

TOWN OF ADAMS SELECTMEN'S MEETING AGENDA

WEDNESDAY, May 16, 2012 – 7:00 PM

TOWN HALL, MEETING ROOM, 1st FLOOR, ADAMS, MA 01220

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TOWN CLERK
ADAMS MASS.

CLERK _____

1. **CALL TO ORDER – 7:00 PM**
2. **READING OF MINUTES – March 21st & April 4th, 2012**
3. **CITIZEN'S CONFERENCE**
4. **PUBLIC HEARING**
 - FY2010 CDBG - Community Development Block Program Hearing
5. **OLD BUSINESS**
 - Easement Agreements for Ashuwillticook Rail Trail Extension
 - Amendments to FY2013 Proposed Budget
 - Visitors Center Staffing Program
6. **NEW BUSINESS**
 - Discussion of vacant Selectmen's position
7. **SUBCOMMITTEE/LIAISON REPORTS**
8. **A. ADMINISTRATOR'S REPORT**
B. PUBLIC WORKS DEPARTMENT
C. POLICE DEPARTMENT
 - Appointment of Brenna Dorr to Reserve Officer**D. COMMUNITY DEVELOPMENT**
E. OTHER DEPARTMENTS
F. TOWN COUNSELOR'S REPORT
9. **ANNOUNCEMENTS**
10. **APPROVALS**
 - One Day Special Liquor License – Adams Turn Hall, 6 Turners Ave.
 - Saturday, June 2, 2012 – Members Appreciation Day –

- Saturday, August 18, 2012 – Members Picnic

11. **OTHER BUSINESS**

1. Agenda items

12. **GOOD OF THE ORDER**

13. **EXECUTIVE SESSION**

- To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

14. **ADJOURNMENT**

May 16, 2012

On the above date the Board of Selectmen held a meeting at 7:00 PM at Town Hall. Chairman Harrington presided, present: Mike Ouellette, Scott Nichols, John Duval, Jonathan Butler, Town Administrator and Edmund R. St. John III, Town Counsel. Absent: Paula Melville

Chairman Harrington called the meeting to order at 7:00 PM

MINUTES

A motion was made by Member Ouellette, seconded by Chairman Harrington to approve and waive the reading of the minutes for March 21st and April 4th - 2 Yeas, 1 Abstained (JD)

CITIZENS CONFERENCE

Resident Jeff Lefebvre welcomed Member Duval to the Board. The Maple Grove Civic Club will be meeting on May 20th and Sheriff Thomas Bowler will be the speaker this will be the last meeting till September. Jeff also stated that the clothing drive has started for summer clothing and items can be dropped off at Town Hall.

Member Nichols arrived at 7:05 PM

POLICE DEPARTMENT

A motion was made by Member Nichols, seconded by Member Ouellette to approve the ratification of Brenna Dorr to the position of Reserve Officer – Unanimous

PUBLIC HEARING

Donna Cesan, Community Development Director presented to the Board the FY2010 Community Development Block Grant, she gave a brief review of the Town's CDBG program and it's accomplishments under the FY2010 grant cycle. A copy of this document is attached to these minutes.

A motion made by Member Ouellette, seconded by Member Nichols to close the Public Hearing – Unanimous

OLD BUSINESS

The Board took the following votes to amend the FY2013 Budget.

A motion made by Member Nichols, seconded by Member Ouellette to approve the Administrators Personal Services at \$125,509 - Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Administrators Operating Services at \$95,000 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Employee/Retiree Benefits at \$1,049,739 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Accountant Personal Services at \$129,276 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Assessors Personal Services at \$131,458 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Treasurer Personal Services at \$119,361 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Building Inspectors Personal Services at \$143,424 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Police Department Personal Services at \$1,535,364 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Council on Aging Personal Services at \$195,012 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Library Operating Expenses at \$83,460 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Public Buildings/Property Maintenance Capital – Visitors Center Improvements at \$80,000 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Public Works – Personal Services at \$146,590 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Department of Public Works Personal Services at \$1,265,158 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the Building/Equipment Operating Expenses at \$186,570 – Unanimous

A motion made by Member Nichols, seconded by Member Ouellette to approve the gas Boiler Replacement at the Town DPW Garage at \$35,000 – Unanimous

Jonathan Butler, Town Administrator presented to the Board the Adams Visitors Center Staffing Plan. The Town is seeking to re-open the Adams Visitors Center on a temporary basis in order to operate as a downtown destination throughout the 2012 tourist season. After carefully evaluating different options, the Town recommends contracting out a Volunteer Coordinator position that will be compensated and responsible for the oversight of both current and future volunteers working at the facility. The Town would also like to see the Visitors Center open a

minimum of five (5) days a week, 35 hours weekly. This position will be structured as a contracted service, reporting directly to the Community Development Department and the Town Administrator or his/her designee. The service will be contracted on a monthly basis, and may be terminated or suspended at any point by the Town. After some discussion the Board gave their consensus for Mr. Butler to move forward with the staffing plan.

