



TOWN OF ADAMS

BOARD OF SELECTMEN WORKSHOP MINUTES

WEDNESDAY, May 11, 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 Jeffrey Snoonian presided the meeting. Present were **Vice Chairman Arthur Harrington**, **Members Joseph Nowak, John Duval and Richard Blanchard**. Also in attendance was **Town Administrator, Tony Mazzucco**.

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

OFFICIAL BUSINESS DISCUSSION

Annual Warrant for Town Meeting

Town Administrator Mazzucco went through the draft Town Meeting Warrant Articles with the Board and explained what each one referred to in depth. Annual Articles 1-4 were looked over. He reviewed the articles that had no changes including *Operating Omnibus Article, Article 5*, the *Capital Omnibus Articles* and *Capital Infrastructure and Equipment Outlay from Free Cash*.

Regional School Assessment Articles

Article 8 and **Article 9** were reviewed and it was noted that the *Adams-Cheshire Regional School District* reflected lower numbers. Next year the Town will be done using Free Cash to offset the budget. At the end of the Fiscal Year the Town will end up with around \$68,000 to transfer into the Stabilization Fund, which is a healthy number and first year that the fund has grown. Paying down the bond on the debt for Hurricane Irene and the future cost of the *Jordan Street Culvert* were reviewed.

Transfers to Special Funds

Articles 10-13 were reviewed and little discussion was had over the Tax Rate, Stabilization Fund or Reserve Fund. It was noted that the Town does not have unpaid bills that need action.

Annual Authorization Articles

Article 14 and **Article 15** are Grant Authorizations, and **Article 17** is in reference to short-term borrowing. There is no change in revolving funds. **Article 19** covered *By-Law Amendments* and included a 2% increase for non-represented employees.

Special Articles

Article 20 refers to the appropriation for funds to repair the boiler roof of C.T. Plunkett School and is a rough estimate. The roof is essentially sound and this article shows the Town's commitment to the facility and to take care of the building. The language utilized outlines that the funds are expended by the town and not being given to the School District.

Discussion included a suggestion to have a Board of Selectmen workshop at the C.T. Plunkett School and invite Town Meeting Members to see the current status of the boiler roof. Pictures could also be provided at the Town Meeting. Engineering estimates have not been done yet and the School District has been asked to

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work on it for a while now. The Town may call local roofers to get a range of estimate on it. It may also be of value to look into getting a pitched roof to eliminate a future problem. This article would create a placeholder to allocate free cash for the project, and it would be a Town appropriation, not a school project. If unused, the money goes back into Free Cash and cannot be used elsewhere. It was noted that the Memorial School roof was \$600,000 as a comparison. If this article passes it could be ready to go forward in July. Parking and regionalization were discussed. A Board Member recommended having an article put into the Warrant to purchase a neighboring property to the C.T. Plunkett School for additional parking, though Brownfields would need to be involved. An inquiry will be made as to why the property didn't sell and whether the property would be desirable.

Article 21 incited brief discussion regarding the strategy to pay the remaining principal amount from debt incurred from Tropical Storm Irene to put the Town in a better borrowing position for the near future.

Article 22 was reviewed and Economic Development funds and their appropriation were explained. The Town expects to hit \$80,000 per year in funds next year and will be able to utilize the full amount. \$30,000 is earmarked to be utilized for the Greylock Glen and \$20,000 to be used for marketing and downtown infrastructure, economic development and public art. The Town plans to invest heavily in the Greylock Glen.

Article 23 is the adoption of the Massachusetts General Law to allow liquor sales for restaurants beginning at 10:00 a.m. on Sundays.

Article 24 the fee bylaw and allows the Board of Selectmen to set fees. This does not actually set the fees and the current fee structure remains in place.

Article 24 is a special request for the plastic bag ban, similar to Great Barrington's bag ban. The start date would be next March to give businesses 9 months to get rid of bag inventory. The Styrofoam ban is not currently recommended and is more complicated. Doing one at a time will initiate some environmental progress and will have a bigger impact.

Citizens Petition

Article 25 is a free cash article for Bowe Field by the Agricultural Fair. Suggestions were made to add funds into the regular capital budget of the DPW in the future.

Board Members stated they would like more detail on what the money would be for, and discussed whether or not it made sense for the DPW to do the mowing at Bowe Field instead. It was noted that anything the Agricultural Fair asked for was really needed. A suggestion was made to have a Board of Selectmen workshop at the fairgrounds to get an idea of what responsibilities the Agricultural Fair has and what the DPW covers. A recommendation was also made for the Agricultural Fair to have an itemized outline of costs for the request going forward.

Article 26 closes the warrant and completes all other business.

The final Warrant will be represented on the Board's next agenda, and the Finance Committee will approve it the following day. Paper and electronic copies will be available to the public.



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Memorial School Task Force

Town Administrator Mazzucco recommended having a task force to determine what the Memorial School is going to look like on paper. If there is a business plan this Task Force can look into options and be the leading force for the project. They would identify costs, how the model is going to work and where different parts of the project fall under. Task Force Members could be comprised of primary tenants, the Youth Center, Board Members, or a couple people from the public.

