



# TOWN OF ADAMS

## BOARD OF SELECTMEN MEETING MINUTES

WEDNESDAY, February 1, 2017 – 7:00 PM

ADAMS TOWN HALL, 1<sup>st</sup> FLOOR, ADAMS, MA 01220

On the above date the Board of Selectmen held a meeting at the Adams Town Hall at 7:00 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 were Town Administrator Tony Mazzucco and Town Counsel, Ed St. John III.

*The Select Board Meeting was called to order at 7:00 p.m. The Pledge of Allegiance was recited.*

### READING OF MINUTES

*There were no minutes presented at this meeting.*

### PUBLIC COMMENT

#### *School Consolidation Meeting*

Jeff Lefebvre advised there will be a meeting with the UMass Collins Center on February 8, 2017 at 6:00 p.m. at C.T. Plunkett School auditorium where the consolidation recommendations will be presented.

#### *Wenzel Terrace*

Jeff Lefebvre expressed concern about four houses on Wenzel Terrace with no frontage but permits were issued. He advised they are going to land court and was concerned about Town liability.

#### *Massachusetts School Building Authority*

Jeff Lefebvre thanked the media for providing information found on the MSBA website. He advised the UMass Collins report didn't have that information.

### NEW BUSINESS

#### *Facility Sub-Committee*

Member Duval gave an overview of the creation of the Facility Sub-Committee would allow the Board of Selectmen and Finance Committee representatives to be able to perform this function.

*Motion made by Member Nowak to nominate Member Duval and Chairman Snoonian to the Facility Sub-Committee to work with the Finance Committee representatives*

*Second by Member Duval*

*Unanimous vote*

*Motion passed*

#### *Annual Town Election*

A letter was read from Haley Meczywor announcing the Annual Election date as Monday, May 1, 2017. Nomination papers are available and must be filed at the Town Clerk's office by March 13, 2017. The election calendar was reviewed, and positions that are open for election were read aloud. Additional information is available at the Town Clerk's office.

#### *Approval of Financial Management Policy*

Town Administrator Mazzucco gave a brief overview of the *Financial Management Policy*. An adjustment to wording was noted. This policy will help the Town manage its finances. Included are Free Cash procedures and goals for the Stabilization Fund and how it is to be used. A Capital Improvement Plan and a Pavement Management Plan will be presented every year. Non-excluded debt service will make sure borrowing capacity is available, and there is an outline for how OPEB will be funded. There are small policies for the Technology and Gift Funds, which never had a policy before. Pension funding will be in accordance with state law. There is a Tax Title and Tax Foreclosure policy and a basic Investment policy.

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Budget preparation requirements are outlined so the Board of Selectmen receives a balanced budget every year. The Reserve Fund Policy outlines how it is used and there is a policy on Revenue Projections. The entirety of the Financial Management Policy is consistent with many policies across the state and was developed by a sub-committee that met over the summer and fall.

**Board Members** asked how much pension costs will go up and how it fits into the policy. It was noted that the Board held a workshop to review the contents of the policy and it was well reviewed.

The expectation is that pension costs will go up, but if the market is doing well the extra will be put into OPEB rather than putting them into budget items to balance the budget. The sub-committee that met to develop the policy included Finance Committee Members John Cowie and Jeff Lefebvre, and Board of Selectmen Vice Chairman Arthur Harrington and Member Richard Blanchard. The document will be on the Town Administrator or Accountant's page of the website under Fiscal Year 2018. There will be extra documentation with the budget this year and this will be included. A similar budget schedule is expected for around the third week of March for budget presentations. The budget will be out the first week of March.

***Motion made by Vice Chairman Harrington to approve the Financial Management Policy with a correction to the last sentence of Section 2, changing the word "guidelines" to "policy"***

