



## ***Town of Adams Massachusetts 01220-2087***

### **BOARD OF SELECTMEN**

TOWN HALL BUILDING  
8 PARK STREET

**Wednesday, July 20, 2022, 7:00 p.m.**

**TOWN HALL, 8 PARK STREET, ADAMS, MA 01220  
1<sup>st</sup> Floor, Board of Selectmen Meeting Room**

**CALL TO ORDER:** On the above date, the Board of Selectmen held a meeting at 7:00 PM at the Adams Town Hall. Chair John Duval opened the meeting. Present: Chair John Duval, Vice Chair Christine Hoyt, and Members Joseph Nowak, Richard Blanchard Howard Rosenberg, and Town Counsel Edmund St. John. Also present were Bri Hantman, Recording Secretary; Brian Rhodes, iBerkshires; Lisa Mendel, Residents of the Town; Haley Meczywor, Town Clerk; Gerald Garner; Town of Adams Building Inspector; Eammon Coughlin, Town of Adams Director of Community Development; Paula Wheeler, Town of Adams Assessor

*The Pledge of Allegiance was recited.*

**APPROVAL OF MINUTES:** the minutes for the June 29, 2022 Meeting were submitted for approval. *Motion made by Vice Chair Hoyt to table the approval of the minutes as Selectman Howard Rosenberg was mistakenly listed as present. Member Blanchard seconded the motion to have the minutes tabled and reviewed. Vote: unanimous. Motion Passed.*

**PUBLIC COMMENT:** Haley Meczywor from Adams Event Planning Committee gave updates regarding upcoming events; **Film Screenings**-- August 5<sup>th</sup>, Encanto; August 19<sup>th</sup> *Clifford the Big Red Dog*,

**Concerts** – July 26, Brian Benlon; August 3<sup>rd</sup>, Sky Full of Dippers; August 9, Hotshot Hillbilly; August 16<sup>th</sup>, Happy Together; August 23 Mr. Doubtfire.

Haley also noted that August 13<sup>th</sup> will be the Town-wide Tag Sale. 40 households had registered for this event, and Friday July 22<sup>nd</sup> is the deadline to register. Maps will be available next week. Haley also mentioned that the 2022 Polling books are ready and available at the Treasurer's Office/ Town Clerk's Office for the price of \$5

### **OLD BUSINESS:**

**Update: Hoosac and Summer St. property condition matter, Gerry Garner, Building Commissioner:** Property owners were notified that they needed to clean up the property Debris, siding, and construction materials were removed from city property portion of the parcel. Multiple vehicles were towed away and the current vehicles on the property are registered with the exception of one. Property owners are working with a contractor to address the building concerns for the side of the building facing Hoosac street. Building inspector would like to see the hole in the roof addressed.

**Appointment of FY23 Annual Election Workers:** *Haley Meczywor, Town Clerk*, noted that letters have gone out to town committees regarding appointments. List of Poll Workers provided will become effective on September 1. ***Motion made by Vice Chair Hoyt to approve the appointment of the FY23 Annual Election Workers. Motion seconded by member Nowak. No discussion. Motion passes unanimously.***

**Authorization of Town Clerk to make emergency Election Worker Appointments:** ***Motion made by Vice-chair Hoyt to authorize Town Clerk to make emergency election Worker appointments. Motion seconded by member Blanchard. No Discussion. Motion passes unanimously.***

**Designation of Police Chief as authority to assign police officers for FY23 elections:** *Haley Meczywor, Town Clerk* recommends that the Police Chief assign the police officers to FY23 election polling locations. *Member Nowak* asks if the officer on duty in town at the time of polling will be responsible to fulfill this duty or if it will be a special assignment resulting in overtime. *Haley Meczywor* stated that she would prefer to leave that up to the Chief of police and confirmed that the law passed in June put the power of designating police officers to polling locations in the hands of the Board of Selectmen. Chairmen Duval asked if Board of Selectmen can delegate responsibilities under the new law? There is a concern amongst board members about the lack of flexibility to have an officer cover for another should one experience an emergency or not be able to be at the polling location as designated. ***Motion made by member Nowak to table to discussion until the following Board of Selectmen meeting and discuss it when the Chief of Police is present. Member Blanchard Seconds the Motion. Discussion:*** *Vice-chair Hoyt:* Can a motion be made to amend the language to read that a minimum of one officer will be present at the polling location and the scheduling will be delegated to the Chief of Police so as not to give the BOS the responsibility of detailing officers? Town Council is cautious about the delegation of responsibilities that have been designated to the Board of Selectmen. ***Motion to table discussion until August 3<sup>rd</sup> passes unanimously.***

**Mandate of in-person early voting hours:** *Haley Meczywor, Town Clerk* Cards are being mailed out mail-in voting for the State Primary Election on September 6<sup>th</sup>, but there will be in-person early voting hours. If you still want to vote in person but can't make it on September 6<sup>th</sup>, Town Hall will be open on Saturday, August 27<sup>th</sup> for early voting. August 27<sup>th</sup> will also be the last day to register to vote so you are eligible to vote in the State Primary on September 6<sup>th</sup>. The following week, Town Hall will be open for in-person early voting 9am until 4pm on Monday, Tuesday, and Thursday, 9am until 5pm on Wednesday, and 9am until 12pm on Friday. Ballots have not come in yet, so you will not see them in your mailboxes yet.

