

**TOWN OF ADAMS, MASSACHUSETTS**  
**ADAMS TOWN HALL BUILDING, 1<sup>st</sup> FLOOR, ADAMS, MA 01220**

**BOARD OF SELECTMEN MEETING MINUTES 8/23/17**

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**Call to Order:** Meeting was called to order by Chairman Duval at 6:00 p.m. Blanchard, Hoyt and Nowak were present.

TOWN CLERK  
ADAMS MASS.  
CLERK

**Policy Guidelines Handbook: Initial Review** – Chairman Duval noted the document was not completed, and the Town Administrator gave written input numerous cross-out suggestions for changes. Board Members advised they wanted to have more time to go over the document and the proposed changes. Administration and Personnel encompasses over half of the handbook. A suggestion was made to divide it into sections to review over a couple of meetings. A request was made and consensus was reached to have department heads give input to appropriate sections. Sections 100 and 200 will be reviewed by Members, comments and update suggestions made at next week's Workshop Meeting. A recommendation was made to invite the Department Head to the meeting the week before their section would be reviewed. It was noted that the Public Safety and Human Services sections are blank, and that there should be a section to guide the Chairman in an emergency. Massachusetts Municipal Association has a template that the Town Administrator can request.

**Open Action Item Review:** Chairman Duval reviewed the list. *Stormwater Management:* The Town set aside \$10,000 per year for this and Directors Cesan and Nuvalle are working on it. The funds set aside will not come close to the need and it could be a major issue in the future. The state is looking at this for financial feasibility and the selection of certain communities which was not deemed fair. This will be on a meeting agenda and an update gotten from the Town Administrator and Community Development Director. *Memorial School Gym:* the results of the mold testing done in July, 2017 for this and the C.T. Plunkett Boiler Room have not been received, and the Town Administrator will provide the results. Chairman Duval was informed there is no mold at this time in C.T. Plunkett. *Special Town Meeting:* The process was reviewed and would require a special ballot. Nobody has come forward with a petition, and the Town Clerk provided information. It is within the 100 days now. *Cable Company Workshop:* This item is completed. *Facility Use Request Procedure Review:* This is regarding the use of a room vs. property and Parks Commission frustrations were explained. Anything needing a Police presence and alcohol always come before the Board of Selectmen. It was noted if it taxes Town personnel and requires paying for cleaning it must come before the Board. Parks Commission is a recommending body, so requests still must go before the Board. A question was raised about whether changes need to be made in the Town Charter. The current form needs to be reviewed and leaves questions. It will be discussed in a future workshop. *DLS Financial Management Review Report:* this was given to the Board and discussed with the Finance Committee. The report suggests a reduction in the number of Finance Committee Members but this would require a change to the Town Charter. The process to change this was discussed and included whether certain skills, certifications and political party balance should be considered by the Moderator for Finance Committee Members. Other communities will be reviewed for how they select members. *Town Administrator Evaluation:* Chairman Duval advised he talked the Town Administrator about it but it will be an agenda item and Board Members will have an opportunity to go over the review and put it in a public meeting. This will be on the next agenda and each Board Member will discuss their points. *Goals* will also be on an upcoming agenda. One of the goals is to monitor the budget. *Creation of Internal Control Policy* and *Creation of Draft Hiring Policy:* These will be discussed after minutes from May 11, 2016 are reviewed. *Engagement of Emergency Management Policies:* Questions were posed about historical events and changes were noted with all departments.



