



TOWN OF ADAMS

SELECT BOARD WORKSHOP MINUTES

WEDNESDAY, May 13, 2015 – 7:00 PM
TOWN HALL MEETING ROOM, 1st FLOOR, ADAMS, MA 01220

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TOWN CLERK
ADAMS MASS.

On the above date the **Board of Selectmen** and held a meeting at the **Adams Town Hall** at 7:00 p.m.

CLERK

Chairman Richard Blanchard presided the **Select Board Meeting**. Present were **Vice Chairman Jeffrey Snoonian**, **Members Joseph Nowak**, **Arthur Harrington**, **John Duval**, and **Town Administrator, Tony Mazzucco**.

The Select Board Meeting was called to order at 7:00 p.m.

OFFICIAL BUSINESS

Board Committee Assignments

Town Administrator Mazzucco discussed Sub-Committees meet more frequently to use them as a tool and possibly combine some.

Discussion about the individual Sub-Committees ensued. The Budget Committee could begin to work with the Finance Committee. The Intergovernmental Committee could be brought back to reach out with Cheshire and North Adams for monthly or quarterly meetings. Policy and Procedures can be brought back into the Personnel Committee. Combine the Youth Committee with Parks and Recreation since youth is important, and eliminate the Public Relations Sub-Committee since it is not utilized.

The Memorial School Sub-Committee is adhoc and separate from the Economic Development Sub-Committee, which has a primary focus on Economic Development. Inspection Services includes both the Building Department and Building Commission. The Shared Services Sub-Committee would look at both education and non-education positions.

Liaison positions held by the Board are more informal, as one select board member as liaison. The Board can appoint an alternate but having a member attend most meetings and working with the group is beneficial. This helps the Board to keep apprised of what is happening, so information is not based on what is read or heard. Members expressed the desire to keep their prior assignments the same.

Member Duval expressed an interest in being the liaison for the Economic Development Commission. The North Adams Regional Hospital liaison is no longer needed but **Member Nowak** expressed interest in being on it should the need return. **Members Harrington and Duval** expressed interest in the Shared Services and Regionalization positions.

Town Administrator Mazzucco noted there is a growth of the arts in the community and a bylaw coming out soon. The creation of an Arts Sub-Committee would be desirable.



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It was noted that Member Nowak would be desired to be on the Conservation and Agricultural Commission with his expertise. The Agricultural Commission was recently asked to take on a few projects, but they were not able to do so.

Member Snoonian expressed interest in the liaison position for both the Board of Health and Zoning positions, and **Chairman Blanchard** advised he would take on the liaison position for the Assessors. Any positions left unfilled would be filled by Chairman Blanchard. It was noted that set meeting times for Boards should be in place. An updated Sub-Committee and Liaison list will be provided to the Select Board Members once completed.

Member Duval requests to move up the agenda item *Bonding for Treasurer* for discussion.

Motion made by Member Duval to suspend rules for voting purposes

Second by Member Nowak

Unanimous vote

Motion passed

Motion made by Member Duval to move up agenda item of Bonding for the Treasurer for discussion

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed

Bonding for Treasurer

Town Administrator Mazzucco and **Kelly Rice, Town Treasurer**, explained the request for the approval of the Bond which combined the Police Station, Town Hall and Library Bonds to save the Town approximately \$185,000 over 10 years. Credit was given to Kelly Rice and Mary Beverly, Town Accountant, for moving swiftly to secure the opportunity. There is a limited time to lock in the rates and the rate of 2.32% was gotten in the morning so it was added to the agenda earlier in the day to be approved. If it was delayed past Monday the good rate may no longer be available. The previous bonds were for 13 years and combined would be for 12 fiscal years, until 2028. The total was approximately \$2,095,000. Bond counsel does the work and the bond is through *US Bank National Association* in Boston.

Motion made by Member Harrington to approve the Bond as written

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed

Board Goal Setting

Town Administrator Mazzucco advised that the Board having annual goals is a good process for the organization, and for the Department Heads and Staff to align with the Town Administrator's goals.

Chairman Blanchard noted his goal was the Strategic Plan.



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Another Member goal discussed was having education and information sessions for the public about current Town projects to be proactive and reduce misinformation and negativity. A Town Facebook page is planned to launch in July as a tool to reach a segment of the population.