#### **SUB-COMMITTEE AND LIAISON REPORTS:**

***Member Rosenberg:*** Working with the board of health to increase wellness in town, which is particularly important in light of the COVID-19 Pandemic. *Member Rosenberg* asked for clarification from Jay Green, Town Administrator, on how the allocation of funds for the Board of Health works. Jay Green clarified that the chair of the Board of Health does not have the authority to allocate funds. Authority rests with the department head.

**Chairman Duval:** If a town resident in our community is having an issue the can feel free to go to the town website and contact Chairman Duval with questions.

**EXECUTIVE SESSION:**


*Vice-chair Hoyt moves to go into Executive Session for reasons 3 and 6 in order to discuss a negotiating position with cannabis businesses including MOTAH 420 Inc. Member Nowak Seconds. Motion passes unanimously via roll-call vote.* Board moves into Executive Session at 8:40pm.


**ADJOURNMENT:**

*Motion made by Vice-chair Hoyt to adjourn, second by member Blanchard. Vote: unanimous. Motion passed. Meeting adjourned at 9:05 p.m*

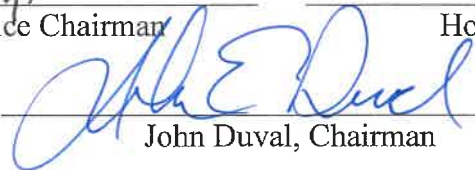
Respectfully Submitted by Brianna Hantman,  
Recording Secretary

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Joseph Nowak, Member

  
\_\_\_\_\_  
Richard Blanchard, Member

  
\_\_\_\_\_  
Christine Hoyt, Vice Chairman

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Howard Rosenberg, Member

  
\_\_\_\_\_  
John Duval, Chairman

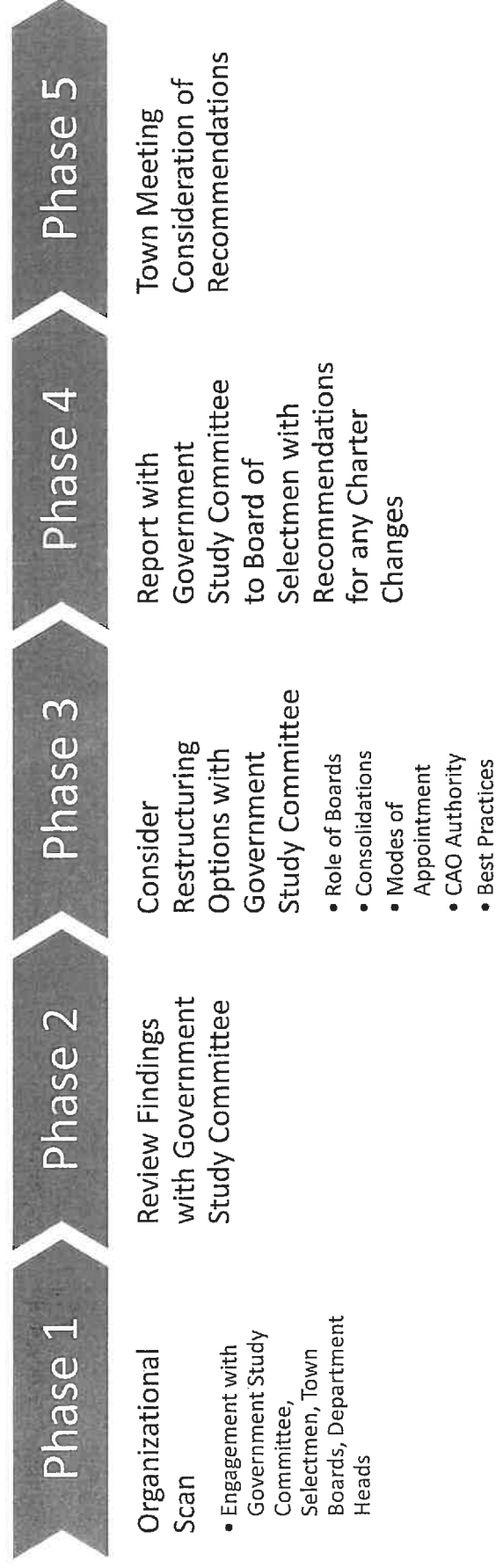


# Adams Government Study

Report of Progress to Board of Selectmen

July 20, 2022

# Project Outline



# Phase 1 – Organizational Scan

- Review of Documents
  - Charter
  - General Bylaws
  - Division of Local Services Fiscal Evaluation and Management Review (June 2017)
  - Audit Management Letters (FY 19 and FY20)
- Initial Interviews
  - Select Board Members
  - Town Moderator
  - Finance Committee Chair and Vice Chair
  - Select Department Heads