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Mutual Aid Agreements were discussed briefly. *Provide a List of Open Projects*: A list will be provided with what needs to be done to close them by the Town Administrator. *Installation of LED Lights in Downtown*: Two lights were installed as samples and one needs to be selected so the Town Administrator can move forward. This will be on the agenda for next meeting. *Review and Creation of the Board of Selectmen Policy Handbook*: this is being done now. *Report from Intern*: this item has been crossed off, as it was last summer's work and too old. *Economic Development Commission*: Member Hoyt expressed interest in working on this, as the Economic Development Commission has become inactive, and will provide the Board with an update. *Goals from Last Year*: These need to be closed before setting new ones. The Town Administrator will give the Board the status of these in next week's meeting and then identify the current year's goals. *Set a policy on Sewer Fees*: This was briefly reviewed as a way to change the tax rate number by including the sewer fee in the tax rate. It will be discussed in the next meeting to determine whether to go forward with it. *Inter-Municipal Agreement with New Ashford*: This agreement and the one with Dalton are coming to an end. *Wastewater Treatment Plant Public/Private Partnership*: There was one meeting on it and some pushback but will be discussed for goal setting. It was more expensive with minimal savings. The Town Administrator will be asked to give an update. *Newspaper Vending Machine Placement*: A policy needs to be created for placement locations. The Board must determine if the Town should have a policy for a permit process. *Russell Field Allocated Grant \$15,000*: This is being managed by Community Development Director Cesan. Another update will be given at the Parks Commission meeting in September, and the Board will invite Parks Chairman Cernik to give an update. *Policy for McKinley Statue*: It was noted that respecting the office of President is important and it will be discussed during the policy process. *Commercial Street Project*: This is being worked on with Town Counsel and the Insurance Company. *Event Committee Policy*: The Town Administrator wanted to recreate the Event Committee and it will be discussed with goal setting. Discussion ensued about the number of required police officers at events and concern was expressed about reinventing an Event Committee. *Murray Street Bridge*: Estimates received were very high and recommended replacing the bridge. As long as it is still safe it will continue the way it is unless the Board moves it forward at Town Meeting. It was noted this may be an issue when the Train tracks are complete. *National Grid Easement and the Recycle Center*: The Town Administrator advised this operation will get going in September or October. *Pinnacle Park*: The vote was in favor of the Contractor and a discussion will take place with the Town Administrator. *Facility Use Request for the Boy Scouts for Greylock Glen*: This is resolved. *Russell Field Master plan*: This is going through the process. *Board to write a letter to State Administration regarding CDBG Grant Funding*: Chairman Duval will work with Community Development Director Cesan on this. *C.T. Plunkett Boiler Room*: The Town Administrator was to check on mold and should address this at the next meeting with the school air quality. *RFP for Russell Field*: This has been dealt with. *Annual Audit*: This has been done. *Grandview Terrace*: Discussion took place to look at ways to make it less costly. The Town Administrator is in favor of doing a study, which will need to go to Town Meeting for approval. *Medical Marijuana Dispensary*: A potential Dispensary continues to look for a location in Adams. *Stormwater Flooding on Grant Street*: This is being looked at. *Job Description Review*: This is for the Alternate Building Inspector. *Discussion on Reserve Fund and Financial Analysis*: Town Administrator is going to provide more data. The Board is asking for five-year trend. *Invite Spectrum to a Board Meeting*: This has been done. Additional action items to be included are *Code Red*: The Town pays \$5,000 for it and the Sheriff's Department can do it for free. This will be discussed in September. *Greylock Glen ATV Vehicles*: A meeting will take place. Dogs are also an issue.

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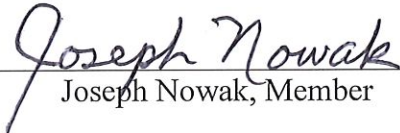
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**Sub-Committee / Liaisons Approval:**


Additional Board Sub-Committee and Liaison assignments were as follows: *Member Nowak*, liaison for the Board of Health and Cemetery Commission, and Adams Suffrage Centennial Committee. *Member Hoyt*, liaison to Adams Arts Advisory Board, Licensing Sub-Committee, Planning Board Alternate, Legislative and NBCC liaisons. *Chairman Duval*, Greylock Glen and Alternative (Green) Energy Sub-Committees. Discussion took place about whether or not to post meetings for sub-committees and there is a need to get legal input on it. The Boards and Committees will be notified of their liaison or sub-committee members by the Town Administrator once voted on. The Council on Aging and Public Safety Liaisons do not have representation, and will be discussed at the next meeting with goals. An announcement was made that MassDOT documents were signed for the fencing at the bridge by Aladco, and there is a ten year Time Warner Cable TV Renewal License in place that expires in 2024.

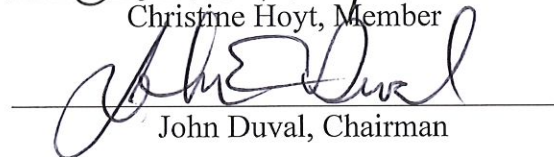
**Adjournment:** Move to adjourn by Member Nowak, second by Member Blanchard. Vote: unanimous. Meeting adjourned at 7:30 p.m.

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
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Joseph Nowak, Member

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Richard Blanchard, Vice Chairman

  
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Christine Hoyt, Member

  
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John Duval, Chairman