An additional goal was to get entrance signs coming into Town signifying the distinction that Adams is the Birthplace of Susan B. Anthony.

The *Greylock Glen* was discussed and it was suggested to have two seasonal employees there from Memorial Day until after foliage on weekends to show a presence and maintain facilities.

It was suggested also that Mr. Stinson update the Board on the progress of the Mausert Building, as a timetable was presented early in the year and none of the items have been accomplished yet. This can be set up for discussion at a future workshop.

The Board can add additional goals in the future after giving some thought to them.

Board Service Projects

Chairman Blanchard suggested the Board do a service project each year, such as fixing the dog pound that needs painting and repair. *Town Administrator Mazzucco* and *Chief Tarsa* need to review what the building needs done.

Chairman Blanchard expressed interest in starting an *Adams Pride* group that can do some of the things that the Town is not able to do with cutbacks. Perhaps a *Service Day* for citizens can be created to tackle projects, and be open to the community.

Meeting of Chairs of All Boards

Chairman Blanchard expressed a desire to have a meeting with the Chairmen of all Boards and Committees to encourage communication and to alleviate problems between the boards. He noted the lack of interest in citizens serving on boards, and also received one letter of interest from prior appeals. Online comments indicated that people were not aware of committee or board openings and Facebook would be a handy informational tool for this purpose.

Member Harrington recommended getting a third party like *BRPC* to facilitate a meeting like this, so the Boards are not feeling they are called in by the Select Board. He noted it is important to identify what is hoped to be accomplished at the meeting so the meeting could be designed to accomplish that goal.

Member Nowak suggested making a schedule to stagger communication from the chairs of each committee.

Inter-government communication is the goal, and it can be discussed further in the future. The *Town Moderator* may be a good choice to chair the meeting.



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Discussion on Rotating Board Chair Position

Member Nowak expressed a desire to go back to having a rotating Board Chair position among Members and that as elected by citizens of Adams Members won't know if they are capable of doing the job unless it is tried. He noted it would instill a sense of fairness.

Board Members discussed how things work itself out with this board and rotating naturally happens. There are instances where a rotating chair position may not be in the best interest of the Board.

Motion made by Member Nowak to have a rotating Board Chairman after yearly election; the chair must relinquish the position for one year before being eligible for Chairmanship again
No members made a second to the motion

Motion failed

Ratification of CORI Policy

Town Administrator Mazzucco presented a *CORI Policy* that was developed and reviewed by Labor Counsel. The Town has never had a *CORI Policy* and needs to have one adopted. Past practice was for all full time and some part time employees to be CORI checked, and would like to adopt the present policy. CORI checks are currently being done for free.

Member Nowak requested to table the topic until next week to allow him the opportunity to read the policy thoroughly.

The policy was developed by Labor Counsel and is a standard policy. It is standard in the workplace to have CORI checks. The Personnel Sub-Committee reviewed the policy and recommends it goes forward.

Motion by Member Harrington to adopt the CORI policy

Second by Vice Chairman Snoonian

Abstention by Member Nowak

Voted in Favor: Chairman Blanchard, Vice Chairman Snoonian, and Members Duval and Harrington

Motion passed

Facility Request for Adams Aces

Adams Aces submitted a Facilities Use Request for *Renfrew Field* from May 1, 2015 to September 1, 2015 from 10:00 a.m. to 1:00 p.m. on Sundays.

Motion made by Member Harrington to approve the Facility Request for Adams Aces as requested

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed



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Facility Use Request for Berkshire Americans Baseball

Berkshire Americans Baseball requested use of *Renfrew Field* from May 1, 2015 to August 15, 2015 in afternoons and evenings for league games.

Motion made by Vice Chairman Snoonian to approve the use of Renfrew Field as requested by Berkshire Americans Baseball

Second by Member Harrington

Unanimous vote

Motion passed

Appointment of Jeff Clemons to ADC and Trench Board

The previous Building Commissioner was the Town's *ADA Coordinator* and the official appointed for the *Trench Board*. Jeff Clemons, assuming the Building Commissioner position is being appointed to the positions accordingly.

