

December 18, 2013

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On the above date the Board of Selectmen held a meeting at Town Hall at 7:00 PM. Chairman Duval presided, present were Michael Ouellette, Arthur Harrington, Joseph Nowak, Richard Blanchard, Jonathan Butler, Town Administrator and Edmund R. St. John III, Town Counsel.

Chairman Duval called the meeting to order at 7:00 PM.

CITIZEN'S CONFERENCE

Jeff Lefebvre, resident updated the Board on the Veteran's Clothing Drive it was very successful. He also asked about the Zoning Board having the rules of order and must have them at each meeting. He said "the last time they were updated was in 1984 and he knows basically for a fact there is a big problem coming up and if you don't follow the rules of order you can get yourself in trouble."

NEW BUSINESS

The Traffic Commission held a meeting on Monday, November 18, 2013. They discussed that there are "NO PARKING" signs presently in place on the east side of Summer Street starting at Center Street heading north to Smith Street, but are not formally in the Traffic Regulations. The Commission unanimously voted in favor of having the aforementioned formally placed in the Traffic Regulations, Article III Section 202-41.

A motion made by Member Harrington, seconded by Member Blanchard to approve the Traffic Commission request – Unanimous motion passed.

The Personnel Sub-Committee met on Wednesday, December 11th to discuss several items, one is the Tourism Development Director Position and approval of a hiring committee to fill the position of DPW Director.

There was discussion by the Board regarding the recommendation of a hiring committee to fill the DPW Director position. The Personnel Sub-Committee recommends using a hiring committee. The Hiring Committee will be comprised of the following individuals, Skip Harrington – BOS Representative, Mary Beverly - Town Accountant, Donna Cesan – Community Development Director and Jonathan Butler – Town Administrator. A smaller committee will streamline the process and present to the Board a qualified candidate for ratification. Member Blanchard asked why current DPW Director Tom Satko wasn't on the hiring committee, Member Harrington replied, for the same reason Chief Poirot wasn't on the selection committee for the new Chief of Police. Mr. Butler commented that if this is the route the Board of Selectmen chose he would share the application packets with Mr. Satko for his feedback. Member Blanchard also commented that he doesn't feel the Board is selecting the new DPW Director from a field of one. Member Harrington commented that they will be by either approving or not approving the selection. Chairman Duval commented that Member Harrington being on the hiring committee, the Board will be seeing all resume's and can always communicate with Member Harrington who can provide status on applicants to the Board

Members. Members, Nowak, Blanchard and Ouellette want to continue and use the same hiring process as was used to hire a new Chief of Police. They commented that the Board of Selectmen appoints only three positions, the Town Administrator, Police Chief and DPW Director. Member Ouellette feels the committee should do the screening and present to the Board a couple of candidates for the position. Member Nowak stated that he has mixed feelings both ways. One thing he doesn't like is the Hiring Committee will have four members interviewing and that puts a chance of two members not liking the person and I don't like that so much because I think you need an odd number because if two people want someone and two want another one what do you do? Mr. Butler stated that he often does interviews that include himself and another Department Head and we are always able to arrive at a consensus. Member Nowak commented that he concurred with Member Blanchard and Member Ouellette that if it's in our charter that the Select board members are the appointing body, he would like to see some candidates come forward. You can get a good feel when you talk to people as it stands now he agrees with the other Members not to use a hiring committee.

A motion made by Member Harrington, seconded by Chairman Duval to approve the Personnel Sub-Committee to use a hiring committee for the DPW Directors position – 2 Yeas, 3 Nays motion failed.

A motion made by Member Ouellette, seconded by Member Blanchard to use the same hiring process as was used for hiring the new Chief of Police – 4 Yeas, 1 Nay motion passed.

OLD BUSINESS

There was discussion by the Board regarding the Tourism Director Job description, some Members felt the job description was well written and the position was needed in the Town. Member Nowak felt the job description was rambling and to far reaching as it was presented to the Board. He felt there was too much in the description, it would intimidate him if he was to apply for the position, he didn't particularly like how the job description was written.

A motion made by Member Harrington, seconded by Member Blanchard to approve the job description for the Tourism Director – Unanimous motion passed.

SUBCOMMITTEE/LIAISON REPORTS

Member Harrington updated the Board on two different committees; one is the Bike North Berkshire and Bike Counsel. They have adaptive equipment available for people who are disabled. They have a place in Adams to store the equipment but the public can't access it at this location. They are looking for a place to house the equipment near the trail in Adams. Once a location is determined and the equipment is stored there, they plan on approaching schools groups to help with adjustments; even if it's just putting air in the tires then the equipment will need to be fitted to the person riding it.