It was noted that getting information on bills and expenses to run the building would be useful. If the Task Force determines the project is not viable, the Board can then make the decision to try to get rid of it for \$1.00. Community Development Director Cesan's focus is working primarily on the Greylock Glen. There is currently a Memorial School/Downtown Economic Development Committee in place, but the desire was not to lump this Task Force with the Downtown.

Utilizing Memorial School for voting for elections in the fall was discussed, and the Town Clerk has given a list of things that need to be gone over and worked on at a staff level before this could happen. Members also discussed end-dating the Task Force and the projects so it doesn't continue to extend on. Getting grants would make it more marketable, bringing up the energy efficiency of the building and getting it up to Fire Codes. The Building Commissioner will be giving input into the project. The Task Force should also be given a copy of the Arrowstreet Report. The first step would be to take a thorough tour of the building. Getting estimates from gas and electric utilities would be of value as well.

Chairman Snoonian and **Vice Chairman Harrington** expressed interest in being on the Task Force. This would be an *Ad Hoc Committee*. It will begin meeting in 5 weeks and move forward from there.

Fee Review

A Fee Schedule was provided to the Board and some numbers were plugged into it for discussion purposes. Some of the fees were noted as being high; some were low, and some revenue generators. Some raise fee to be consistent, but it was pointed out that fees should cover the cost of services provided. Payroll costs go up 4% to 5% a year and budget costs 10% to 15% a year so some are keeping pace and some are not.

Parking fees and Liquor License fees were discussed as they vary throughout the Commonwealth. Traffic violations were discussed, and Adams is below the local fees. An appeal fee was considered since there is a cost to both the Town Administrator and Police Chief to accommodate appeal hearings. The Permits and Licenses issued by the Board of Selectmen were reviewed. The Board of Health sets their own fees, and re-inspection fees were discussed. Town Clerk fees were examined and get updated annually. Genealogy and Dog fees created low revenue. Cemetery Fees were not yet reviewed. Building fees have not been updated since 2004 but the Town needs to go to Town Meeting to change the ordinance for the Board of Selectmen to set the fees. Fees should be reviewed every couple years to see if they should be adjusted.

Board Members expressed a desire to take home the data to review it. Getting the true costs for what the expenses are to issue licenses would be of value. Fortune Teller Licenses, Motel Fees and Common Victualer Licenses were briefly reviewed, and it was pointed out that issuing Liquor Licenses takes longer.



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For most of the permits being within the \$30 to \$50 range was noted as sensible. Carnival Permits were missing from the list, and a suggestion was made to charge for personal RV dumping at the Wastewater Treatment Plant, either by fee or sticker. A suggestion was made to have a public hearing to discuss fee increases, and it was noted that Board Meetings are public meetings and the topic will be open for discussion and input then. A recommendation by a Board Member to review the fees every three years was made.

If fees were changed, a 60-day or 90-day period before implementation was recommended. Different approaches to determining new fees were offered. Building Permits are the biggest revenue income and Parking Ticket revenue was also briefly discussed.

Board Members will fill out information and give input at a future time. The Town Administrator will run revenue estimates and noted that any good public policy takes time. It is important to set a precedent on how to handle fees on a regular basis and to approach it comprehensively.

Member Nowak advised he will not submit anything because he did not feel comfortable doing so.

Goal Setting

Board Members individually discussed what topics were important to each of them. Specific goals that were outlined as important were the following:

Greylock Glen

Charter Review – A Charter Study was done, but not a review. There are a number of things in the Charter that need to be looked at. A Charter Review Committee is picked by the Moderator, or could be a Citizen Petition or a Town Meeting vote. Town Administrator Mazzucco will double check the process. If by Town Meeting vote it won't be ready in time and would have to be by Special Town Meeting. The State is recommending that towns do a Charter Review every ten years. An estimate can be solicited from the Collins Center, and go through a proper process by talking with the Board of Selectmen, Town staff, having public hearings and Town Counsel input. The Town Administrator can go through the bylaws and clean up the technical parts. This would likely be a 2-year process, and a minimum 18 month commitment. A committee can be put together in the fall. The Governor has initiated the modernization bill changes that may make it easier to streamline the process. A Charter Review board would seat 7 or 9 people. Evaluating Elected Official wages and credentials should be part of this review. It was noted that the State does not recommend electing the Treasurer or Assessor.

Slowing Traffic Down in Downtown – Having a review of all speed limits in town would be advisable. There have been multiple complaints on North Summer Street, and the Traffic Commission may be needed to convene to review it. The Traffic Commission is advisory to the Board of Selectmen.

Financial Management Policy – Concluding the Financial Management Policy between the Board of Selectmen and the Finance Committee was suggested by the Town Administrator.

Evaluation of Department Heads – To be done in July, per the Town Administrator, and subsequently all Department Heads will evaluate their staff thereafter.



