



TOWN OF ADAMS

BOARD OF SELECTMEN WORKSHOP MINUTES

THURSDAY, MARCH 23, 2017 – 6:00 PM

Adams Visitors Center, 3 Hoosac Street, 1st Floor Meeting Room, Adams, MA 01220

On the above date the **Board of Selectmen** held a joint workshop meeting with the **Finance Committee** at the **Adams Visitors Center** at 6:00 p.m. **Chairman Jeffrey Snoonian** presided the Board of Selectmen workshop and **Members Richard Blanchard and Joseph Nowak** attended the meeting. *Board of Selectmen Member John Duval was absent.* Also in attendance were **Town Administrator Tony Mazzucco** and **Finance Committee Chairman Timothy Burdick, Vice Chairman Leon Parrott** and **Members Sandra Kleiner, Jeffrey Lefebvre, John Cowie, Charles Foster, Rachel Tomkowicz Matthew Pitoniak, Joan Smigel, Mark Chittenden and Craig Corrigan.** *Finance Committee and Members Paul Demastrie, Brian Johnson, and Amy Giroux, were absent.* **Adams Free Library Director Holli Jayko and Chief Richard Tarsa** attended and gave presentations.

The Finance Committee Workshop was called to order at 6:00 p.m.

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

BUDGET OVERVIEW

Library

Library Director Holli Jayko reviewed the Library budget. She gave an overview of the Library Trustees. She gave a brief explanation of the services that the Library provides, including circulation material programs and services, special events, classes the CWMARS system, and that the building is a public meeting space. She gave information about the staff, and gave Library statistics. She reviewed February's statistical data, and noted there is a book sale in August. The *Friends of the Adams Free Library* give contributions, and she informed the Boards of the fees and fines. Operating costs increased by \$200, and the total budget showed a 2.5% increase for Fiscal Year 2018 from \$241,000 to \$247,000.

Finance Committee Members asked questions about whether the Adams Free Library offers law reference books and if there has been a change in the hours since last year. Grant award criteria was discussed, and it was clarified that the Library meets the criteria for spending on books on hours, but does not meet the criteria for budget. This year the Library was awarded the grant, and an appeal will have to be made again next year. An inquiry was made about what savings would be made by switching to gas in Fiscal Year 2018. The criterion for eliminating books was requested, and it was clarified that no CDs may be burned at the Library.

Town Administrator Mazzucco advised the Library budget does not include Capital Projects. There is a 10% to 20% savings by switching to gas, and the maintenance cost will also go down.

Public Safety

Town Administrator Mazzucco reviewed the Police Budget, and Chief Tarsa was in attendance. There are increases in Personnel Services which include a contractual clothing allowance, but health insurance costs are down. It was noted that Police Accident Insurance is different from Workman's Compensation, and is more expensive. Contract obligations include shift differentials, Step and COLA increases. Overtime was not budgeted accurately in the past, so it has been increased. The Temporary line is where Reserves are paid from. There is an anticipated exit from Civil Service, pending contract negotiations, Town Meeting vote, and Special Legislation. The pros and cons of Civil Service were discussed at length. The Police Department hierarchy was discussed, and the Quinn Bill was explained as guaranteeing a percentage salary increase for education. It was noted the state cut the funding for the Quinn Bill several years ago. The operating budget is largely flat. There is a reduction in Public Safety Communication; there should be a state grant but there is a buffer in place which will go to free cash if not used. Fuel has a buffer in place in case fuel prices go up.

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There are fleet fuel cards that track mileage by cruiser and officer. Dash Cameras were briefly reviewed. The cruiser replacement program, the replacement of the telephone system, the carpet and the safety glass installation was discussed.

Chief Tarsa expanded upon the challenges and how cumbersome the Civil Service process is due to understaffing and underfunding. He explained the Civil Service list, and reviewed what protections are granted by Civil Service. Without Civil Service restrictions, the Town would have more flexibility and timeliness for hiring officers. Civil Service testing and whether there was an option to go back to Civil Service if desired were discussed. It was noted that Rob Wnuk has saved the Town tens of thousands of dollars with his information technology work, and he was given appreciation and gratitude.

Finance Committee Members inquired about personnel assignments with the dispatch center switch, and whether a Sergeant versus a Patrolman sitting at the desk impacts wages or overtime. Mutual Aid call-in for emergencies in other agencies was reviewed. The 2017 expended year to date numbers were clarified. An inquiry was made about the considerations of body cameras, which was explained as a negotiation with the Union, and a policy would have to be created. The Dash Cameras would be a transferrable kit that would go from cruiser to cruiser, and would be the same model for all cruisers. Emergency transmissions were asked about, and there are panic buttons on the radios that report back to the Sheriff's Communication Center.

Board of Selectmen Members inquired about dispatch communications with the new system. It was explained that issues are being ironed out. Data software was a challenge but it is being resolved. Monthly meetings are being held to cover issues and challenges. An inquiry was made about putting a repeater radio system on Borden Mountain, and a repeater on Florida Mountain in Savoy is on the horizon. Console and Mobile Data Interface upgrades are to be tackled in the future. A new 911 system was just installed. Repeater systems, portable radios, and dead spots were discussed.

Emergency Management

The Emergency Management budget is flat, but a stipend is being considered. The annual shelter purchase is included.

Animal Control

There is a grant to share a regional Dog Kennel, and sharing has begun with North Adams. A new facility is being built in North Adams and an arrangement to share staff will be considered. This is not built into the budget but may be in next year's budget. There is a state unfunded mandate for in-service training that is increasing to 24 hours, and the officer is looking for an online program.

Forest Warden

The Forest Warden's budget is level funded this year, and the building is in good shape.

Parking Management

Parking Management is taking funds to hire a seasonal Meter Maid to enforce parking on Park Street. \$11,000 in funds is generated annually and the Town would be spending \$7,000 to regulate parking. A trial period would be in place to see if it is worth doing.

Board Members expressed surprise at this addition, and it was explained that this was in the budget two years ago and is not a \$74,000 position. A brief review was given by the Town Administrator regarding what goes into parking violations and the costs incurred. The increase in parking violation fines were reviewed, and handicap parking violation enforcement was touched on.



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ADJOURNMENT

Motion made by Member Blanchard to adjourn the Board of Selectmen Workshop

Second by Member Nowak

Unanimous Vote

Motion passed

Motion made by Member Cowie to adjourn the Finance Committee Workshop

Second by Member Lefebvre

Unanimous vote

Motion passed

The Board of Selectmen Meeting adjourned at 8:17 p.m.

The Finance Committee Meeting adjourned at 8:17 p.m.

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary

Member, Board of Selectmen

Vice Chairman, Board of Selectmen

Joseph Nowak
Member, Board of Selectmen

John E. Dural
Chairman, Board of Selectmen