ADMINISTRATORS REPORT

1. The Community Development Director and I have been conducting interviews for the Program and Grants Coordinator position throughout the past two weeks. We have now conducted a total of four interviews, and expect to have a candidate for ratification at the next regularly scheduled Selectmen's meeting.
2. The Town met with the Library Board of Trustees to discuss details pertaining to the proposed library renovations project this past week. The Town continues to plan on having this project ready for the Town's review and approval at a Special Town Meeting this spring.
3. There was a Department Head Meeting in my office last week to formally kickoff the fiscal year 2015 budget season. Department budgets will be submitted to my office in late January and I expect to present the Board of Selectmen with the first draft of the Town budget at some point in late February/early march. At this point in time it is a bit too early to make any projections, but we continue to closely monitor the status of both state and local revenues as well as the pending assessments from the school districts.
4. I attended a Chapter 30B (Procurement Act) training yesterday in Stockbridge, with an eye towards getting up to speed on any recent changes to the state law and other new interpretations of procurement issued by the State Inspector General's Office.

POLICE DEPARTMENT

Chief Tarsa informed the Board that the Police Department was awarded a grant of \$4,642.90 to combat underage drinking. Adams was the only community to receive the grant. The Police Department also received a grant for infant car seats and the canine unit which was first thought to begin in May could begin in a few weeks, earlier than expected.

OTHER DEPARTMENTS

The Adams Free Library Board of Trustees recommends Jill Pompi as a trustee to fill the current vacancy on the library board. Ms. Pompi is an educator with the local school system and would serve as an important liaison between the library and the district.

A motion made by Member Nowak, seconded by Member Ouellette to approve the appointment of Jill Pompi to the Adams Free Library Trustees till the annual Town election in May – Unanimous motion passed.

TOWN COUNSELOR'S REPORT

The following work was performed since my last report:

- Reviewed purchase and sale agreement.
- Communication with Town Administrator regarding special town meeting.
- Communication with police chief regarding Public Records Act request and the provision of a response.

ANNOUNCEMENTS

Administrator Butler announced for the DPW Department that homeowners do not shovel snow into the roads. The snow should not be shoveled into the public way, especially after it has been plowed.

OTHER BUSINESS

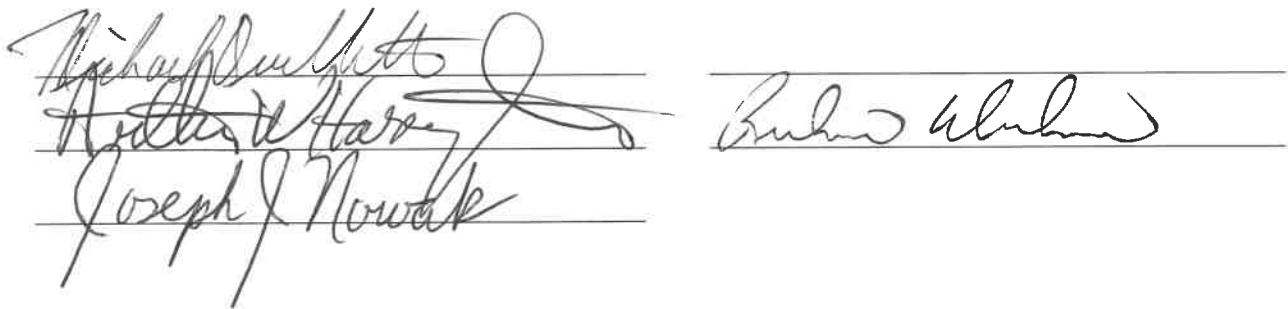
There will not be a Board of Selectmen meeting over the next two weeks for the holiday season.

GOOD OF THE ORDER

Member Nowak stated that he had a gentlemen ask him about the sidewalks, there are areas not shoveled. Member Nowak suggested that the home owner might be elder or handicapped and unable to shovel them he asked what they should do, Administrator Butler replied that the Town has always encouraged people to be good neighbors, if they have neighbors that are unable to shovel to please help them. The Youth Center in the past has had kids would will shovel for a small fee. Member Nowak also commented that he would like the suggestion box put in Town Hall and Library. Member Blanchard commented that a previous Board had approved a suggestion box; we would just have to get a new one. Member Nowak also wished the residents a safe and happy holiday season and Merry Christmas. Member Blanchard asked if the Council on Aging was still doing the Bucket of Sand Program, yes they are. He also commented that with the weather being rainy to be sure to clean out your storm drain also Happy Holidays.

With no further business to transact, a motion made by Member Ouellette, seconded by Member Blanchard to adjourn at 8:30 PM. – Unanimous motion passed

Respectfully Submitted
Melissa Schaffrick
Recording Secretary


Michael D. Ouellette
Heather D. Harrington
Joseph J. Nowak
[Signature]