

HAMPDEN PARKS & RECREATION  
Emergency Meeting Minutes July 5, 2018  
Town House

Approved July 18, 2018

Meeting called to order at 6:02pm

**Members Present:** Phil Tarsi, Eric Jacobson, Eric DeGray, Dave Paradis and Terry Ford (6:09pm)

**Members Absent:** none

**Invited Guests:** none

**Also Present:** Town Clerk, Eva Wiseman, Nancy Zebert, Tim Connors and Caryn Paradis

**Bills:** - presented and signed

**Mail/Correspondence:** - none

**Agenda Items:**

Meeting called to order then was recessed to Melville room to accommodate guests.

AD notified everyone that meeting was being recorded

Eric called the meeting to order stating they were meeting for one topic, very specific. AD commented that part of what she was transcribing from minutes and why email was sent to Dave was concern he had inadvertently and unknowingly left himself open for an ethics violation.

Terry arrived for meeting and was informed meeting was being recorded and he asked what happens if he doesn't want to be recorded? Town Clerk explained that it was the law, Nancy Zebert briefly explained that it was permitted via Open Meeting Law. Terry lodged his objection to being recorded stating no one discussed this previously. AD stated she had sent email stating she had purchased the recorder. Eric J said this wasn't discussed, Terry added that neither was purchasing this piece of equipment. AD asked what the problem was with her purchasing the recorder and Eric J said that it would have to go through them, AD asked why and Eric asked to discuss later but AD pressed Eric J responded because she had spent taxpayer money. AD responded saying he had automatically assumed it was an unauthorized expense and Eric J asked did you buy it yourself? From the audience, Tim Connors answered that he had bought it, to which Dave directed to AD - you said you bought. AD replied that she hadn't said Parks & Rec bought it, she said she bought it. Dave's reply, 'this meeting's going to go well.'

Eric D called meeting to order again. Terry wanted to address this, he called this meeting, feels we've had issues of nepotism raised. Look at folks on our payroll, only three positions board has authority over – Cindi, Marty, before him Ken, and Joey. Other than that, typically no say or discussion unless a complaint is brought forward. Need to formally address how people are hired. Terry has no issue with the board having a direct role over Cindi, Marty & Joey. Is it the responsibility of the board or to delegate it? Casuals are a different issue. Look at who has been hired, some work both basketball and park. The BB coordinator has children who work for her in the gym and she has responsibility over them. AD son is also working as a casual for BB coordinator, is that nepotism? Terry stated we need to get a firm grip on hiring. Is it board's responsibility or do they delegate and what if the delegate has family being hired – they would need to let board know, he is open to suggestions/ideas.

Eric D asked if the basketball coordinator that has kids working had the final decision in who she hires or did someone from town approve? AD explained that coordinator has a list of kids that she hires from.

AD mentioned to Dave about maintenance liaison and Dave said that he lets Marty know what needs to be done from board's perspective. AD pointed out that he had reported (her) payroll hours. Dave said he didn't and AD read from email that Dave had sent stating "she will have two hours this week".

AD then addressed the board, stating that part of her job was to make sure they were covered, honestly, because someone could see this and question it. She went on to say that was all the email was and she felt that it was blown out of proportion. Dave felt that AD couldn't send an email to someone stating a violation, it would have to go to the whole board. Dave said he didn't participate in the hiring process and didn't set the wage – the employee already had a wage. AD informed him that she had been set to inactive and hadn't worked since February of 2017 - Dave rebutted with all kids are inactive in the summer for winter and AD

informed him that employees are set to inactive after a time. Dave said that AD had said employee wasn't inactive and AD replied that she had said she was all set, it had been taken care of she was reactivated. Dave went on to say from a Parks & Rec standpoint that she was an employee and that he didn't have to make any vote or suggestion and that he disagrees with the (6/27/18) minutes. He said he won't supervise the employee but did train her only because he was responsible for covering the park. AD informed Dave that the rest of the commissioners had voted to give him Marty's first week of vacation after he had left early one night and that was in the meeting minutes.

Discussion over the posting of the position ensued. Grounds keeping position had been posted for two years. Feeling is that the money is in the budget to cover Marty's three week, so why not hire someone for that. The grounds keeping position was created and posted two years ago, Derrick had thought his son would be interested but he wasn't old enough at the time to run the machine. The spray park job wasn't posted. Dave asked the AD is if she was taking the position that this job wasn't posted and should have been? AD replied that the job was not posted because the duty officers had always covered in Marty's absence, to which Dave replied, "that's not my question" he continued with 'what you're saying now is that we should've posted it before making any decision about it? Is that what you're saying? AD replied no, she was saying that it wasn't posted, what was posted was for field maintenance.

Eric J stated that it also talked about doing trash, chlorine? AD replied that she didn't think so.

Phil asked what the job description that they had looked at was? Eric D added the one they had modified.

Dave added that they had taken out mowing but part of this was in there.

Eric J added that he had brought this up two years ago. He loves to volunteer to the nth degree. He felt that there's a position that someone is being paid to be in and that when they aren't here we're telling someone else they have to do it. He feels someone should really have the opportunity. Terry doesn't see it that much differently than the casuals that are hired to work the gym – a couple of hours here and there. Dave added – at minimum wage. Eric J asked if anyone disagreed with what they are trying to do. Phil thinks a good idea for the few weeks to have someone cover.