Discussion ensued regarding what the *Trench Board* is responsible for, and whether one person or a whole Board should be in place, including a representative of the DPW. Off-site construction would be more appropriate for a Building Commissioner to access as DPW has no authority off road. This is a historic position and it is not clear what current training is needed for this position.

Motion made by Vice Chairman Snoonian to appoint Jeff Clemons to both American with Disabilities Coordinator and Trench Board positions

Second by Member Duval

Unanimous vote

Motion passed

Proclamation for Building Safety Month, May 2015

Chairman Blanchard read the *Proclamation of Building Safety Month* for May, 2015.

Motion made by Member Harrington to support the Proclamation for Building Safety Month for May 2015

Second by Member Nowak

Unanimous vote

Motion passed

Agenda Changes

Town Administrator Mazzucco suggested a change in agenda wording from *Citizen's Conference* to *Public Input*, and made proposed Agenda changes which were shared with the Board in the effort to make items more transparent to the public. He suggested putting action items on *New Business* and utilizing the word "discussion" for items being discussed.



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Questions were fielded by Board Members regarding what isn't working with the current agenda wording and it was noted that the wording "Public Comment" could be confusing to the public during a Public Meeting.

The term "*Citizen's Conference*" is wording used uniquely by Adams, and it is proposed to transition to more generic and clear wording so the general public not familiar with the process understands more clearly.

The Chairman can also recognize people who are not usually present for meetings and who may wish to address the Board. It is the Chairman's responsibility to work with the Town Administrator and Administrative Assistant to set the agenda for each meeting. Ultimately, it is ideal to have all information ahead of time but sometimes there are time-sensitive items that come in late and the Board must act on it. It is important to be flexible for things to work in the community.

Consensus was reached by the Board to simplify the agenda wording as suggested.

ANNOUNCEMENTS

Mohawk Trail Woodlands Partnership

Member Nowak updated the Board about the *Mohawk Trail Woodlands Partnership*.

FY2016 Budget Changes

Member Nowak advised he read in the *iBerskhires* about Cheshire Selectmen's opinion regarding negotiations between Adams and the ACRSD. He noted there was no malice intended on the part of Adams and he acknowledged Cheshire's legitimate concerns.

Town Administrator Mazzucco clarified that there were discussions with Superintendent Gordon and himself, and that Cheshire was initially very much involved. He tried to set up meetings with their Select Board and Finance Committee as well. Chairman Blanchard and he will be setting up a meeting with *Cheshire Select Board Chairwoman Francesconi* and *Town Administrator Webber* to talk about this further.

Age Friendly Vision Summit

Town Administrator Mazzucco informed the Board of the *Age Friendly Vision Summit* upcoming and advised them to give the Administrative Assistant their RSVP for registrations as soon as possible. He noted it is a worthy cause. There was a nice workshop put on in the *Council on Aging* at the Visitor's Center a month ago, which was informative and well attended.

Motion made to adjourn by Member Duval

Second by Member Harrington

Unanimous Vote

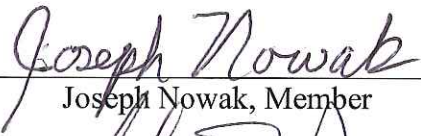
Motion passed




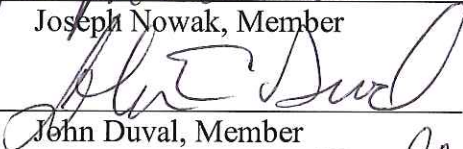
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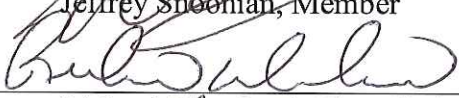
Select Board Workshop Meeting Adjourned at 8:14 p.m.

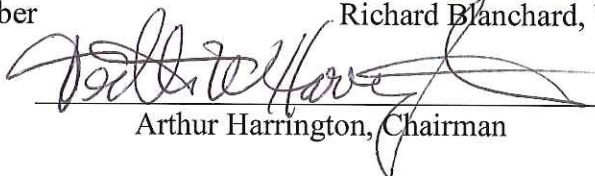
Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary.


Joseph Nowak, Member


Jeffrey Snoonian, Member


John Duval, Member


Richard Blanchard, Vice Chairman


Arthur Harrington, Chairman