NEW BUSINESS

The Board discussed the vacancy on the Board that will be effective on July 1, 2012 due to the resignation of Member Paula Melville. Chairman Harrington explained there are two options and the Board can decide which of these they will implement. The Board can call for a Special Election or they can chose to have a four person Board. He would like to discuss the facts before pursuing either option. He believes it would cost the Town an estimated \$5000 to hold a Special Election, plus the costs of employees that will be needed to set up and break down the DPW garage. This is a very expensive proposition. He is very concerned about having to spend that much money to elect one person; this is not cost effective as it would be in a normal election where multiple positions would be on the ballot. He also asked Haley Meczywor, Town Clerk if this vacancy could be combined with the two elections that are already scheduled, the Primary Election in September and the Presidential Election in November. Ms. Meczywor indicated that was not possible, you would have to double up on ballot boxes and you would need double the personnel and you would still have the expense of printing the ballot, it would cost more money and be confusing to schedule these elections together. Regardless what the Board decides the public has the right to petition for a Special Election, but they would need signatures of two hundred registered voters. The Board after weighing all these options decided to continue with a four person Board till the Annual Election in May 2013.

SUBCOMMITTEE/LIAISON REPORTS

Chairman Harrington passed out to the Board Members a listing of Subcommittees/Liaison assignment sheets and asked each Member to fill in their name on which committee they would like to represent.

ADMINISTRATORS REPORT

A copy of the Town Administrators Report is attached to these minutes.

PUBLIC WORKS DEPARTMENT

A motion was made by Member Nichols, seconded by Member Ouellette to add to the agenda the approval of Seasonal Employees – Unanimous

A motion was made by Member Nichols, seconded by Member Ouellette to approve the ratification of the Seasonal Employees – Unanimous

TOWN COUNSEL REPORT

A copy of this report is attached to these minutes.

APPROVALS

A motion made by Member Duval, seconded by Member Nichols to approve the One Day Special Liquor License for Adams Turn Hall on June 2, & August 18, 2012. – Unanimous

OTHER BUSINESS

Agenda – Discussion on Warrant items

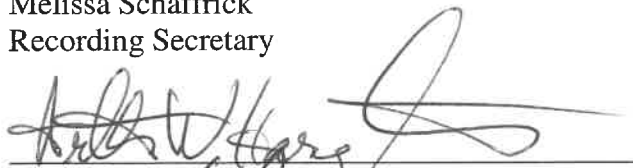

GOOD OF THE ORDER

Member Nichols announced the ground breaking event for the Dana Labbee Basketball Program.

Member Duval stated that there is a positive side to Adams and a lot of good things are happening. He feels there should be a plan or a vision as to where the Town should be. He realizes the Selectmen have had in the pass a strategic type plan but he has not heard much about it in the last few years. He explained a strategic plan they had on the School Committee, they identified local stakeholders in the community that would benefit from the type of plan they would be developing. The held it on a Friday night and all day Saturday, everyone who attended this meeting came out of it very positive and felt they made a difference. He requested through the Chair if he could talk to the officials who went through the first plan for the school system and bring back to the Board how it was done and the results they got out of it. Chairman Harrington feels this is a great ideal and he would like to share with Member Duval the list of objectives and goals they have had for the last few years.

A motion made by Member Nichols, seconded by Member Ouellette to enter into Executive Session at 8:19 PM to consider the purchase, exchange, lease or value of Real Estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body – Roll Call Vote – Unanimous

Respectfully Submitted
Melissa Schaffrick
Recording Secretary



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JONATHAN W. BUTLER
TOWN ADMINISTRATOR

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To: Board of Selectmen
From: Jonathan Butler, Town Administrator
Subject: Town Administrator's Report
Date: May 16, 2012

JWB

1. Construction began for the Enterprise Street Retaining Wall Replacement project this week, and will run about three weeks to completion. The project was awarded to AJ Virgilio Construction, Inc. for a bid price of \$62,000. The Town is using Chapter 90s funds to pay for this project.
2. The Greylock Glen infrastructure project is underway at the site. This project was awarded to DR. Billings, Inc., and has a construction budget of \$1,296,966.35. Our further agreement with MassDevelopment ties up another \$125,782 to pay for construction supervision and engineering services. The Town has a balance of \$577,271.65 remaining in our MassWorks grant contract to extend infrastructure improvements beyond the current Phase I scope. Project engineers are currently evaluating the cost of that additional work. This project is expected to be completed by the end of the calendar year.
3. The budget process continues to near completion, after tonight's Board actions we will follow-up with a Finance Committee Meeting on Monday night in Town Hall. After that meeting, there will only be one more required budget meeting each for the Board of Selectmen and the Finance Committee, to approve warrant articles for Town Meeting.



