

TOWN OF HAMPDEN MASSACHUSETTS

BOARD OF SELECTMEN

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BOARD OF SELECTMEN/BOARD OF HEALTH

Selectmen's Office, Town Hall

February 3, 2020 – 6:00 PM

MINUTES

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

PLEDGE OF ALLEGIANCE: All stood, the Pledge of Allegiance was recited.

Meeting Minutes: Minutes were tabled until the next meeting as they were not available due to the absence of Administrative Assistant Pamela Courtney.

OLD BUSINESS

Policies and Procedures: Selectman Glover is making corrections and when completed will make hard copies for the Board to review and edit. Chairman Davenport commented on few of the policies needing to be reworked such as the automobile maintenance policy.

T. A. search firm contacts: Interim Town Administrator Markel contacted two (2) companies; Bernie Lynch and Edward J Collins Jr. Center for Public Management, regarding the search process for a permanent Town Administrator. Both companies stated the cost for surrounding towns with similar size have been under \$10,000.00. This means the Town would have to follow standard sound business practice; not have to put out an RFP. Appointments should be set up for both companies on Feb. 18 for interviews. In T.A. Markel's experience, these companies; to find the proper candidates; must follow many processes. They will look at other communities that are releasing the TA for their town, the Selectmen will be asked what our Town is looking for in a T.A. They do not just advertise they do outreach. Both companies have a very good record finding matches. However, know that the market is very tight. They will advise the Board on the salary range; it may have to go up a bit to be competitive. It is most important that the applicant feels that he or she will have a good working relationship with the Board. It should be decided what the span of authority will be for the job. To get things done that are needed in this position T.A. Markel suggested a long-term contract three to five years with a three month notice when leaving the position. T.A. Markel also advised the Selectmen it may take four to six months

to find the proper candidate to fill the position. If the candidate is a member of the ICA common practice is to have a three-year contract with a stipulation that person must serve two of the three years.

NEW BUSINESS

Park and Rec Commissioner candidate: There is a vacancy due to the exit of a Commissioner on the Park and Rec Board. The Board came before the Selectmen with a candidate they felt would be a good fit; Dan Slattery. Dan Slattery ran for the Park and Rec Board at the last election. He has two children in town and is a coach for many sports. Selectman Flynn made a motion to appoint Dan Slattery to the Park and Rec Board to serve the remaining four months for that position, seconded by Selectman Glover. VOTE: All in favor and so voted. Both Boards agreed unanimously.

Selectman Flynn advised that in the future to fill a position, it should be advertised.

Appointment to Zoning Board of Appeals: Jed Berliner, Chairman of the Zoning Board of Appeals came before the Selectmen to fill one of the two associate member positions open on that Board. The candidate the Zoning Board would like to see in that position is Gary Weiner. Richard Patullo Board member for the Zoning Board of Appeals talked to Mr. Weiner and he would be happy to be on the Board if he was appointed. Mr. Weiner has been before the Zoning Board of Appeals on many occasions and is more than qualified to fill the vacancy. Selectman Flynn made a motion to appoint Gary Weiner to the associate member spot on the Board to serve until June 2020 seconded by Selectman Glover. VOTE: All in favor and so voted. Chairman Berliner will talk to other people that may be interested in the other vacancy.

Selection of a hauling service for trash and recycling: McNamara Waste Services was asked to appear before the Board of Selectmen to explain their bid on hauling for the Transfer Station. The did not attend the meeting.

FY 2021 Budgets Building and Police: Commissioner Hulbert came before the Board of Selectmen to explain his budget. With the requirement for Storm Water being added to his responsibilities he would like a little more time to discuss with Planning Board and Highway Department what his duties will entail. He would like to come back before the Board on Feb. 18th with a revised budget. The Board of Selectmen agreed.

Chief Farnsworth and Sargent Seega appeared before the Board with the budget for the Police Department. Selectman Glover asked if a new cruiser was really needed at a time when the dollar will be stretched to its maximum. Chief Farnsworth explained if it was not added this year it would end up costing more in the long run. The maintenance line item would have to be increased if a new cruiser is not purchased. The notification system, RAVE was in question. The Chief felt it was a very good system and their department has not had problems with it. T.A. Markel felt it is getting easier to navigate the more he uses it. Chief Farnsworth was questioned about the notification of people with health issue. He is going to talk to Director Moriarty regard the seniors and what she may have for a list of people with health issues. The Chief was asked to refresh the list of streetlights at the intersections that may not be working properly, they will update that list.

Human resource: T.A. Markel reported the Employee Handbook was in pretty good shape. He is working on centralizing files, job descriptions and classification of jobs. We are trying to stay in front of the curve as the Town is scheduled to hold a Sexual Harassment Training on February 27th, 10 -1:00. There already has been training for Hostile Work Environment and Open Meeting Laws.

Town Administrators Report: The Town Administrator will meet with the architects on February 4 to decide the architect for the Fire Station.

With no further business, a motion was made by Selectman Glover to adjourn at 7:50 pm, seconded by Selectman Flynn. VOTE: All in favor and so voted.

Respectfully submitted:

Jane M. Budynkiewicz,
Board of Health Coordinator

/jmb