



TOWN OF ADAMS

BOARD OF SELECTMEN MEETING MINUTES

WEDNESDAY, JANUARY 25, 2017 – 6:00 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 6:00 p.m. **Chairman Jeffrey Snoonian** presided the meeting. Present were **Vice Chairman, Arthur Harrington** and **Members Joseph Nowak, Richard Blanchard** and **John Duval**. Also in attendance was **Town Administrator, Tony Mazzucco**.

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

OFFICIAL BUSINESS DISCUSSION

TM passed around the AAAB Innovation Award for the Board to see.

Event Committee Policy

Town Administrator Mazzucco presented a draft of the *Event Committee Policy*. He explained that the disadvantage of the disbanding of the *Events Committee* was that they facilitated events and provided the Town's general liability insurance coverage. He expressed a need to resurrect the *Events Committee* with a policy to accept and review requests for Town sponsorship of Adams events by non-profit or civic groups. The groups would follow rules and other requirements including submission of financial information from the event if requested by the Board of Selectmen. This would be to determine the Town is not providing sponsorship for groups that are well-funded. Events would be required to have an identified event manager who is the point of contact and attends the entire event. This insurance is separate from liquor liability, and would be for the whole event. Town Counsel must review this policy but the Committee would be managing the authorization of the Town's insurance on behalf of the Town and would be an additional step and separate from a facility use request. Decisions on insurance coverage would be final and there would be no appeal process. The Town reserves the right to alter or cancel the event, and decisions made by the Town are at its sole discretion. The Committee would need to be more cautious of new events and be required to do research to determine whether the event is deemed viable. Committee decisions may be appealed to the Board of Selectmen. Money would need to be raised for a revolving fund and the Committee would decide how to spend it, such as to offset insurance costs, police coverage, or marketing but it would not directly financially support an event. Once the event application is together, the *Events Committee* may develop further stipulations. Acceptance of the event would indicate that it is a Town insurance-sponsored event but would be no guarantee that the Board of Selectmen will approve the event. This policy was created because people putting on the events after the disbanding of the *Events Committee* complained that the Town was not providing them insurance for the events. If the Town creates a committee to do essentially the same function as before, the Town can provide insurance again. If it is a first-time event the Town would not plan or manage it. Non-sponsored events would still be submitted on the *Facilities Use Request* form and go through the regular process but could be sponsored if they conform to the criteria or could partner with a non-profit organization to be considered. The Town Administrator would appoint the *Events Committee* members. The current procedure is to use the facility use request, which appropriate departments approve, and general liability insurance up to a certain amount is required. The form is centralized in the Town Administrator's office, and distributed to the departments to approve.

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Board Members noted that the Town should not get involved with alcohol at events, and this would not provide liquor liability insurance for an event, only for fun and games. Questions were raised regarding whether it was wise to both create an *Events Committee* again since the last one was burnt out, and to have a double process with events being approved by the *Events Committee* then go before the *Board of Selectmen* which adds a step. Inquiries were made about who would be guiding the *Events Committee*, giving them information on insurance guidelines, and whether they would maintain a public calendar of events. A request was made to outline what the Committee responsibilities are better in the policy. Parameters need to be put in place to determine what would constitute a Town-sponsored event. They would need to meet regularly or an *Events Committee* may not work. It would need to be clear that private events would still be allowed, but the *Events Committee* would determine whether they would receive Town insurance. It was noted that the *Events Committee Policy* should be created first before reinstating an *Events Committee*. Concern was expressed about how those who took on the events in the wake of the former *Events Committee* disbanding would view a reinstatement of an *Events Committee*.

The Town Administrator will make adjustments to the policy and resubmit it to the Board for review.

