



TOWN OF ADAMS

BOARD OF SELECTMEN MEETING MINUTES

WEDNESDAY, March 30, 2016 – 7:00 PM
ADAMS TOWN HALL, 1st FLOOR, ADAMS, MA 01220

On the above date the **Board of Selectmen** and held a meeting 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**, and **Arthur Harrington**. *Member John Duval was absent.* Also in attendance was **Town Administrator, Tony Mazzucco**. *Town Counsel, Ed St. John III was absent.*

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

The Pledge of Allegiance was recited.

PUBLIC COMMENT

Off-Street Parking

Jeff Lefebvre requested Friend Street year-long parking requested.

Town Administrator Mazzucco will look into the option of providing spaces year-round.

Sub-Committee Meetings

Jeff Lefebvre inquired about whether or not the Town will be posting sub-committee meetings.

A response should be received soon from Town Counsel.

Budget Process

Jeff Lefebvre noted that last week's budget meetings were excellent.

Free Cash

Tim Carpenter, a Town retiree asked the Board Members to think about the free cash that the Town spends each year, and though retirees don't want to see taxes go up, they understand and ask the Board to make wise decisions with the Town's future in mind, instead of making short term fixes.

Adams Arts Advisory Board

Francie Anne Riley of the *Adams Arts Advisory Board* advised the Art Display in the Town Hall Lobby is coming down to make room for the April artist. She advised the lobby gallery space is booked for April and May and anyone looking to book a month to display their art should contact Deb Dunlap in the Town Administrator's office to make arrangements. The Berkshire Mountain Fairy Festival is well underway and will take place on June 25th. She requests anyone that sees information about it on Facebook to like and share it to spread the word. There is a new Literary Sub-Committee on the AAAB, which will meet on a weekly or semi-weekly basis. Information can be found on the Adams Arts Advisory Board Facebook page.

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TOWN CLERK
ADAMS MASS.
CLERK



TOWN OF ADAMS

BOARD OF SELECTMEN MEETING MINUTES

NEW BUSINESS

Ratification of Library Director

Pending ratification of the Board of Selectmen, the Town Administrator appointed **Holli Jayko** to the position of Library Director, after interviews.

Holli Jayko introduced herself to the Board and the audience, and gave them her background, her history with the Library and an overview of the Library Director position. Board Members noted it was great to be able to appoint dedicated employees from within the Town of Adams.

Motion made by Member Nowak to ratify Holli Jayko to the Library Director position at the Grade 11, Step 1 salary of \$46,194

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed

Ratification of Operations Supervisor

Pending ratification of the Board of Selectmen, the Town Administrator appointed **Jim Thompson** to the position of *Wastewater Treatment Plant Operations Supervisor*. He has been with the Town for over twenty years, and will step into this role at the Operations Supervisor Step 7 rate of \$24.03 per hour.

Motion made by Vice Chairman Snoonian to ratify Jim Thompson to the position of Wastewater Treatment Plant Operations Supervisor at the Operations Supervisor Step 7 rate of \$24.03 per hour

Second by Member Nowak

Unanimous vote

Motion passed

Ratification of Health & Housing

Pending ratification of the Board of Selectmen, the Town Administrator appointed **Tom Romaniak** to the position of *Health and Housing Inspector* at a Grade 9, Step 4 rate of \$22.92 per hour. He will be changing roles from his emergency services background with the Town, which will help in this role.

Motion made by Member Harrington to ratify appointment of Tom Romaniak to the position of Health and Housing Inspector at a Grade 9, Step 4 rate of \$22.92 per hour

Second by Member Nowak

Unanimous vote

Motion passed

Ratification of DPW Seasonal Laborers

Pending ratification of the Board of Selectmen, Town Administrator Mazzucco advised he is beginning to hire seasonal laborers. He has appointed **Michael Durant**, **Stavri Yanka** and **Ryan Kalisz** who have worked for the Town in the past, but there are still at least six more positions available. He advised anyone interested in a Seasonal Laborer position to fill out an application. The position pays the minimum wage of \$10.00 per hour. The Seasonal Laborer positions work during spring and summer but don't exceed 6 months.