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Creation of an Internal Control Policy – Per the Town Administrator this will be done with the Town Treasurer, the Town Assessor, and the Town Accountant.

Creation of a Draft Hiring Policy – The Town Administrator will roll this out to staff and let the Board know.

Review Personnel Policy – The Town Administrator advised he will conclude this review and update the Board. This is already in progress, as he has met with Department Heads regarding it.

Solid Waste Expansion – The Town Administrator will move the project toward completion and get the application in.

Capital Plan – Town Administrator Mazzucco advised he will move forward with the budget and payment management plan. He advised that scheduling meetings with staff and boards is challenging and drags on so he is asking departments to set goals for what they would like to accomplish. Specific goals will be created for the PD, DPW, Assessors, Treasurer and some things that Board Members have asked for.

Regionalization - An Organizational Chart will be created and a draft financial report for the next fiscal year if it is not too complicated. There is potential to pick up 2 communities for regionalization to generate \$15,000 in revenue. Continued work with Berkshire County Task Force will take place to work with education challenges. The goal would be to reduce costs for the community, with an outlined agreement so it will carry on with changing members.

Emergency Management – Town Administrator Mazzucco will re-engage Emergency Management practices and policies and do more tabletop exercises.

Memorial School Feasibility Committee – The creation of this committee will move forward.

It was noted that it is important to set the Board of Selectmen goals and have the Town Administrator goals tie to them, and trickle down from there. At the next workshop Board Members will come up with high level goals and send them to the Chairman and the Town Administrator will tie his goals on them from there. A performance review can then be done on those goals.

Support the Ashuwillticook Bike Trail - Aggressively support plan that is earmarked for design and development on the last section proposed to extend to McCann School.

Closure of Open Projects - Review what projects are open and complete them.

Blight Review and Removal - start looking at community blight and ways to take properties once they go out to bid and nobody is interested in them.

Install LED Lights in the Downtown - through Green Communities to save money. The RFP for LED lights in draft form now.



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Complete the Scenic Railway – continue on with the project and advocate for its completion. Kids from the elementary school are writing letters to the Legislators looking for a million dollars to complete the project.

Policy Handbook – the Board of Selectmen would review and complete a policy handbook. A policy book has just been started and currently includes remote participation, the social media policy and the recycling use policy. The Town Administrator will work with someone once every month or two to review them.

Town Administrator Mazzucco will provide a list of the goals and categorize them.

Board Liaisons/Sub-Committees

Consensus was reached by Members to stay on the same boards and liaison assignments as last year.

Discussion on Liaisons and Sub-Committees

Sub-Committees were recommended to be kept the same but liaisons may adjust to be one person. One Member noted that the Budget and Finance Sub-Committee and Personnel Sub-Committee don't frequently report back to the board about what is going on. It was pointed out that some of the committees don't meet, like the DPW Committee and the Public Safety Committee. The Budget and Finance met only once. The difference between Sub-Committees and Liaisons and their different duties were reviewed briefly. Ad Hoc Sub-Committees can also be created. It was noted that there was a different understanding about expectations among Members. Subcommittees should be very few in number and should have a reason to meet a couple times during the year. There will always be a need for the Personnel Sub-Committee. Liaisons work with the Town Administrator, report to and answer questions from the Board. If there is nothing pertinent to report to the Board no report is made. Discussion took place regarding what one person finds important versus another.

Local Meeting Updates

Vice Chairman Harrington updated the Board with information about NBCC and an upcoming presentation. He noted he has also been involved with Berkshire Regional Planning, which is working on the opioid issue. NBCC Liaisons will be **Member Nowak** and **Vice Chairman Harrington**.

Next Agenda

Next week the agenda will include the Town Meeting Warrant and the Memorial School Task Force.

Public Compliment

Chairman Snoonian received a compliment from the public requesting the Town to keep knocking down blighted buildings.

Staff Health Fair

Vice Chairman Harrington recognized the Administrative Assistant for coordinating the Staff Health Fair.

Board Acknowledgement

Chairman Snoonian recognized **Member Blanchard** for all of the financial work he had done as Chairman last year.



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ADJOURNMENT

Motion made to adjourn by Member Harrington

Second by Member Blanchard

Unanimous Vote

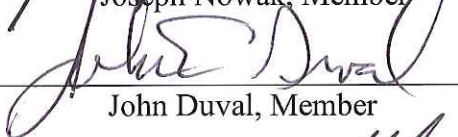
Motion passed

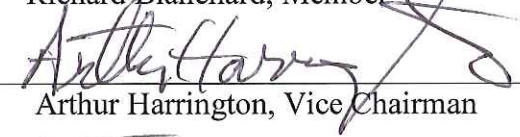
The Board of Selectmen Meeting adjourned at 8:09 p.m.

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary


Joseph Nowak, Member


Richard Blanchard, Member


John Duval, Member


Arthur Harrington, Vice Chairman


Jeffrey Snoonian, Chairman