



TOWN OF ADAMS BOARD OF SELECTMEN WORKSHOP MINUTES

WEDNESDAY, February 3, 2016 – 6:00 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 6:00 p.m.

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

The Select Board Workshop was called to order at 6:00 p.m.

OFFICIAL BUSINESS DISCUSSION

Strategic Plan

Vision Statement

Member Harrington and Community Development Director Donna Cesan provided drafts of the *Vision Statement* that were very similar and concise, and Board Members took turns giving input on the content. Discussion took place to clarify the difference between Vision and Mission Statements. It was noted that the Vision of the Town of Adams is not necessarily the Vision of the Board of Selectmen, and there was a variety of input solicited from the Board and the Community that may not be the same. There was general consensus by the Board that the updated versions submitted by Director Cesan and Member Harrington were close to final and a little wordsmithing will make an official draft complete. The *Mission Statement* will be worked on next, and will be more detailed.

Small Town Feel and Natural Environment

Member Nowak read his input on the *Small Town Feel* and the *Natural Environment* to the Board. He noted that the old Strategic Plan was well written and that many things from it are still being worked on. He also requested a map of the overlays showing the protected land.

Discussion about the 2005 Strategic Plan took place, and it was noted that there was also community input solicited and a *SWOT* (Strengths, Weaknesses, Opportunities, Threats) *Analysis* was missing for some of the issues. The 2005 Strategic Plan will be reviewed to see how much progress was made in the last ten years. A Strategic Plan annual review policy was considered to provide continuity and to keep the plan active. A suggestion was made to have a yearly *Board Retreat* or *Organizational Workshop* to review the plan and to reassign responsibilities to create a timetable to complete tasks. The current Strategic Plan process is well underway and the majority of it will be completed by Town Meeting or by the new Fiscal Year.

Next Steps

Town Administrator Mazzucco and Director Cesan will work on the structure of the Strategic Plan to create a standard format. Once created, the Board of Selectmen will decide what goes into it. An implementation matrix was discussed for each goal, and a “parking lot” style decision strategy. The old format was well-liked. The *Vision Statement* will be finalized and the Town Administrator and Board Chairman will review the format. Town Administrator Mazzucco, Director Cesan, and the Board Chairman will review the *Mission Statement* and will bring it to the full Board for review and suggestions.

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ADJOURNMENT

Motion made to adjourn by Member Duval

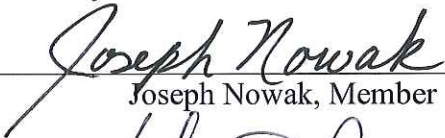
Second by Member Harrington

Unanimous Vote

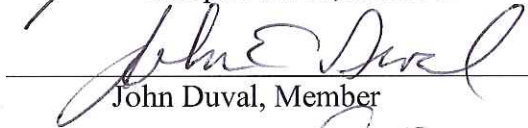
Motion passed

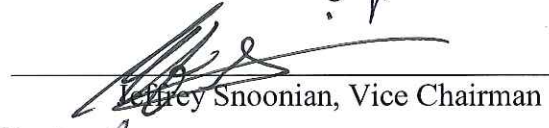
The Board of Selectmen Meeting adjourned at 6:43 p.m.

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary


Joseph Nowak, Member


Arthur Harrington, Member


John Duval, Member


Jeffrey Snoonian, Vice Chairman


Richard Blanchard, Chairman