***Second by Member Duval***

***Unanimous vote***

***Motion passed***

### ***C.T. Plunkett School/Reorganization***

**Superintendent Putnam** announced his tasks were to conduct meetings with stakeholders, and to get an understanding of the trends on financials and demographics. He advised he will report on the cost saving options on the February 8, 2017 meeting and he expected the Collins Center to present a broad range of savings. Financial trends of benefits for retirees were above average and the Collins Center is expected to give suggestions on this, building utilization and ways to consolidate students that could save the district money. He clarified that the grant was applied for by the Town of Adams through Community Compact funds and shared for the purpose of pursuing this information as a unified group of the Town of Adams, Town of Cheshire and the School District, with the School District taking the lead on it. There has been no cost to the taxpayers for this study, and the study does not belong to any one group. A tentative schedule for public meetings is February 9<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup>. Members of the community will be invited to tour the buildings on Saturday, February 11, 2017 to see the pros and cons of the different options. Both buildings have significant portions built in the 1920's. The Massachusetts School Building Authority (MSBA) process was clarified and was used by the School District to create a strategic plan to look at the future that resulted in the Hoosac Valley High School building. With the reduction in population, possibilities will be considered to create something for the future. If accepted into the MSBA program the School District wouldn't know until January 2018. The School District is looking for ideas from the Collins Study to help create a compelling reason for students to stay in the District. The District is looking at School Choice and BART and McCann have clear branding with their educational approach. He advised he would confer with McCann Superintendent Brosnan to gather information.

**Board Members** noted that there were no final decisions made yet and this has been a long process.

There will be community forums held after the meeting on February 8, 2017 where community members can ask questions. It was pointed out that this should be regarding giving the children the best education possible. A request was made to get a vision from the Superintendent and the School Committee going forward, and to make an effort to find out why the students are leaving the District. One Member noted that some of the students leaving to go to McCann were top students not interested in the technical education.





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**Town Administrator Mazzucco** advised the purpose of the study was to be objective. There may be professional meeting facilitation for the budget meetings if there is funding for that.

**Superintendent Putnam** advised he is talking with someone who worked on the repairs to C.T. Plunkett School roof. Repairs were done recently on the rubber section and 1000 pieces of slate have been replaced but the rubber roof had been installed in 1992 or 1994 and is past the ten-year warranty.

**Town counsel** advised as the Board of Selectmen will not be deliberating all members may attend the meetings and tours.

### ***Ratification of Transfer Station Attendant***

**Chairman Snoonian** read a letter from Town Administrator Mazzucco recommending the ratification of **Stavri Yanka** to the position of Transfer Station Attendant, at the rate of \$11.50 per hour.

***Motion made by Member Blanchard to ratify the appointment of Stavri Yanka to the position of Transfer Station Attendant at the rate of \$11.50 per hour***

***Second by Vice Chairman Harrington***

***Unanimous vote***

***Motion passed***

### ***Ratification of Temporary Seasonal Custodian***

**Chairman Snoonian** read a letter from Town Administrator Mazzucco recommending the ratification of **Timothy Jones** to the position of Temporary Seasonal Custodian for the next couple months since there are usually 1.5 Custodians on staff and the Town is operating with only one currently due to a reassignment. There will be no additional funds needed or impact to the budget.

***Motion made by Vice Chairman Harrington to ratify Timothy Jones to the position of Temporary Seasonal Custodian at \$11.00 per hour***

***Second by Member Blanchard***

***Unanimous vote***

***Motion passed***

### ***Ratification of Maintenance Technician/Operator I***

**Chairman Snoonian** read a letter from Town Administrator Mazzucco recommending the ratification of **Brodie Beliveau** to the position of Maintenance Technician/Operator I, at an Operator I, Step 1 rate of \$15.51 per hour.

***Motion made by Member Nowak ratify Brodie Beliveau to the position of DPW Maintenance Technician/Operator I, at an Operator I, Step 1 rate of \$15.51 per hour***

***Second by Member Duval***

***Unanimous vote***

***Motion passed***

### ***Ratification of Full Time Police Officer***

**Chairman Snoonian** read a letter from Town Administrator Mazzucco recommending the ratification of **Dylan Hicks** to the position of Full Time Police Officer at the recommendation of Chief Tarsa.

**Chief Tarsa** gave an overview of the complicated Civil Service process. Mr. Hicks was noted as being the top of the Civil Service list, is fully academy trained and a recent graduate of the Municipal Full Time Academy, which will be a savings to the Town. He is a firm believer in community policing and giving back to the community. His military background gives him both structure and guidance. The Town could potentially lose one officer per year to retirement over the next few years so this is looking ahead to the future. The Police Department will be down one officer still with Mr. Hicks on board.



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*Motion made by Vice Chairman Harrington to ratify Dylan Hicks to the position of Full Time Police Officer at the Patrolman Grade, Step 1 rate of \$20.60 per hour*

*Second by Member Blanchard*

*Unanimous vote*

*Motion passed*

#### ***Facility Use Request – Visitors Center***

**Kent Lemme** of the *Berkshire Running Center* requested use of the Adams Visitors Center on Sunday, May 21, 2017 for the *Steel Rail Half Marathon* from 8:00 a.m. to 4:00 p.m. The insurance binder is forthcoming.