Parking Ambassador Program

Town Administrator Mazzucco gave a brief overview of a draft of the proposed *Parking Ambassador* program to address challenges with parking meter collections. He noted the police should be out making two rounds of collections a day. There is rarely a lack of parking in the downtown, and the Town is regulating parking where there is almost always available parking. Currently the Town receives approximately \$11,000 a year from parking meters, must double collections to make money, and a substantial amount more revenue to cover the cost of a Parking Attendant. He advised he has spoken to many people interested in volunteering to be *Parking Ambassadors*, which he hopes would produce an increase in revenue from tickets generated. Ambassadors would be volunteers, who would be given a brightly colored t-shirt, a safety vest, a flashlight, a whistle, and a screwdriver and pliers to fix meter jams. They would greet people, walk down the bike trail, give out warnings and fix jams and meter issues while enjoying their time chatting with folks and giving advice on where to eat or checking in with businesses. There would be no ticket quota per shift, and no collections involved. Collections would still be handled by the Police Department. They would be given training on meters to free up police time from monitoring meters. This would be done primarily in the nice weather timeframe.

Board Members expressed concern about volunteers getting into a contentious situation with people over parking tickets, since people are confrontational with police officers that have guns, tasers and batons. Liability issues were questioned as well as the viability of the meter system in general. It was noted that paying a person rather than having volunteers would be preferable for reliability and consistency. The meters are frequently jammed and if not enforced should be either bagged or taken out completely. A job description should be created for this position outlining what can and cannot be done.

Parking Ambassadors would be provided with conflict resolution training and it would be acceptable to just issue warnings because people will then comply for the next couple of weeks. A spare portable radio could be issued in case of a problem, and if people become confrontational the *Parking Ambassador* could run away from them if there is a concern for safety. They would be covered under the Town's general liability insurance but injuries could become a concern. The Police Department issued 200 warnings on streets after the parking ban but there are no numbers on tickets issued for overtime meters.



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The volunteers would be overseen by the Police Department, and would commit to doing three hours a week. If the program doesn't work it can be discontinued. The program wouldn't impact the Town's budget overnight. The meter fee is going up to a quarter per hour, and overtime on the meter is increasing from \$5.00 to \$15.00, which will be instituted with the new ticket books. Town Counsel is reviewing whether or not volunteers can write tickets and whether they can be called Parking Clerks. A possibility would be to have the Parking Ambassador write a warning and have the Police Department write the tickets. Couples or retirees may be interested in doing this to pay down taxes through the *Senior Work-Off program*. The Police Chief and Town Administrator will work together to create a training program and review it with the Board. Other communities around the country do *Handicapped Parking* enforcement in this manner.

Consensus was reached by Board Members to move forward on the Parking Ambassador program.

Solid Waste Report

Town Administrator Mazzucco advised the Solid Waste Report is almost finalized. It was 80% through approval process but Sandy Totter retired. It will be ready for next year with a small enterprise fund. He reviewed the report briefly for the Board and proposed charging a fee at the Recycling Center. People will still bring recycling and waste but would now be able to bring trash to an open-top container. He recommended a fee of \$2 per bag and if it is hauled by weight, a higher waste amount than anticipated would be covered by the extra bag purchase. There will need to be electricity run, but the program would start with a 30-yard container. If the program is working the Town can consider getting a compactor, and there are grants available. If it is approved by *MassDEP* it could be running this year. This would not be able to be expanded to include other communities. If the Recycling Center closes it would save the Town \$30,000 but to make the service more valuable and charge a fee would be more advantageous to the Town. A fee structure was outlined and includes a program for seniors. Cheshire fees are higher. Chairman Shepley of the *Board of Health* is in favor of this program. A shed for the center has been built by McCann School, and propane will be used to heat the building. Revenue from the bags can go back to the *Recycle Center* through an enterprise fund may expand the center to include a re-use shed, tire removal or bulky or hazardous waste disposal. Free ice cream cones can be given out for scrap metal drop-off. This program would save the Town \$1,500 to \$2,500 in trash hauling costs. The services available at the Recycle Center should be advertised.

Board Members noted that private haulers would have to be considered and the sale of bags should include large and small bags. Bags could be purchased by businesses in Town to be sold. The *Recycle Center* facility must be cleaned up. The cost for a compactor was outlined as between \$10,000 and \$12,000 or a \$100 per month lease. Currently tires are being discarded in the outskirts of the community. The *Solid Waste Advisory Committee* was thanked for their thorough work.

