill signing authority to Bob Markel and the board agreed that TA Markel will have authority to sign bills on an as needed basis. The board feels strongly about reviewing the weekly bills to stay connected with town expenses.

Transfer Station: A proposal from WjF for state third party inspections was presented for approval. Selectman Flynn made a motion to accept the proposal, seconded by Selectman Glover. VOTE: All in favor and so voted.

Budget Goals: Selectman Glover asked about budget goals for our upcoming meeting in December. Once the assessor's hold the Tax Classification Hearing on the 18th, the board will have a better idea as to where we stand for budget preparation.

MEETING MINUTES

October 7, 2019: After review, Selectman Flynn made a motion to approve with suggested changes, seconded by Selectman Glover. VOTE: All in favor and so voted.

October 15, 2019 Executive Session: After review, Selectman Flynn made a motion to approve with suggested changes, seconded by Selectman Glover. VOTE: All in favor and so voted.

October 15, 2019: After review, a motion was made by Selectman Flynn to approve as presented, seconded by Selectman Glover. VOTE: All in favor and so voted.

TOWN ADMINISTRATOR REPORT: See attached report.

Seeing no further business, a motion was made by Selectman Glover to adjourn the meeting at 7:30 pm, seconded by Selectman Flynn. VOTE: All in favor and so voted.

Respectfully submitted,

Pamela B. Courtney
Administrative Assistant

/pbc