*Motion made by Member Duval to approve the use of the Adams Visitors Center on Sunday, May 21, 2017 by the Berkshire Running Center from 8:00 a.m. to 4:00 p.m.*

*Second by Vice Chairman Harrington*

*Unanimous vote*

*Motion passed*

#### ***Facility Use Request – Visitors Center***

**ProAdams** requested use of the Adams Visitors Center on Saturday, March 4, 2017 from 12:00 p.m. to 5:00 p.m. for *Thunderfest*. The insurance binder is forthcoming.

*Motion made by Member Duval to approve the use of the Adams Visitors Center on Saturday, March 4, 2017 from 12:00 p.m. to 5:00 p.m. for Thunderfest*

*Second by Member Blanchard*

*Unanimous vote*

*Motion passed*

#### ***One Day Liquor License Application***

**Timothy Burdick** of *ProAdams* submitted a One Day Malt License application, a tactical plan for prevention of underage sales and Non-Profit Organization paperwork for Saturday, March 4, 2017 from 12:00 p.m. to 5:00 p.m. for *Thunderfest*.

*Motion made by Vice Chairman Harrington to approve the One Day Malt License for Timothy Burdick of ProAdams on March 4, 2017 12 to 5:00 p.m. for Thunderfest*

*Second by Member Blanchard*

*Unanimous vote*

*Motion passed*

#### ***Change of LLC Application for Adams Ale House***

**Adams Ale House** submitted an application for a Change of Owner from one partner to another in Zing Financial, LLC. All paperwork and payment to the ABCC have been submitted and appear complete.

*Motion made by Vice Chairman Harrington to approve the Change of LLC for Adams Ale House*

*Second by Member Blanchard*

*Unanimous vote*

*Motion passed*

#### **SUBCOMMITTEE/LIAISON REPORTS**

*There were no Sub-Committee or Liaison Reports made to the Board.*

#### **DEPARTMENT REPORTS**





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### **Town Administrator's Report**

#### **Department Reports**

**Adams Free Library** statistics were read, including Story Time Attendance, materials circulated, eMaterials downloaded, sessions utilized on public computers, new patrons registered, new titles added and number of people that entered the Library.

**The Town Assessor** property sales report was reviewed and it was noted that property sales were equal with the assessed values for the month of December.

**The Building Department** reported building permit information for the months of November, December and January. It was noted that the number of permits in January was up over last year.

**The Council on Aging** reported on transportation use, assistance, number of volunteers and their hours of service given, and average daily attendance.

#### **Budget**

A budget update was given. Pension costs will go up by around \$40,000, which is expected. State Aid is expected to be around an \$80,000 increase. Health insurance plan changes will be less than \$30,000 but is very positive. All departments are still submitting their budgets to the Town Administrator's Office. Adams-Cheshire Regional School District is programmed in at 3%. McCann will likely have a large increase due to student fluctuation. Compensated absences will range in the \$30,000 to \$50,000 increase range. The Town is looking at a possible deficit in the range of \$100,000 to \$150,000, depending on Free Cash.

#### **Community Development Updates**

**Brownfields Assessment Grants Program** - The Town's \$400,000 grant from the EPA under the Brownfields Assessment Grants Program does not appear to be affected by the Executive Order of the new President to freeze grants, contracts, and work orders being administered by the EPA. Community Development staff has issued a Request for Quotations to hire a qualified environmental professional to provide technical support to conduct environmental assessment work for several properties along the Route 8 corridor. This work is expected to get underway once the consultant is under contract.

**Complete Streets Prioritization Plan** - Community Development staff are currently working with VHB to analyze community needs and develop a Complete Streets Prioritization Plan. Once data gathering is complete and a list of potential Complete Streets projects is prepared, staff and the VHB hope to meet with the Selectmen for their input during a workshop or other public forum. The Town hopes to be in a position to apply for Tier 3 funding, which would help to implement a high priority project on the Complete Streets Prioritization plan.

**Greylock Glen Resort Outdoor Center** - February 2, 2017 is the deadline for submission of proposals in response to the Town's RFP for Design Services for the Greylock Glen Resort Outdoor Center. There appears to be a high interest in the project from architectural and engineering firms and a good response is expected. Schematic plan design for the new 11,000 sq. ft. Outdoor Center is expected to take approximately six to eight months.

