

TOWN OF ADAMS

BOARD OF SELECTMEN WORKSHOP MINUTES

WEDNESDAY, January 13, 2016 – 7:00 PM
ADAMS TOWN HALL, 1st FLOOR, ADAMS, MA 01220

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

Chairman Richard Blanchard presided the meeting. Present were Vice Chairman Jeffrey Snoonian, Members Joseph Nowak, Arthur Harrington and John Duval. Also in attendance was Community Development Director, Donna Cesan.

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

OFFICIAL BUSINESS DISCUSSION

Alternate Building Inspector

The Town is without a Building Commissioner. Alternate Building Inspector Jeromy Richardson's appointment expires June 30, 2016 and he is extremely busy and unable to provide services. Ryan Contenta is willing to assist the Town in this capacity, and has requested to also appoint Robert Rosier, who is an inspector, to provide support. They will not be in the office during the day but can do plan reviews, and are familiar with the online permitting system. The Building Commissioner position has been advertised and it is expected to be approximately 60 days until the Town can fill the position. These appointments will allow the Town to be timely to property owners. The Town would be pay an hourly rate to cover plan review time as they are not inspections, and they will be paid only for work performed at \$50 per hour.

Motion made by Member Harrington to suspend rules for voting purposes

Second by Vice Chairman Snoonian

Unanimous Vote

Motion passed

Town Administrator Mazzucco and Community Development Director Cesan will supervise Mr. Contenta and Mr. Rosier if appointed. There are a number of inspections coming in and a backlog of approximately 10 inspections, mostly for annual inspections of places of assembly. The backlog is because the code enforcement officer went from full time to two days a week. Director Cesan will make sure they are aware of the biggest issues in town, and calls put through to her or the office assistant will make a priority anything that is pending. If appointed they will be sworn in by the Town Clerk tomorrow and may begin tomorrow evening.

Motion Made by Vice Chairman Snoonian to appoint Ryan Contenta as Alternate Building Commissioner and Robert Rosier as Alternate Local Inspector

Second by Member Harrington

Unanimous vote

Motion passed

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Job Description Update

A revision and update of the Code Enforcement Officer job description was discussed and changes are a clarification of the duties of the position. The Personnel Sub-Committee reviewed the changes made to the draft, including that this position will participate in housing rehab program and inspecting work of contractors as needed. A title change is proposed to be *Health and Housing Inspector* to more specifically address the duties and focus of the position. The position also reports to the Community Development Director instead of the Building Commissioner because there are some separations between building and health codes and it is appropriate to have the separation.

The Personnel Sub-Committee was thanked for doing a good job on it because it needs to be expedited, and will create cross-training. It would be possible for the Health and Housing Inspector to do some work during the absence of the Building Commissioner.

A request was made for Member Harrington to be part of the Building Commissioner interview process and Member Duval to be part of the Health and Housing Inspector interview process. Both positions have huge responsibility to be accurate in what they do and have good communication skills with tenants, landlords, and staff. Personality traits are very important.

Motion made by Vice Chairman Snoonian to approve the revision to Code Enforcement Officer job description to Health and Housing Inspector as written and as approved by the Personnel Sub-Committee
Second by Member Duval

Unanimous vote

Motion passed.

Motion made by Member Nowak to have Members Harrington and Duval included in the interview process with approval of Town Counsel

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed

Community Development Block Grant Program Discussion

Community Development Director Cesan advised the Board of the Public Hearing of 2016 Community Development Block Grant next year. Every two consecutive years the Town can receive no more than \$1.35 Million. Next year the Town could apply for the maximum grant if it decided to wait this year. The CDBG program provides staffing to permanent positions for programs. This year would be a repeat of last year's application for the HVAC system for Memorial School and the Adams Rehab Program. The Route 8 Target Area was briefly discussed. There is a large interest by homeowners and investment companies in participating in the Housing Rehab program. The HVAC program for Memorial School is anticipated to be in a strong position this year and part of the process is to reach out to utility companies to help pay for portion of upgrades for memorial school to retro-fit and make it more energy efficient. They may be willing to pay for up to 50% of the HVAC system, and the Town has requested a letter of intent to incorporate into the grant application. The HVAC system will enable using the building and make it more attractive to future private entities or for sale.



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Public support is important, by the Youth Center, BART and others. Carrying the cost to maintain the building is high but once it is energy efficient it will be lower and tenants in the building will help lower costs to the town. Windows will also need to be replaced, and steps are needed to make it a viable building. Attaining the Green Community status has opened up funds to use on that building and Town Hall. An energy assessment needs to be completed and an engineering team will make a presentation to Berkshire Gas for energy efficiency in converting from oil to gas. A gas line serves the kitchen now. A public meeting with public comment will take place next week.

Facility Use Request Procedure Discussion

The Facility Use Request form and procedure was reviewed with pros and cons to having the Board approve room requests. In the past there were situations that the Board didn't agree with and were not approved. The facility manager signs off that they are aware there is no use conflict. Sports questions are vetted by the Parks Commission. A distinction may be made between meeting inside the building and an event on the entire grounds, as well as whether police need to be present or there are traffic considerations. If facility use requests are reviewed on televised meetings it gives promotion and publicity to the event. Punctuality of application submission was discussed and due to the timing of the process the Board may not be able to get it on the agenda or approve it in time for the event to take place. Many of the requests are for use of buildings for meetings and could be expedited by a process that doesn't need to go through the Board. The Building Manager and Town Administrator could approve those, and anything else may continue to go through the Board for approval so a meeting room request doesn't have to wait.

The Town Administrator and Director Cesan were requested to create a plan for the process to be more efficient. Discussion will need to take place regarding where the distinction lies between what goes before the Board and what does not. This will be presented to the Board at a later meeting.

ADJOURNMENT

Motion made to adjourn by Member Duval


Second by Member Harrington

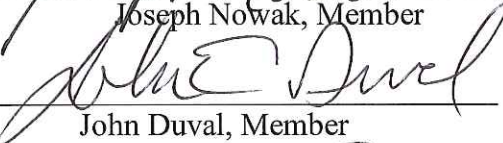
Unanimous Vote

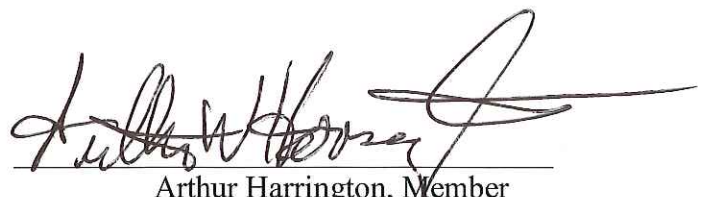
Motion passed

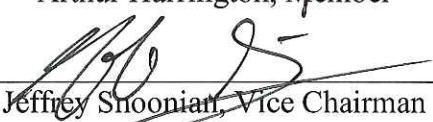
The Board of Selectmen Meeting adjourned at 7:39 p.m.

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary


Joseph Nowak, Member


John Duval, Member


Arthur Harrington, Member


Jeffrey Shoonian, Vice Chairman


Richard Blanchard, Chairman