

THE EASTERN HAMPDEN COUNTY VETERANS' SERVICE DISTRICT MEETING
REGULAR SESSION MINUTES
Wednesday, February 9, 2022

Members Present: Chairman Richard "Rick" Green; Mary McNally

Member Absent/Excused: Michael Valanzola

Others Present: Michelle Barrett, VSO; Rodney "Rod" Kincaid, District Treasurer; Pamela Leduc, Town of Wales Executive Secretary

Chairman Green called the meeting to order at 12:03 pm.

CHAIRMAN'S ANNOUNCEMENTS

"Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so by following the Zoom instructions below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, for reasons of economic hardship and despite best efforts, we will post on the Town of East Longmeadow, Town of Hampden and Town of Wales municipal websites an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting."

NEW BUSINESS

Michelle Barrett, Veterans' Service Officer: VSO Barrett advised that she is working through the annual recertification process for all of the district's current clients. She has been the guest speaker at local veterans' and civic organization meetings and is coordinating the establishment of a female veterans' group in the area. She plans to become a member of the Rotary Club as well as the American Legion. The district is hosting a movie screening of the film Tougher Than a Tank on March 3rd at 4:00 pm at the Pleasant View Senior Center located in East Longmeadow. The film's star will be in attendance. The renovation of the office space in East Longmeadow is complete. VSO Barrett will be providing a list of accomplishments since her appointment to Ms. McNally.

Rod Kincaid, Treasurer: Mr. Kincaid submitted a warrant reflecting payroll and accounts payable expenditures as well as the district's bank balance through February 3rd. Ms. McNally requested an update on the status of the district's unemployment insurance account on file with DUA. Mr. Kincaid provided an update on the condition of the district's files related to his ability to issue a W2 for calendar year 2021 to Mr. Comerford.

Review and vote to approve payroll through 02.03.22

Motion by Ms. McNally; seconded by Chairman Green; to approve the warrant as submitted by the District Treasurer. Ms. McNally – yes; Chairman Green – yes.

Review and vote to approve accounts payable through 02.03.22

Motion by Ms. McNally; seconded by Chairman Green; to approve the warrant as submitted by the District Treasurer. Ms. McNally – yes; Chairman Green – yes.

FY 2022 BUDGET

Action postponed until March 8, 2022.

FY 2023 BUDGET

Action postponed until March 8, 2022.

OTHER BUSINESS

Chairman Green provided an update on the location of office space in Hampden.

Motion by Ms. McNally; seconded by Chairman Green; to approve the January 12, 2022 Regular Session Meeting Minutes. Ms. McNally – yes; Chairman Green – yes.

Motion by Chairman Green; seconded by Ms. McNally; to reimburse the Town of East Longmeadow for the cost of materials in the amount of \$3,453.44 for the purpose of renovating the office space utilized by the VSO. Ms. McNally – yes; Chairman Green – yes.

Motion by Ms. McNally; seconded by Chairman Green; to approve payment in the amount of \$1,338.75 to POST Computer Systems for the purchase of a laptop utilized by the VSO. Ms. McNally – yes; Chairman Green – yes.

Ms. McNally provided a summary of her contract negotiations with VSO Barrett:

- Annual salary \$22,000
- Five (5) weeks/twenty five (25) days PTO (paid time off) per calendar year
- Mileage reimbursement per IRS standard mileage rate
- Cell phone stipend \$125 per month/\$60 per pay period
- No benefits
- Annual performance evaluation

Chairman Green advised that there is the potential for a retroactive reimbursement to the Town of Monson for the payment of benefits for former employees of the district. Board members agreed to consult KP Law once Chairman Green has compiled all the facts related to this issue.

Additional research is required to verify the existence of a district workers compensation policy.

District meetings will be held on the second Tuesday of each month at 9:30 am.

Motion by Chairman Green; seconded by Ms. McNally; to authorize the purchase of a bookcase and a desk for the VSO. Ms. McNally – yes; Chairman Green – yes.

Mr. Kincaid will establish an account with W.B. Mason on behalf of the district.

ADJOURNMENT

Motion by Ms. McNally; seconded by Chairman Green; to adjourn the meeting at 1:10 pm. Ms. McNally – yes; Chairman Green – yes.

Respectfully submitted,

Pamela A. Leduc

Secretary Pro Tem