



# TOWN OF ADAMS

## BOARD OF SELECTMEN MEETING MINUTES

WEDNESDAY, OCTOBER 26, 2016 – 6:00 PM  
ADAMS TOWN HALL, 1<sup>st</sup> FLOOR, ADAMS, MA 01220

On the above date the **Board of Selectmen** and held a meeting 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, Richard Blanchard and John Duval**. Also in attendance was **Town Administrator Tony Mazzucco**.

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

### PUBLIC COMMENT

**Jared Mungeon** approached the Board to express interest in the Greylock Glen. He gave a brief background in his experience as a steward to Mt. Greylock and running the primitive campground facility. He advised the Board that he is excited about the proposed campground facility and would be a valuable asset, as he has good ideas and management experience regarding how a good campground is operated. He expressed a desire to promote the Greylock Glen and he has a vision of how it can be maximized for revenue. He suggested "Glamping", or "glamorous camping" as a profitable opportunity to help the Greylock Glen become a destination alternative for Vacation Village.

**Chairman Snoonian** and **Member Nowak** recommended Mr. Mungeon connect with Community Development Director Cesan or to share his thoughts and ideas with anyone from the Board or the Town Administrator.

### OFFICIAL BUSINESS DISCUSSION

#### *Events Committee*

**Town Administrator Mazzucco** advised that a few people have contacted him to bring the *Events Committee* back out of retirement. He noted that the people interested would be doing fundraising. Stipulations and control measures would be in place, and events would be covered by Town insurance. Some of the funds would offset police expenses. The events would have to be vetted to be Town sponsored, and have a non-profit component. There has been a revolving account for the former Events Committee, and this newly formed group would be a steering committee to potentially serve as a sounding board for community members wishing to have events.

**Board Members** noted that they are thankful for the people that have stepped forward already to take on the events. Concern was expressed because at some of the functions individuals were not allowed to participate and the group would need to make it more inclusive. The Town covering insurance would be advantageous to the groups running the events. It was recommended that the Town look at how other successful committees are structured and whether they have an enterprise fund associated with it. There was discussion over how much control the Town should have over running the events. It was proposed that the Town Administrator and Chairman of the Board of Selectmen meet with individuals interested in being on the committee. It was noted that those that have just taken on individual events may not want to lose those events. Questions were asked about what parameters a Town-supported event would fit into, and this would need to be determined before the committee is in place.





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**Haley Meczywor** and **Kelly Rice**, former *Events Committee* members, discussed the matter with the Town Administrator and gave their input. They reported that they reviewed the information and there would be a group of four or five people on the Committee to do fundraising. The money available would be disbursed to cover some costs, help cover insurance, and to cover the cost of police details. Questions were posed as to what guidelines would be used to include people, and if the Town is just considering non-profit organizations. It was noted that this may create marketing money for the town, and that an insurance rider can range from \$50 to \$1200 for event insurance.

### *Fee Schedule and Fee Updates*

**Town Administrator Mazzucco** gave fee proposals to the Board to review. He outlined the process to create the fee proposals was that Departments had submitted proposed fees and discussed what was reasonable, but there was no science behind it.

### Building Department Fees

**Building Commissioner, Don Torrico** explained that the last time Building fees were reviewed was in 2004. The fees were based on a square foot charge, and are proposed to go to a construction cost model, which would be more equitable in commercial properties. It was noted that both Dalton and New Ashford are moving to the Adams fee schedule. Comparisons were given on fee schedules for a 2,000 square foot home, and how they would work. The intention is to have the fees put together in a consolidated fee schedule to be reviewed annually by the Board.

**Board Members** inquired who would make the determination on the value of the work being done, and if there would be more work for the Building Inspector's office with this proposal. It was agreed that more expensive homes will take additional inspections and require more work from the Building Inspector, and it would be more consistent for those on the online system. The costs would be in line with the expenses to run the department. It was noted that the current \$150 fee does not go far, and that the fees in the Town of Adams are on the low side comparatively. Public perception was a point of concern and some costs doubling would be considered shocking so announcements would be made before the January 1, 2017 start date. Fees for work being done prior to being issued a permit, and re-inspection for unsatisfactory work or the Inspector not having access to the property were reviewed. Plumbing, gas and electric fees were also noted as being very low. Zoning variance, special permits, roofing, fencing, windows and doors will be separated and abutter notification could cost \$500. An additional administrative permit filing fee is \$20 for those not wishing to utilize the online system, but if the applicant has no computer or is not computer literate the Town will help them free of charge. Electrical and plumbing inspection fees are increasing to \$60 and the Town will retain the additional \$15 which will cover calling the inspector out for fires and other damage where the Town ends up taking a loss. The intention is to get the department to be fiscally neutral instead of being at a net loss in the general fund. Board Members asked Building Commissioner Torrico questions about his position, the expanding workload with Dalton and New Ashford services being added, and having Local Inspector Fitzgerald on staff to support the workload.

