

# **SELECTMEN'S WORKSHOP MEETING AGENDA**

**Wednesday, June 12, 2013**

**TOWN HALL, MAHOGANY ROOM, 1<sup>st</sup> FLOOR**

**1. CALL TO ORDER – 7:00 PM**

**2. APPROVALS**

- Topia Arts – Swing Dancing at the Adams Visitor's Center - Sunday's throughout the summer.

**3. WORKSHOP DISCUSSION**

- Discussion – Selectmen's Subcommittee/Liaison Assignments
- Discussion – Selectmen's Policy & Procedures Handbook

**4. ADJOURNMENT**

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**June 12, 2013**

On the above date the Board of Selectmen held a Workshop meeting at Town Hall at 7:00 PM. Chairman Duval presided, present were Michael Ouellette, Arthur Harrington, Joseph Nowak and Richard Blanchard.

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

## **APPROVALS**

A motion made by Member Harrington, seconded by Member Ouellette to suspend the rules to allow the Board to vote on the Topia Inn request – unanimous motion passed.

There was discussion by the Board to allow Topia Inn to hold Swing line dancing at the Adams Visitors Center on the following Sundays – June 16, 23, & 30, July 7, & 21 and August 18, & 25, September 1.

A motion made by Member Harrington, seconded by Member Ouellette to approve the above request from Topia Inn for the Swing line dancing – Unanimous motion passed.

## **WORKSHOP DISCUSSION**

The Board revisited the discussion regarding the Subcommittee/liaison assignments. Member Nowak felt he was assigned to committees that he did not put in for and felt he would be more valuable on a subcommittee that had to do with land management policies, that is what he has been trained in. Member Harrington commented on the following, the Ashuwillticook Rail trail and the Berkshire Scenic Rail Way. He has been involved in these projects since the conception of them and has much vested in them. And he wouldn't want to give those up. He offered if any Board Member wanted the Liaison position to the Berkshire Regional Planning Commission or the Budget process to let him know. Chairman Duval explained that he reviewed the committees and Board Members and put them in those positions especially the Members who have been on these committees to continue with them. Member Ouellette asked Chairman Duval to place Member Nowak on the new Bylaws Committee, with his experience on the Conservation Committee for so long this is a good placement for his talents and experience. Member Nowak felt it would at least been fair if he was given one committee that he requested. It was decided that Member Nowak would be on the Bylaws Committee.

There was discussion by the Board regarding the Selectmen's Policy & Procedure Handbook. Member Blanchard gave a copy of recommended changes to each Board Member, he asked where is the rest of the handbook – there are chapters and numbers but there is nothing there. Member Ouellette explained that this was a guidebook for the Board Members it does not contain the whole charter.

Member Blanchard asked for a typo correction on Chapter 101 from 2 and change to 202. He also requested that under Chapter 108 Section 4 paragraph B, that paragraph B should be removed and placed under new Section 5, also to change the word shall to should. Chairman

Duval asked Member Blanchard what his reasons were for the changes. Member Blanchard explained that he feels the Board shouldn't be limited, if he wants to ask the Department Head a general question. Members Harrington, and Ouellette both agreed that Shall is more definitive than Should and does not approve changing as does Member Nowak. Member Blanchard felt that Shall means he cannot talk to any Department Heads, Member Ouellette explained that only questions needing detail information or documentation are the only ones that shall go through the Town Administrator. It was decided not to change Shall to Should, and to keep the language as written. Member Blanchard also asked about Page 11 - Chapter 208 – Posting of Meetings the statement included Saturday in the 48 hour period for posting that meeting, he understands it that Saturday is excluded from that 48 hour period and if so this should be changed in the policy book. Member Blanchard also asked about page 14 chapter 218 – Citizen's Petitions and Presentations – he asked about line C, it says further clarification of this section will be made in a later section – but there is no clarification in a later section he suggested removing the sentence. On page 16, chapter 303 Town Board 'Committee Appointments – he didn't feel the list was complete, missing was the Police Chief, Member Harrington felt before adding the Police Chief position they should get an opinion from Town Counsel.

Member Blanchard had the following "Should Add" items - The Board shall hold no vote until after Citizens Conference – If the Board is to take action on an item not on the agenda the public shall be allowed to speak on the subject before a vote is held - If at a workshop meeting the rules are suspended to vote on an item the public shall be allowed to speak on the subject before a vote is held. The Board discussed this and felt they have done a good job with allowing people to speak during meetings, even before and after Citizens Conference is finished.

Motion made by Member Ouellette, seconded by Member Harrington to suspend the rules to allow the Board to vote during this Workshop meeting – 4 Yeas, 1 Nay (JN) motion passed

There was discussion by the Board regarding the Terms of Office, Member Ouellette felt that the Sentence – No Chairman can serve more than two consecutive years terms – should be strike from the paragraph. He felt the Board should be allowed to nominate whoever they wanted for Chairman and not be restricted to the two term rule. He believes the Board should vote every year to decide who the Chair will be. Member Nowak and Member Blanchard did not support this change and feel it should stay at the two year limit.

Member Ouellette also asked if the Chairman of the Board could second a motion, it was discussed that in the past with only three members in attendance the Chairman could second a motion, but it was decided to review Roberts Rules to find out if on a five member board it would be allowed.

Member Nowak asked if the motion to suspend the rules to allow voting by the Board was in effect for the whole meeting or for the Topia Inn request only. After discussion it was decided that the Board only suspended the rules to allow the Topia Inn request. The Board then voted to suspend the rules for the whole meeting.

A motion made by Member Ouellette, seconded by Member Harrington to suspend the rules to allow the Board to vote during the rest of the Workshop meeting – 4 Yeas, 1 Nay (JN) motion passed

A motion made by Member Ouellette, seconded by Member Harrington to strike the sentence – No chairman can serve more than two consecutive one year terms – from page 7 section 102 – Terms of Office in the Selectmen's Policy Guide Handbook. - 3 Yeas, 2 Nays (RB & JN) motion passed.

A motion made by Member Ouellette, seconded by Member Nowak to add to section 210 – Suspension of Rules – three Yeas Votes after suspended by a majority - Unanimous motion passed.

Chairman Duval proposed changes to the Violations of Alcoholic Beverages Licenses section. It was decided that the Board would hold this for a future Workshop discussion.

With no further business to transact, a motion made by Member Nowak, seconded by Member Ouellette to adjourn at 8:21 PM – Unanimous motion passed

Respectfully Submitted  
Melissa Schaffrick  
Recording Secretary

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