**Scenic Railway** - contact was made with Secretary Ash regarding the project and there will be a springtime bid for the platform and fall completion of the project to go to Hoosac Street. The Town of Adams will do the platform bid and the Commonwealth of MA will do the track construction.

#### **Audit Update**

Auditors are here this week for the annual audit, which should be completed in several weeks. This year the auditors will come to a joint Board of Selectmen/Finance Committee meeting to discuss the audit and their recommendations.





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### ***Sanitary Sewer System***

There was concern regarding the INI report listing flow levels of the sanitary sewer system in regards to the DEP regulation that has come out. It would cost approximately \$110,000 for Tighe and Bond to do a report but it appears the cost will be \$30,000 or less because the Town had similar work done in the 1990's. Appreciation was given to both DPW staff Larry Robert and Marilyn Kolis for remembering this, which saved the Town a significant amount of money. The Town may need to go for a Reserve Fund transfer.

**Board Members** inquired about the status of the engineering on the study on the bridges crossing the flood chute. Clarification was given regarding what compensated absences are. Timing for the Town's receipt of the Brownfields Assessment Grant funds were discussed, and it should be received over the summer. C.T. Plunkett students invited Governor Baker to come ride the train.

*Murray Street Bridge* is fine but may need bracing and did not receive funding. Chapter 90 Funds will cover this and this summer it will be braced and given a new overlay coat.

### **Town Counsel Report**

**Town Counsel St. John III** advised legal proceedings against MJD have begun in Berkshire Superior Court. He drafted the Board's decision in the recent dog case. He received, reviewed and sent along the decision of the ABCC in the Mountain Club case. He studied grounds upon which a petition for judicial review may be brought in the Superior Court. The deadline for petition filing is February 18, 2017.

**Board Members** advised pros and cons of appealing the decision, and the cost to appeal would be approximately \$350. It was noted that the ABCC advised the Local Licensing Authority to do something that is not in their policy. Town Counsel was asked if there could be any repercussions to the Town. It was requested to have this item on the February 15, 2017 agenda.

**Town Counsel** advised repercussions would be if civil rights were violated or if the Local Licensing Authority acted arbitrarily or capriciously. It was his opinion there was not an awareness of a constitutional claim against the Town. A determination would need to be made that the Town violated constitutional rights, which was not apparent.

### **ANNOUNCEMENTS AND GOOD OF THE ORDER**

#### ***Thanks to Dr. Bush***

**Chairman Snoonian** thanked Dr. Martin Bush for clearing both the sidewalk and the big snow bank by his office.

#### ***Commercial Street Project***

**Member Duval** requested an update on the Commercial Street Project regarding the faulty project causing damage and noise issues.

**Chairman Snoonian** investigated, went into one house and is facilitating hiring another company to come solve the problem temporarily but it has been postponed due to the arrival of snow.

**Town Administrator Mazzucco** advised the Water District ignored the issue saying it was someone else's problem not theirs. Town Counsel has engaged Borges Construction on this issue and hopes to have it resolved soon.

#### ***Mt. Greylock Sign***

**Member Nowak** announced the sign to be placed on top of Mt. Greylock has finally come in. He provided a picture for the Board Members to view.



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### ADJOURNMENT

*Motion made by Vice Chairman Harrington to adjourn*

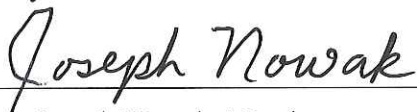
*Second by Member Blanchard*

*Unanimous Vote*

*Motion passed*

*The Board of Selectmen Meeting adjourned at 8:39 p.m.*

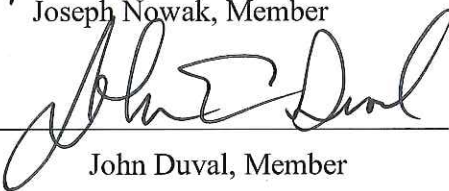
Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary



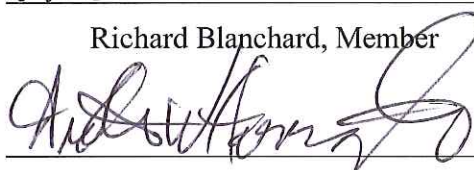
Joseph Nowak, Member



Richard Blanchard, Member



John Duval, Member



Arthur Harrington, Vice Chairman



Jeffrey Snoonian, Chairman