*Consensus was reached that Board Members will review the Building Department fee proposals.*





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### Town Clerk Fees

**Town Clerk, Haley Meczywor** reviewed the proposed Town Clerk fee changes with the Board. The highest increase was for marriage licenses but others only went up minor amounts or were rounded up to help make change for people who don't have cash when they come into the office. Certified copies for birth certificates were increased in an attempt to keep it consistent across the state. Death certificates are available online. Pole location fees were noted as paperwork required when a pole is located for Verizon or National Grid. Not everything can be done online because most documents have to have a seal put on it, so it has to be done in person or by mail. The largest fee generators are dogs and certified copies.

**Town Administrator Mazzucco** advised he looked at software that would make online forms very easy to create but it would cost \$4,000 to \$5,000 per year so he is waiting until technology is a reasonable price so the Town can get some fees paid online. Credit card payments would require raising fees to cover the additional cost.

**Board Members** gave their input and noted they had no problem with the way the Town Clerk fee proposals are structured.

*Consensus was reached by the Board Members to review the Town Clerk fees proposals.*

### Parking Fees:

**Town Administrator Mazzucco** noted that the last time these fees were updated was before 2004. Parking violations are very infrequently ticketed, and it is not being done to generate money. Regular parking violations are a \$5 ticket. Proposals included raising the fine to \$15 for no money in the meter, and parking in front of the Fire Station and blocking emergency vehicles being a \$250 fine. Parking fees would be adopted sometime in 2017 if approved. Parking meters were proposed to change from a quarter for an hour to a quarter for forty-five minutes.

**Board Members** suggested a minimum parking ticket fine of \$25. Discussion ensued regarding the validity of parking meters if the use is not being enforced. Consistency was emphasized, or taking the meters out altogether. Police walking the beat in the Downtown was suggested, and having a "meter reader" or having police meter monitoring in place. It was recalled that there was a concern by business owners about parking in front of businesses all day with no meters in place, but enforcement is an issue. If it is not enforced, it was proposed to put bags over the meters noting "free parking" or to remove the meters altogether. Jammed meters were a concern because they take coins other than quarters, and meter repair was examined. The Town Administrator will work with the Police Chief and will get metrics on tickets issued in the last year. Second or third offenses are rare. A proposed ticket appeal fee is \$15 because it requires the time of both the Police Chief and the Town Administrator.

### Entertainment and Liquor Licenses

**Town Administrator Mazzucco** advised the fees range widely across the state. The intent is to recoup the staff time spent dealing with the Alcoholic Beverages Control Commission (ABCC). He advised he discussed this with a group and they determined these fees sounded reasonable. He proposed Common Victualer licenses be handed over to Board of Health control, though they are technically a Board of Selectmen license and he had spoken with Board of Health Chairman Shepley about taking them over. He noted that there were hundreds of hours spent tracking and working on Common Victualer licenses.





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Automobile Classes I, II and III were briefly reviewed and there was discussion on what each classification means. Entertainment licenses have not been updated since 2008 and were proposed to be raised to a \$125 cap, with each other type of machine a separate fee. Fortune Teller licenses have never been issued. A brief explanation of movie fees was given.

**Board Members** expressed that some of the fees were jumping up too much. It was expressed that it was not favorable to increase the alcohol fees, but perhaps entertainment devices. Also noted was that businesses are struggling, and consideration should be given regarding whether raising fees will hurt businesses and make the Town seem less business friendly. It was suggested that the Town look at why fees are in place for pinball machines, pool tables, televisions and radios, and whether it makes sense to get a set number of liquor licenses purchased for the Town as is done in other communities.

**Town Administrator Mazzucco** discussed creating a consolidated entertainment licenses. He proposed \$50 increases every year to get the fees where he would like them to be in four years. He advised he will consult Town Counsel on indoor or outdoor entertainment licenses, as they date back to when there was concern about gambling. He noted that Common Victualer licenses date back over 100 years but the Town never got in trouble for not enforcing them in the past.

Cemeteries and Park fees were briefly reviewed, as were parking permit fees which would increase to \$75 and add in the Visitors Center parking lot. He proposed charging for RV septic waste at the Wastewater Treatment Plant to recoup treatment costs and staff time. He suggested including it in a paid sticker for the landfill. The Town Administrator will put together a proposal for the Board to consolidate entertainment fees.

### ADJOURNMENT

*Motion made by Member Nowak to adjourn*

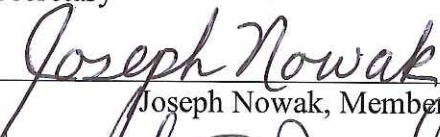
*Second by Member Duval*

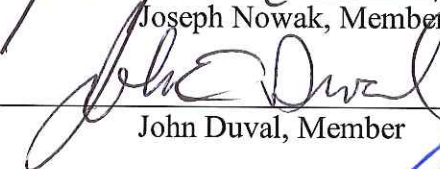
*Unanimous Vote*


*Motion passed*

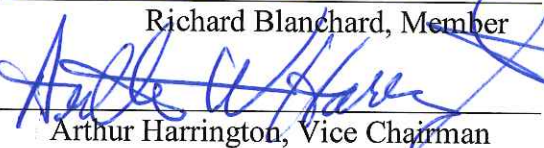
*The Board of Selectmen Meeting adjourned at 7:59 p.m.*

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 Snoonian, Chairman