# Phase 1 – Committee Work

- Organization
  - Elect Officers
  - Review Committee Charge
  - Committee Goals and Consideration of Success
- Discussion and Identification of Areas of Study
  - Presentation of Potential Issues by Consultant
  - Experience with Adams Town Government
  - Review of Town documents
  - Review of government study materials provided by Consultant

## Phase 2 – Report to Board of Selectmen

- Progress
- Areas of Study
  - Divided by Topics
  - Questions and Probes to drive Discussions
  - Comparative Communities and Best Practices
  - Discussion with current office holders and personnel
  - Utilize Outside Speakers and Technical Assistance
  - Implementation Options
- Planned Schedule/Timetable



# Areas of Study: General

- Charter Preamble to set community vision
- Recall Provision
- Adequacy of Referendum Provision in Charter
- Community Engagement
- Civility Standards
- Formalized Strategic Planning Process
- Gender neutrality
- Opportunities to simplify processes and add meaning
  - Pre-Town Meeting sessions

# Areas of Study: Legislative Function

- Review Representative Town Meeting and Other Options
- Size of RTM
- Number of regular Town Meetings per year
  - Timing of regular Town Meetings
- Size of Finance Committee
- Term of Moderator

# Areas of Study: Executive Function (1)

- Division of Executive Functions- Selectmen, Town Administrator and Elected Officials
  - Policy-making
  - Day-to-day operations
- Town Administrator Responsibilities and Authority
  - Operational Responsibilities
  - Appointment Responsibilities/Authority and Process
- Financial Management
  - Budget Process
  - Capital Planning
  - Fiscal Forecasting

# Areas of Study: Executive Function (2)

- Review of Boards and Commissions
  - Purpose and Function (Roles and Responsibilities)
  - Size
- Modes of Appointment/Selection of Town Officials
  - Statutory Positions
  - Boards and Commissions
  - Elected vs Appointed
  - Appointment Process

## Areas of Study: Executive Function (3)

- Personnel Function
  - Bylaw or Administrative
- Other Issues
  - Niche positions
  - TA Residency Requirement

# Planned Timeline



## MEETING TOPICS and DISCUSSION QUESTIONS

### 1. Representative Town Meeting

- a. Should RTM be retained or move to OTM?
  - i. If retained, is size appropriate?
- b. Should Town Meeting occur more than once a year?
  - i. If yes, when?
  - ii. Should a pre-Town Meeting session be formalized in some manner?

### 2. Other Legislative Issues

- a. Is the current Charter language regarding referendums adequate or should it be modified?
- b. What is the proper size of Finance Committee?
- c. Should the Moderator term be extended to three years?

### 3. Executive Functions

- a. Is the division of executive functions working effectively for the operation of Adams local government? Areas of possible improvement?
  - i. TA perspective
  - ii. BOS perspective

### 4. Boards and Commissions and Modes of Appointment Introduction

- a. Review the purposes and functions of the Town's Boards and Commissions.
  - i. Are they required by statute, Charter, bylaw, or ad hoc?
  - ii. If not statutory, are they still needed?
- b. Review options for modes of appointments

### 5. Modes of Appointment

- a. Which modes of appointment are preferred for each position of Town government in Adams
  - i. Statutory Positions (ex. Town Clerk, Treasurer/Collector, Assessor)
  - ii. Boards and Commissions

6. Town Administrator Responsibilities and Authority

- a. Is the appointment authority of the TA efficient and effective?
- b. TBD based upon discussions in #3
- c. Financial management responsibilities

7. Financial Management

- a. Is the budget process effective? How can it be improved?
- b. Is the capital planning process effective? Can it be improved?
- c. Should financial forecasting be a required component of the Charter?

Personnel Function

- d. Is the personnel system of the Town well defined?
  - i. Does the system work effectively?
  - ii. Should it be legislative or executive?

8. Other Issues

- a. Does the language regarding TA residency require modification?
- b. Should the Town have recall language within the Charter?
- c. Are their niche positions within the government organization that are no longer necessary?
- d. Review examples of community engagement language
- e. Review examples of formalized strategic planning language
- f. Review examples of civility language

9. Final Report

- a. Charter recommendations
  - i. Format
    - 1. Charter Amendments or Charter Replacement
  - ii. Gender neutrality
- b. Other Recommendations
  - i. Bylaws
  - ii. Policies and Practices