



TOWN OF ADAMS

BOARD OF SELECTMEN WORKSHOP MINUTES

WEDNESDAY, January 27, 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 5:30 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 were **Town Administrator, Tony Mazzucco, Town Clerk Haley Meczywor, Town Tax Collector/Treasurer Kelly Rice and Community Development Director Donna Cesan**.

The Select Board Workshop was called to order at 5:30 p.m.

OFFICIAL BUSINESS DISCUSSION

*Consensus was reached by all Board Members to move up on the agenda the **Town Hall Hours** discussion.*

Town Hall Hours

Town Administrator Mazzucco advised the Town Hall building is heated from approximately 7:00 a.m. to 7:00 p.m. most days, and with a reduction in open days there could be a 20% heating reduction amounting in approximately \$3,000 to \$5,000 in savings. There would be no change of pay, and employees would have the same number of hours. There would be no additional costs, and only reductions. Town Administrator Mazzucco advised he would still work on Fridays out of the Council on Aging or the Library buildings and could also use the Fridays to spend time with the police department and Department of Public Works (DPW) staff, who would work Fridays in an uninterrupted fashion.

Town Clerk Haley Meczywor advised that there would be a productivity benefit in her office, and that she would like to make it better for the public by extending daily hours. She advised she would prefer having an 8:30 a.m. to 5:00 p.m. schedule.

Town Treasurer/Tax Collector Kelly Rice advised she stays late to accommodate the public anyway and Fridays are the lowest days except for Real Estate season. She advised if it would serve the public she would be open on those Fridays, which would amount to approximately two days per year for heat.

Community Development Director Donna Cesan advised that Friday is a slow day for Community Development, which already stays late frequently during the week and has night meetings. She advised she felt this would offer the employees something in a work/life balance, as job cuts have not adjusted the amount of work that needs to be done. This would help staff to get more work done in an uninterrupted fashion, and to work smarter to be as efficient as possible.

A letter written by **Marilyn Kolis** of the **DPW Department** was received and also was in support of a four-day work week.

It was discussed that the union agreed to forego overtime over 8 hours of work if there was a four-day work week. Some employees may be able to do some work from home, as the work culture is changing.



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The four-day work week would only apply to Town Hall, and the DPW/Cemeteries, Parks & Grounds office would be the only office affected. A work schedule and location could be negotiated to accommodate this. A written agreement from the union is anticipated. The *Division of Labor Services* and Town Counsel will be enlisted to review the agreement regarding payment or comp time.

Discussion took place regarding concern over public perception. Business hours were reviewed and a suggestion of 7:30 a.m. to 5:00 p.m. was an option for employee hours with public hours from 8:30 a.m. to 5:00 p.m. Employee increased productivity was discussed with these hours as more could be accomplished before public hours by staff. A six month trial of this hour structure was suggested to give the public and staff an adjustment period. It was noted that this structure would provide a good work/life balance and to accommodate the public a suggestion was made to have one evening open later. If the Town created a day with later hours, staff could potentially be given comp time instead of creating overtime. Salaries and benefits would not change and it would be a good no-cost benefit for staff recruitment. Scheduling a public hearing was discussed as well as having an agreement in writing on union contracts so contracts are not broken. The Board of Selectmen would have to vote to change the Town Hall hours, and if so a thirty day notice would be given on the Town Facebook Page, Website, by press release, and a time would be set up for public comment. This could potentially be put in place by mid-March.

Review of Town Hall Training

An overview was given to the Board Members of the content of the Town Hall staff training that took place the previous day. A presentation was done by Detective Ordyna on opiates and heroin, and Officer Baker did a brief training on bomb and other violent threats with a response outline. Officer Baker's training brought some safety concerns to the forefront, and a discussion took place regarding reinstituting fire drills and the potential of installing cameras for staff safety. MIIA Insurance was noted as doing an excellent job regarding communication and customer service.

Staff indicated an interest in having CPR and AED training and showed additional areas where the staff would like other training. Evacuation signs and fire extinguisher locations in Town Hall were discussed.

It was noted that there was a perceived lack of cooperation by the schools with the local police department. It was not clear if the school system has a bomb threat plan in place or not. The Town Administrator and the Police Chief will follow up on this. Member Nowak advised the school has fire drills and roster checks.

Massachusetts Municipal Association Conference

Member Duval attended the Complete Streets workshop and the potential for available funds. The Rail Trail extension project was discussed and there is no labor funding. It was recommended that a letter written by the Board of Selectmen be sent directly to the Mass DOT in support of funding the labor needed to complete the project. Chairman Blanchard will speak with State Representatives Pignatelli and Farley-Bouvier to see if they are able to help support the Town. The Economic Development for Small Communities group in Shelburne Falls covered Route 2 communities who work together to sell events along the Mohawk Trail, and something similar could be done to bring people off of the Mohawk Trail into Adams.



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Member Snoonian attended the Opiate Crisis workshop and advised locally there was not much more the Police Department could do without millions of dollars. He advised he made contact with another community doing a multi-generational center similar to the Memorial School plan. He also noted that doing a Charter review could amount to hundreds of thousands of dollars in savings.

Chairman Blanchard attended a Zoning workshop, and shared information regarding the Supreme Court ruling on signs. He recommended reviewing sign bylaws to comply with the Supreme Court rulings. He noted that the meeting he attended on the Open Meeting Law had content that did not correspond to its title. Jim Lovejoy is now the President of the Berkshire County Selectmen's Association, and will meet Saturday at 9:00 a.m. in Dalton. Chairman Blanchard also noted that he would like to reach out to the MMA President to inquire if workshops could be recorded and accessed on the website since members could only attend one.

Town Administrator Mazzucco attended the Energy workshop where they discussed the pipeline and the topic got a little feisty. An *Adopt a Hydrant* program was reviewed where citizens agree to adopt a hydrant and can paint it however they wish if they shovel it out. He noted with the input he received he intends to restart the *Safety Committee* and the *Capital Improvement Committee*. He learned that some towns contract out their *Wastewater Treatment Plant* services and own the equipment, which is unique.

Strategic Planning Discussion

A merged draft document of the four strategic planning community meetings was briefly reviewed. It was noted that it was clear that there were some self-serving special interests by groups and activists in the community. It was clarified that the Board will utilize this data by narrowing it down to create a strategy for how the Town moves forward.

After discussion consensus was reached for individual Board Members to review parts of the document to reduce redundancy, and to be realistic in scope and resources. Goals, objectives and assignment of responsibility will be outlined, as well as a realistic timeline to be accomplished. A review of the 2005 plan will take place, and it was noted that many of the items are already in progress by Community Development. Chairman Blanchard, Vice Chairman Snoonian and Member Harrington agreed to review the whole document and give proposed changes. Member Duval agreed to review and give input on the Economic Development sections, and Member Nowak advised he would review and give input on the Natural Environment and Community Identity sections. The Vision Statement will be worked on at 6:00 p.m. next week in a Workshop, and Director Cesan will rewrite it. Additional discussion took place about adopting a policy with a five-year outlook so the document continues to be useful.

ADJOURNMENT

Motion made to adjourn by Member Harrington

Second by Vice Chairman Snoonian

Unanimous Vote

Motion passed

The Board of Selectmen Meeting adjourned at 7:47 p.m.



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Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary

Joseph Nowak
Joseph Nowak, Member

Arthur Harrington
Arthur Harrington, Member

John Duval
John Duval, Member

Jeffrey Snoonian
Jeffrey Snoonian, Vice Chairman

Richard Blanchard
Richard Blanchard, Chairman