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Motion made by Member Nowak to ratify the appointments of Michael Durant, Ryan Kalisz and Stavri Yanka as Seasonal Laborers in the Department of Public Works

Second by Member Harrington

Unanimous vote

Motion passed

Job Description change and reclassification, Building Commissioner

Town Administrator Mazzucco requested approval from the Board to make changes to the Building Commissioner job description with adjustments and additions to provide potential for additional duties down the road. This position answers to the Town Administrator, and he requests with the changes to move it to a Grade 13, Step 10 wage. This position will become a Department Head and manage all inspections. Additionally, the position will be taking on the responsibility of energy efficiencies and the maintenance of town buildings and for the schools. This will also provide much needed continuity and stability in the position. This position will have an administrative assistant and will adopt the local option to have all other inspectors report directly to the Building Commissioner. These changes will be valuable for the Green Communities program to manage the administrative requirements to line up with the energy efficiency goals. The pay rate will go from \$60,000 to around \$68,000, but is not considered a raise due to the reclassification of the position, which is built into the budget.

Board Members pointed out this position is invaluable and needs continuity. The Personnel Subcommittee met with the Town Administrator and Community Development Director to go over the classification, and will be reviewing other job descriptions in the future to provide other savings for the Town. It was noted that this change builds in redundancy in the Health and Housing areas.

Motion made by Vice Chairman Snoonian to approve the change in the Building Commissioner job description as written herein

Second by Member Harrington

Unanimous vote

Motion passed

Motion made by Vice Chairman Snoonian to reclassify the Building Commissioner position to a Grade 13, Step 10

Second by Member Harrington

Unanimous vote

Motion passed

Appointment of Alternate Building Inspector

Town Administrator Mazzucco requested the Board table this item as it is not yet ready to go forward.

Motion made by Member Harrington to table the Appointment of Alternate Building Inspector

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed



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Reserve Fund Transfer requests

Town Administrator Mazzucco gave a brief overview of the mechanics of the *Wastewater Treatment Plant*. He pointed out that many of the valves and other mechanics are original to the plant when in 1962. One of the steel valves came into disrepair, causing staff to shut the flow of sewage, sandbag and divert it. There are three primary pumps which also date to 1962, and if this was a complete break the Town could have been subject to fines from DEP. He reviewed pictures of pipes, valves, water and chemical tanks and a clarifier. Of particular note was a broken stem on a valve that needed repair or replacement. He reviewed the costs of each piece, and the DEP mandates for a larger chemical tank. He also pointed out the clarifier use was discontinued when the plant was remodeled in 2004, and has since become non-functional. Mandates require redundancy, and it will take over \$30,000 to get a second operational clarifier. Other motors are also approaching the end of their lifespan, and some older pipes need to be replaced when the valves are replaced. The benefits of a metal versus a plastic fresh water tank were debated, and the metal tank has lasted 50 years. Superintendent Rumbolt will investigate the durability of both. The Board was invited to receive a full tour of the Wastewater Treatment Plant.

Discussion about normal maintenance took place between Board Members and the Town Administrator. It was noted by the Town Administrator that Superintendent Bob Rumbolt has done a great job after just entering into this position last year. Many of these issues came up at the regular ten year permit renewal process. The bidding process had gotten some quotes and some of the work can be done by local vendors. Funds for these repairs and replacement items would come from the Reserve Fund, as these were unforeseen expenses. Next year a larger line item in the budget will be in place for the *Wastewater Treatment Plant* to address these issues.

Motion made by Vice Chairman Snoonian to approve a transfer from the Reserve Fund to the Wastewater Treatment Plant in the amount of \$63,000

Second by Member Harrington

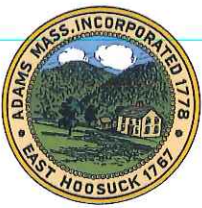
Unanimous vote

Motion passed

Approval of Fiscal 2017 Budget

The budget was broken out into sections for the Board to approve or hold for discussion prior to approval. The sections were broken out in the following fashion:

- **Executive** – Selectmen, Town Administrator, Town Counsel, Moderator, Finance Committee, Reserve Fund, Town Report
- **Finance and Technology** – Employee/Retiree Benefits, Accountant, Technology, Property & Liability Insurance
- **General Government** – Assessors, Treasurer, Debt Service, Town Clerk, Elections, Registrations, Codification
- **Public Safety** – Police Department, Emergency Management, Animal Control Officer, Forest Wardens, Hazardous Waste, Parking Management
- **Public Service** – Council on Aging, Veterans Services, Memorial Day Remembrances, Library



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- **Public Buildings** – Police Station, Registry of Deeds, Town Hall, Public Buildings, Adams Memorial Building, Visitors Center
- **Public Works** – Tree Warden, DPW Administration, Highways, Snow & Ice Control, Flood Control, DPW Garage/Equipment Maintenance, Recycling Center, Wastewater Treatment, Wastewater Collection, Cemeteries, Parks & Grounds, Recreation, Celebrations - Seasonal
- **Public Health** – Board of Health
- **Regional Schools** – Adams-Cheshire, McCann Vocational

Chairman Blanchard read over the list of budget sections and the following were held for further discussion:

Executive, Public Safety, Public Service, Public Works, and Regional Schools

Motion made by Member Nowak to approve the budget for categories Finance and Technology, General Government, Community Development, Public Buildings, and Public Health

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed

Each held category was discussed and voted on individually by the Board.

