

**HAMPDEN
MASSACHUSETTS**



**GOVERNMENT STUDY COMMITTEE
MINUTES**

Meeting: July 24, 2023; 6:30pm

Attendees:

	Cliff Bombard	X	Keith Pixley
X	Michal Boudreau	X	Luis Severino
X	Eric Brewer		
X	Donna Hatch		
X	John Matthews		

Minutes

Board of Health Coordinator reviewed the requirements of the position.

- The job description does not really fit the responsibilities of the job she does, the BOH job along with anything else that may need to be done
- Feels that she works for everybody in Town, and will help anyone that needs to get help
- BOH responsible for septic and well permits
- Works with BOH agents and Director
- Works with the Septic Installation contractors
- Keeps the septic and water well placement records
- Transfer Station all aspects of running including selling of passes and trash bags
- Water District

Outside of BOH

- Payroll for various people / departments
- Keeps track of budget for Town Hall repairs and maintenance
- Performs a Facilities Manager position
- Controls the security for Town Hall
- Fills in for IT when necessary
- Very familiar with the history of Town Hall and the repairs that have been done and need to be done

Recommendations

- Full time IT person also a Facilities Manager
- T/A or T/M should manage all the staff
- Town House needs extensive repairs, more space, and should consider moving to another location

Keith made a motion to adjourn at 8:59 second Michal all in favor