Financial Management Policy

Chairman Snoonian advised he investigated other policies and there were a couple things to look at but it was otherwise a good policy.

Town Administrator Mazzucco gave a brief overview and explanation of each line item. Any exemption from the policy must be a joint vote of both the Board of Selectmen and Finance Committee.



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This would be done under unusual circumstances, such as substantial community need, severe financial stress, or significant financial benefit to the Town. The Town Administrator must present a budget that conforms to this policy, and this could be adopted in the future as a bylaw. He also advised the *Division of Local Services (DLS)* financial management review is coming in February to talk with all offices in Town Hall that manage finances and give helpful suggestions. The *Financial Management Policy* should be adopted by then. The policy was developed by a sub-committee of the Board of Selectmen and Finance Committee. The Fiscal Year 2016 audit is in process.

Board Members inquired what bonds are left to be paid, and if the auditors would come to speak with the Board of Selectmen at a workshop with a copy of their findings. The Board would also like a copy of last year's report. It was pointed out that the transparency of the budgets to public with forums has been invaluable, as has the Town Administrator's knowledge of finances. A request was made for the Board to be given information about what is requested in the budget and was not approved. A desire was expressed to create a facilities sub-committee to view buildings and equipment to get a better understanding of their status. *Stormwater Management* funding was inquired about. *BRPC* received *DLTA* grant funds for *Stormwater Management*.

The bonds left are Town Hall, the Police Station, and Library which are scheduled to be completed in 2025. Two Wastewater Treatment Plant bonds are due to be completed in the early to middle part of the next decade. Tropical Storm Irene and flood chute borrowing will have one paid off this year and one next year. All bonds will be paid off by 2027. Many people have a different idea of what an audit does, and in the goals for Fiscal Year 2018 there will be an inclusion of the Fiscal Year 2016 audit. Brief comments were made regarding the school budget, and the cherry sheet that just came out from the Governor. It was noted that *BRPC* is making a list of the roads that the State does not show that Adams maintain, which will be complete in the spring. Social Security was briefly discussed in comparison with pension. The budget will be online for two to three weeks prior to the presentations. Fleet service and the debt schedule will be included in this year's budget. Department Heads were asked for requests for the budget but the Town is up against the levy limit every year which makes it difficult. The requests will also be included in the budget message. A facilities sub-committee of Board of Selectmen and Finance Committee would be a good plan. The Town Administrator's Office is working with Community Development to hire a planner for *Stormwater Management* funding and to locate grant funding for some of the projects and work with transportation funding and the flood chute system. The Town needs someone focusing full-time with *FEMA* on this. Resource management was discussed and hiring a Planner for four to five years to focus on those tasks makes sense.

Next week's agenda can include the Facilities Sub-Committee and an open discussion regarding C.T. Plunkett School.

ADJOURNMENT

Motion made by Member Blanchard to adjourn

Second by Member Nowak

Unanimous Vote


Motion passed



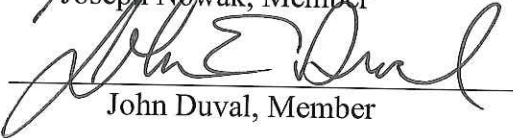
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The Board of Selectmen Meeting adjourned at 7:56 p.m.

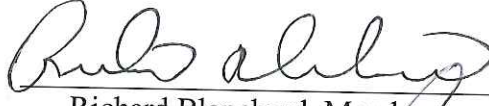
Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary



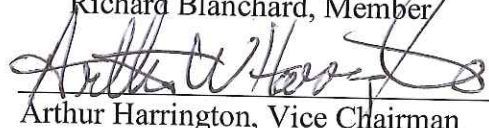
Joseph Nowak, Member



John Duval, Member



Richard Blanchard, Member



Arthur Harrington, Vice Chairman

Jeffrey Snoonian, Chairman