Executive

Chairman Blanchard requested a change under *Town Counsel* to remove the \$250 education and travel. The line item was put there inadvertently due to a software issue and Town Counsel has always managed this training on his own.

It was noted that many positions have not gotten raises in many years, while everyone else gets a 2% increase. Last year a member of the Finance Committee asked Board Members to take a cut in their stipend, and it was pointed out that it is far below minimum wage and the job is not done for the money.

Motion made by Vice Chairman Snoonian to amend the Operating Budget of the Executive budget line 57310 by reducing the amount of \$250 to \$0 with the remaining \$250 to be reduced from the Levy amount

Second by Member Harrington

Unanimous vote

Motion passed

Motion made by Member Nowak to approve the Executive Budget as amended

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed

Public Safety

The Police Budget requests \$36,000 for a cruiser but the actual cost of the cruiser is around \$36,400 and an extra \$1,000 has been requested to cover the additional amount.



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Motion made by Nowak to amend the Public Safety budget 58740 by \$1,000 to a full amount of \$37,000 with the extra amount coming from Free Cash

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed

Motion made by Vice Chairman Snoonian to approve the Public Safety Fiscal Year 2017 budget as amended

Second by Member Harrington

Unanimous vote

Motion passed

Public Service

Chairman Blanchard received and read a letter from the Library Trustees regarding the elimination of a full time position significantly reducing the services of the library. A request was to reduce the position to part time. The net reduction as it stands would be \$28,000 but if the part time position was added it would be \$15,000.

The benefits and disadvantages of the request were weighed by Board Members. Discussions about the monetary savings and also supporting the new Library Director took place.

Motion made by Member Harrington to amend Personnel Services 05610 item 57410 Health Insurance by a reduction of \$28,674

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed

Motion made by Member Harrington to amend Personal Services of the Adams Free Library 05610 by adding a Part Time position at a cost of \$15,000 allocated to 51100 Regular Salaries by \$14,767; 51711 Worker's Comp by \$28; 51800 Medicare match by \$205, for a total of \$15,000 with the remaining \$13,674 to reduce the levy amount

Second by Member Nowak

Voted in Opposition was Vice Chairman Snoonian

Voted in Favor were Chairman Blanchard and Members Nowak and Harrington

Motion passed

Motion made by Member Harrington to approve the Public Services budget with the amendments made

Second by Vice Chairman Snoonian

Unanimous vote

Motion passed



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Public Works

The *Department of Environmental Protection* (DEP) is requiring two more full-time staff at the *Wastewater Treatment Plant* (WWTP). The Town is appealing this decision, but while this is pending the Board could either approve two staff or will have to move a DPW employee over to the WWTP. The Town is required to have an engineer go through a series of guidelines which were fraught with mistakes and misinformation. The Town must comply by the end of July and there is no formal appeal process. DEP has the ability to fine the Town for non-compliance. There were comments in their letter which may form the basis of the appeal. The Town was given high ratings for the WWTP operation recently.

Discussion took place regarding the benefits of either creating another position or taking one position from the DPW to fill the mandate. Members noted they didn't feel comfortable with this situation and they did not agree with the decision by DEP. Once the budget goes to Town Meeting it won't be able to be adjusted until next year. A suggestion was made that if there is not someone in the position by July 31st staff could be moved over in a temporary transfer until a person is hired. If this is done, and the appeal is lost, it becomes a cut to the DPW.

Motion made by Vice Chairman Snoonian to amend the Public Works budget by \$63,950 allocated to 51100 Regular in the amount of \$44,065; to 51740 Health Insurance in the amount of \$17,645; to 51811 Worker's Comp in the amount of \$1,150; to 51800 Medicare match the amount of \$640, and to 51920 Clothing in the amount of \$450, for total of \$63,950.

Second by Chairman Blanchard

Voted in Opposition were Members Nowak and Harrington

Voted in Favor were Chairman Blanchard and Vice Chairman Snoonian

Motion failed

Additional discussion ensued regarding a person being cut from the DPW. The timeline of the events leading to this determination were reviewed, and the guidelines of staffing requirements were explained. The pros and cons of both putting in the money for this position and also not allocating the funds were weighed by Board Members. A Board Member suggested having an attorney appeal it to DEP to make sure the Town doesn't get fined, and to have DEP come in person to explain their determination. Members expressed exasperation about unfunded mandates by the State putting smaller communities in a financial bind and that legislators should be notified of this. Members supported the Town Administrator being aggressive in appealing this DEP decision.