Terry - we need to come to terms with how we hire our casual workers. Eric D doesn't think that any can be hired by the board. Phil wants to figure the line between coordinator hiring a family employee or liaison on board hiring the coordinators family

Terry – Joey hires his camp assistants, then we hire Joey, we let Heather hire the basketball kids even though she's appointed. Dave - "I thought Cindi did". He stated he had talked to Heather and that Heather had told him Cindi made those decisions. AD commented no, that she did not make those decisions, that Heather did because she, Heather, knows who has basketball experience. Dave then stated that if Heather was going to do it and it's anyone related she will have to let the board know and they will hire in her stead.

Terry spoke to the statute having broad definitions of employees.

Eric J stated the statue looked a little gray to him and that he doesn't see an issue with what went on. Eric D said there was one part he would questions. Terry commented that the way the minutes are drafted leaves open those allegations and Dave said the minutes have to be addressed.

Terry, questioned, who has worked for the town in other positions. Eric J - if we know someone's going to show up and do a good job – to the AD he asked how many times her son had missed work, to which she replied none", she added that she hadn't hired her son, the basketball coordinator had hired him. Eric then said we can say that's nepotism because you did a lot of the scheduling – he added, "I'm just saying" AD replied that she wouldn't let him work at summer program since she is the camp liaison. She doesn't supervise him as basketball worker. Eric J continued, we could say there was nepotism involved there, however I don't think that. I don't think anyone else would. We felt comfortable your son would show up and do a good job.

Eva addressed Terry, asking to speak. She then continued, it doesn't matter who's hired, it's who does the hiring. If there is any perception of nepotism then it is that person who writes a letter to the ethics commission stating that they removed themselves from the hiring process

Phil brought up the winter break camp where Heath had recused himself from the vote. Dave responded that they hadn't voted on this and Phil asked if they handled this the same way then they would be safe and Eva told them it was not too late to do that.

Eric J asked if they had voted on adding a position, and Eric D said they hadn't. Terry added that they have never voted on hiring casuals

Eva reminded the commissioners that any job should be posted so that others are aware of it, the decision to hire should not be made by a relative. Eric responded that it sounds like they are ok if the minutes get adjusted and if Dave sends a letter.

Dave stated that they took the position that the job was posted and that it was starting the next day. Eva said she could see how that could happen but that isn't the way that it should happen, she added that the commissioners must've known Marty was leaving for vacation. Discussion on the length of posting and the timing of hiring – Eva asked if the commissioners would hire someone now for a position next year?

Edited job description from last meeting reviewed. AD also showed Eric J what has been posted for two years. Eric J asked why they didn't see the current post at last meeting and AD replied that they had asked for Spray Park description not the Field Maintenance worker description which is what has been posted.

Eric asked Eva if they had done anything wrong and Eva responded that they hadn't posted position. Both Terry and Eric J said the field worker position has been posted and Eva asked if that is what this is and Eva said that the position has to be posted effectively. If what was posted covers what employee is doing then it's been posted, if the position has been posted for three years then that's not posted.

Eva explained that the position has to be properly posted, inside or outside, before a decision to hire can be made.

Eric J asked the commissioners if anyone felt influenced. Phil replied that people were throwing names out, Dave pointed out that AD had mentioned Aimee and he had reviewed her schedule from her other job.

Eric D is happy to have someone fill the position

Terry said they were scrambling for anyone and that the commissioners did not vote.

Terry directed AD to repost with more detailed job description and to keep employee on and let them know if someone else applies

Employees upcoming schedule reviewed, Phil asked what had to be done to move past, was a vote needed? AD asked Dave if he wanted to step down temporarily as maintenance liaison and he said no he would not have anything to do with employee. Eva added that recusing from vote should be enough, Nancy said no, there should be no appearance.

Terry explained the liaison is more of a mouthpiece not supervisory. Dave stated that he doesn't check Marty's hours or tell him how many hours he can work, he said "I don't do any of that stuff."

Terry asked to put to vote to change posting

Brief discussion about well

AD presented amended job description, Phil instructed her to edit header and remove April/June, daily as needed June to August

Eric asked when we close park, (first snowfall) spray park weekends only once school goes back then closes at end of September.

*Terry made a motion for time being to hire employee for casual, PT, seasonal as needed. Eric seconded, all in favor 4-0 with Dave recusing himself from the vote.*

*Terry made a motion to post the new job description, Phil seconded, Dave requested a modification to have posted every year, May 1<sup>st</sup>.*

AD suggested posting every year with Summer program director in February. Terry asked how long to keep post up and AD replied this year they were kept up until the 24<sup>th</sup> of April.

Discussion on applications and how they are handled when they are received, summer program going to Joey, maintenance and summer program director go to commissioners. Eva asked if the commissioners approve the hires and told them that they should be approving, not Joey or Heather. Eric J – Joey and Heather make recommendations that the commission then approves.

Dave asked if they were doing anything with the minutes or if they were waiting until next formal proper meeting to review and Eva suggested waiting.

AD reviewed current staffing – Joeys staff are all returns, no new hires, no open rec's and Eva asked if AD ran CORI on all to which she replied, yes. Eva pointed out that was another reason to go through the commissioners.

AD addressed employees' parents and stated that employee needed to come in on Monday and fill out CORI form and bring license so that she could physically see and copy license herself.

Eric J asked if there was anything else and Eric D stated he was still not 100% on this

Terry stated he thinks they moved too quickly because it was getting late and Dave added it was starting the next day.

*With no further business, Dave moved to adjourn meeting, Terry seconded, all in favor 5-0. Meeting adjourned at 7pm.*

Next meeting tentatively scheduled for July 18th at 6pm.

Respectfully Submitted,  
Cindi Connors,  
Assistant Director