



# TOWN OF ADAMS

## BOARD OF SELECTMEN WORKSHOP MINUTES

WEDNESDAY, June 22, 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.**

**Vice Chairman Arthur Harrington** presided the meeting. Present were, **Members Joseph Nowak, John Duval and Richard Blanchard.** *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

#### *Town Meeting/Budget Review*

**Town Administrator Mazzucco** gave an overview of the Budget Review and Town Meeting process and solicited feedback. He noted he would like to do a Citizen's Guide to the budget to help with interpretation.

**Board Members** noted it was a smooth process and that providing information early in the process helped it to go well. The process was noted as worth continuing. The Agricultural Fair request was discussed and it was suggested they make a presentation before the Board and Finance Committee for the funds next year. The lease agreement makes it more complicated and different from other parks and groups using the parks.

#### *Strategic Plan Work*

**Community Development Director Cesan** provided the Board an update draft of the *Strategic Plan* with changes worked on at the last meeting marked in red. The changes were reviewed, and included changing of terms from sub-goals to strategies among other wording. She reviewed action items that were added after the discussion in the last meeting.

**Strategies and Action Items** were discussed for the categories of *Downtown, Housing, Community Character and Identity, Open Space, Recreation and Natural Environment, Arts, Culture, and History Responsive and Effective Local Government.*

*Responsive and Effective Local Government* was a new addition in response to input received. Discussion took place regarding the intent to update and regularly review the fee structure for all services provided. Options were weighed regarding increasing fees instead of the tax base. Sewer fees could have an analysis done potentially by Tighe and Bond. Research can be done to see what other communities are collecting in sewer fees to give the Town another tool as the Levy Limit is approached. 90% of communities have sewer fees and Adams is one of very few communities left that don't. Businesses could be a substantial portion of sewer usage and the commercial rate charge could be investigated. An enterprise fund would charge what the business uses, and there could be an imbalance where residences offset the businesses. The pros and cons of establishing a sewer fee were discussed. Other strategies included ways to save money, streamline and improve services and support efficiencies. Providing a high level of customer service, employee professional development, and cross-training of personnel were outlined as ways to be more efficient and cost effective. Automating processes, upgrading the Town's website, and improving communications with local agencies, elected officials, employees and the general public were targeted as actions to be taken.





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The Town Website being upgraded and the implementation of a terminal in Town Hall for automated services were discussed as efficient ways to provide services and information. Liquor license applications were identified as one area where a hybrid system will be needed to transition businesses to the online system.

#### ***Finalizing the Strategic Plan Document***

Members discussed when a draft would be ready to share with the public. The Board will review the finalized document one more time, and it was recommended to send it first to the Town Employees and Department Heads then discuss it at a workshop meeting with them. The aesthetics of the final document were considered, and how it would be distributed. The document would be both printed and electronically available online. A suggested timeline was to have a workshop with employees over the summer but a public release in September after vacations are over. Additional needs outlined were assigning responsibility for the action items, to be reflected on an internal copy but not the final copy.

Additional topics for potential addition were brought up, including doing a new *Open Space Plan*, and looking at the potential closing of C.T. Plunkett School. Obtaining land for a second corporate park was suggested, and doing monthly and quarterly financial performance reports. Having strategies on the drug and gang crises were also noted as items of concern and metrics are needed for the Board to make informed decisions with the departments affected. A proposal was made to create regular *State of the District* reports and meetings with the Superintendent to get accurate information to the Board. Performance metrics for town departments will be provided to the Board either monthly or quarterly. Larger upcoming projects were also discussed to give data to the Board for preplanning use of funds, such as pavement management, culverts and Town-owned bridges. Having an actionable *Capital Plan* that is updated every year was also proposed. Online permitting and the Town's financial health were briefly discussed.

Board Members thanked Community Development Director Cesan for all of her hard work.

#### ***Reserve Fund Transfers, 4<sup>th</sup> Quarter***

There is a new requirement to do a study on *polychlorinate* (PCLR) that the Town was just made aware of. The amount of sludge being shipped out has increased significantly. The Town reduced the amount of solids maintained in the system, affecting the biological process. There was no June sludge removal in past years and a higher July sludge removal cost, but the cost has increased only slightly.

#### ***Motion made by Member Duval to suspend the rules for voting purposes***

##### ***Second by Member Blanchard***

##### ***Unanimous vote***

##### ***Motion passed***

Members requested the Superintendent figure out why there are more solids than in the past. The past Superintendent was thought to hold the sludge removal into the new Fiscal Year, as there was not an increase of solids seen and the overall flow has not changed. There is more physical matter in the system being removed from the wastewater system.



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*Motion made by Member Duval to approve reserve fund transfers in the amount of \$23,000 as presented*  
*Second by Member Blanchard*  
*Unanimous vote*  
*Motion passed*

### ANNOUNCEMENTS

#### *Facility Use Request from Mike Gleason*

A Facility Use Request for the Greylock Glen was received at the last minute for a wedding scheduled for a party on leave from the military on Friday, July 1, 2016 from 2:00 to 2:30 p.m. for 15 people.

*Motion made by Member Blanchard to add the Facility Request to the agenda*

*Second by Member Nowak*

*Unanimous Vote*

*Passed*

*Motion made by Member Nowak to approve use of Greylock Glen by Mike Gleason for a wedding from 2:00 p.m. to 2:30 p.m. July 1, 2016*

*Second by Member Blanchard*

*Unanimous vote*

*Motion passed*

#### *Town Audit*

The Board will soon receive the results of the Town Audit and a joint Finance Committee Meeting will be held on the audit, its terms, and what is being reviewed.

### ADJOURNMENT

*Motion made to adjourn by Member Blanchard*

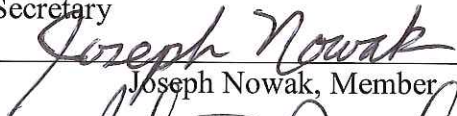
*Second by Member Duval*

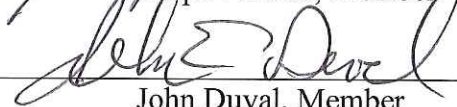
*Unanimous Vote*

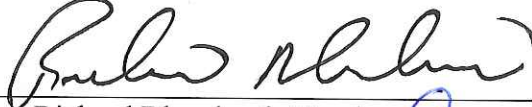
*Motion passed*

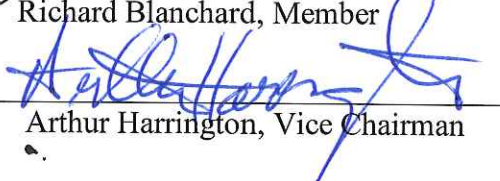
*The Board of Selectmen Meeting adjourned at 7:29 p.m.*

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
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Joseph Nowak, Member

  
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John Duval, Member

  
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Richard Blanchard, Member

  
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Arthur Harrington, Vice Chairman

  
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Jeffrey Shoonian, Chairman