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May 16, 2012

Town Counsel Report

I participated in meetings and conferences concerning the documents for the Rail Trail. In addition, I have continued to work with the state concerning the language to be used in the easement documents.

I attended a hearing in the Housing Court to enforce the Sanitary Code against a property owner who allowed excessive garbage and trash to accumulate.

I drafted and sent a letter to a municipal employee to cease potentially illegal activities that might affect the Town's bargaining units.

I have assisted the Community Development Office concerning the easements for the former Albert's Hardware property.

I was asked to research the options available concerning the vacant Selectman's position. I provided a response to the Town Administrator that indicated that a special election may be held at the discretion of the Board or upon the petition of two hundred or more registered voters or it may not be filled until the next annual election.

I researched and provided advice to the Town Administrator concerning a request by a property owner to have the Town pay for a connection to the Town sewer system located on private property.



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JONATHAN W. BUTLER
TOWN ADMINISTRATOR

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To: Board of Selectmen

From: Jonathan Butler, Town Administrator

Subject: Adams Visitor's Center Staffing Plan

Date: May 16, 2012

JWB

The Town is seeking to re-open the Adams Visitor's Center on a temporary basis in order to operate as a downtown destination throughout the 2012 tourist season. After carefully evaluating different options, the Town recommends contracting out a Volunteer Coordinator position that will be compensated and responsible for the oversight of both current and future volunteers working at the facility. Below is a proposed model for the new position.

New Position: Volunteer Coordinator

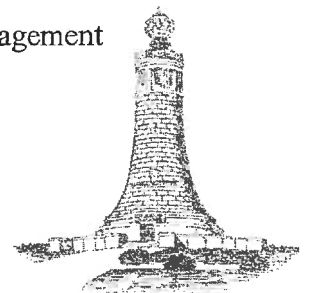
Compensation: \$1200 monthly

Hours: Position will be required to staff the facility 15 hours weekly, and work any additional time needed to carry out required responsibilities.

Required Responsibilities: Volunteer Coordinator will be responsible for the complete oversight of the Adams Visitor's Center staffing program. The program itself will require for the facility to be open 35 hours a week with a minimum of five days per week. Coordinator will be responsible for recruitment, scheduling, oversight and training of all Visitors Center volunteers.

Structure: This position will be structured as a contracted service, reporting directly to the Community Development Department and the Town Administrator or his/her designee. The service will be contracted on a monthly basis, and may be terminated or suspended at any point by the Town.

Qualifications: Interested parties must demonstrate a strong familiarity with the Town of Adams, including specific knowledge of local attractions and businesses. Interested parties will also have a strong sense of customer service, the ability to operate and problem solve independently. Preference will be given to candidates who can demonstrate the above skillsets in addition to having some supervisory or management experience.



"Home of Mt. Greylock"

**TOWN OF ADAMS, MASSACHUSETTS
FY 2010 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PUBLIC HEARING
MAY 16, 2012 – 7:10 P.M.
TOWN HALL – 8 PARK STREET**

AGENDA

1. Purpose of Hearing
 - a. Brief review of the Town's CDBG Program.
 - b. Brief review of accomplishments under the FY2010 grant cycle.
2. Program Activities under the FY2010 Grant Program

	Budget	Expended
a. <u>Rehabilitation Activities</u>		
Program Delivery	\$ 140,918.00	\$ 131,482.67
Commercial Improvements (Facades/Signage)	\$ 242,699.00	\$ 236,143.27
Housing Rehabilitation	\$ 397,500.00	\$ 397,500.00
b. <u>Planning Activities</u>		
Design/Engineering	\$ 75,000.00	\$ 75,000.00
c. <u>General Administration</u> @ 10.88%	<u>\$ 84,570.00</u>	<u>\$ 66,683.32</u>
APPLICATION TOTAL:	\$ 940,687.00	\$ 906,809.26

Staff will provide a brief review of FY10 CDBG Program:

- a. Brief review of the housing and commercial rehabilitation programs.
- b. Comments or questions from the public will be taken.