Jeff Lefebvre asked the Board to spend the money because fines levied by DEP would be worse if there was improper staffing and an incident took place.

Motion made by Chairman Blanchard to amend the Personal Services line for the Wastewater Treatment Plant by adding the DEP mandated position in the total amount of \$63,950 allocated to line 51100 Regular in the amount of \$44,065; to line 54710 Health Insurance in the amount of \$17,645; to line 51811 Worker's Comp the amount of \$1,150, to line 51800 Medicare match in the amount of \$640, and to line 51920 Clothing in the amount of \$450

Second by Vice Chairman Snoonian

Voted in Favor were Chairman Blanchard, Vice Chairman Snoonian, and Member Nowak

Voted in Opposition was Member Harrington

Motion passed



TOWN OF ADAMS BOARD OF SELECTMEN MEETING MINUTES

Motion made by Vice Chairman Snoonian to approve the Public Works Fiscal Year 2017 budget as amended

Second by Member Nowak

Voted in Favor were Chairman Blanchard, Vice Chairman Snoonian, and Member Nowak

Voted in Opposition was Member Harrington

Motion passed

Regional Schools

Adams-Cheshire Regional School District approved a number lower than the Town budgeted amount. **Town Administrator Mazzucco** explained that the Board could offset the amount of the levy or offset Free Cash in the budget.

Discussion took place on the Capital Projects at C.T. Plunkett, which will need to be a warrant article for Town Meeting. The boiler roof needs immediate attention. It was noted that it was irresponsible to have \$25,000 funded for Capital Improvements but the stairs, the front door opening, and damage to the interior of the building need to be addressed, as well as three roofs. An additional \$200,000 or more will be needed to take care of the C.T. Plunkett roof. A recommendation was made to take time to figure out the cost of the roof and get a full assessment of all of the needs, and to have any projects be put on a warrant article to be voted on at Town Meeting.

Motion made by Vice Chairman Snoonian to amend the ACRSD allocation by reducing Operating Expenses in category 08701- 53210 by \$227,158 to the district approved number of \$4,796,525 with remaining funds used to offset the amount of Free Cash used in the budget

Second by Member Harrington

Unanimous vote

Motion passed

Motion made by Vice Chairman Snoonian to approve and move forward Regional Schools budgets for ACRSD and McCann Tech as amended

Second by Member Harrington

Voted in Opposition was Member Nowak

Voted in favor were Chairman Blanchard, Vice Chairman Snoonian and Member Harrington

Motion passes

ANNOUNCEMENTS

Art Show

Member Nowak announced that there will be an open invitation to the Art Show tomorrow evening from 3:00 p.m. to 5:00 p.m. art show at C.T. Plunkett in the cafeteria.



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ADJOURNMENT

Motion made to adjourn by Member Snoonian

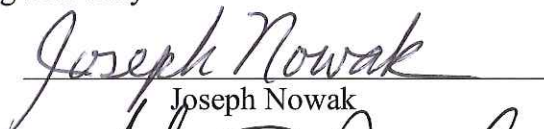
Second by Member Harrington

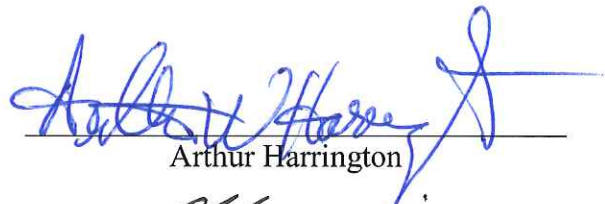
Unanimous Vote

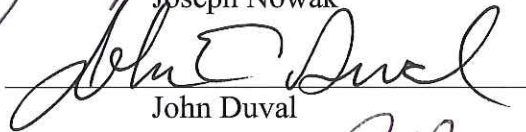
Motion passed

The Board of Selectmen Meeting adjourned at 8:57 p.m.

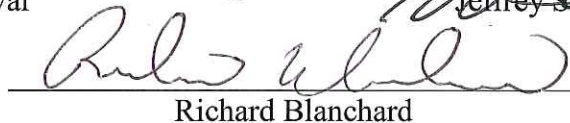
Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary


Joseph Nowak


Arthur Harrington


John Duval


Jeffrey Snoonian


Richard Blanchard