

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

**BOARD OF SELECTMEN MEETING MINUTES APRIL 4, 2019**

**CALL TO ORDER:** The meeting was called to order by Vice Chairman Nowak at 6:00 p.m. Present were Members Blanchard, Bush, and Town Administrator Green. *Member Hoyt arrived at 6:32 p.m. and Chairman Duval arrived at 6:36 p.m.*

**PLEDGE OF ALLEGIANCE:** *The Pledge of Allegiance was recited.*

**PUBLIC COMMENT:** *There was no public comment made at this meeting.*

**NEW BUSINESS**

**FY2020 Budget Review**

**Inspection Services:** *Building Commissioner Garner* advised that reductions had been made in the budget and upon review he had and no objections. He explained that the budget had been done for him prior to his arrival eight days ago. Next year he advised he would be better informed on it. Board Members had not questions on this budget.

**Weights & Measures:** *Town Administrator Green* advised this is for the annual state contract for, and has been consistently level-funded for several years. There were no questions by Board Members.

**Board of Health:** *Chairman Rhoads of the Board of Health* advised he was not given a copy of the budget. Town Accountant Beverly provided a copy for him. He advised that he had sent budget requests to Chairman Duval and inquired about trash removal, which is level funded. He asked for an additional line item for education materials and supplies and was advised that it is lumped together in the budget. He advised this budget matches more closely to what is anticipated to be spent. It was noted that the budget was reduced from last year. Nursing services have gone down considerably since last year. There were no questions from the Board.

**Library:** *Library Director Jayko* advised the budget was fairly level-funded. The Operations Expenses budget decrease showed funds moving into Personal Services to cover a staff position. Normal increases were explained as union contracts. Board Members inquired about the heating system at library needing replacement or repair. The Library will need a new boiler, which hopefully will be in the next application of Green Communities grant funds. The piping was noted as being over 100 years old and sections of the Library have no heat because it is supplied by air circulating through rest of the building. It was explained that the entire system needs to be looked at, not just the boiler, because the heat in the building cannot be counted on. It was noted that the heating system is alarmed with a low temperature sensor which notifies an alarm company, which in turn contacts Director Jayko and a couple other people, but not the Police Department. There were no other questions from the Board.

**Community Development:** *Community Development Director Cesan* advised she was comfortable with the budget as proposed. She noted changes being made in the Inspection Services budget to share the Administrative Assistant between the Building Commissioner, Code Enforcement Officer and Community Development. She explained this was because Community Development is taking back the Planning and Zoning Boards. This will provide staff support, provide a higher level of assistance to the public and provide written staff reports to help the boards make better decisions. It was noted that the budget was level funded from previous fiscal year.

**Conservation Commission, Planning Board, Zoning Board, Historical Commission and Agricultural Commission:** These budgets were reported to all be level funded.

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**Police:** *Chief Tarsa* advised that some budgetary items could be increased but he would make do with this budget. A slight increase was noted in required maintenance agreements. The budget for Tasers was explained as not being sufficient as the yearly recertification is \$1,200 for Taser cartridges alone. He noted he will need to take funds from another line item to cover costs. *Town Accountant Beverly* advised she had increased that line to \$1,000. It was explained that the need to handle dog excrement issues created a split position was created for parking and animal control needs. It was explained that Department of Conservation and Recreation (DCR) staffing decreased. Two Mobile Data Terminals (MDTs) in the cruisers are being updated and are outlined in the technology budget. It was explained that Toughbooks were more durable and had a longer life expectancy. The cruiser fleet was discussed and it was noted that the vehicles average thirty to forty miles per shift. The cruiser set for replacement was replaced last year through insurance which allowed the department to put an additional officer in the academy. Dash monitored radar units are on a rotation schedule for calibration but the Town must look at replacing them. With a grant for salaries and equipment the department was able to get hand-held radar units, updated firearms and regional radios. The Town researched solar powered speed detectors. Kumar, the K-9 unit was described as being a valuable addition to the department. The safety of officers was discussed and all officers wear vests per policy. Chief Tarsa was asked for a plan to have Sergeants not working on the desk and a future workshop will be scheduled with this information.

**Police Station:** Natural gas is level funded, and costs to date were reviewed. Extra money that is not spent goes into the General Fund. An increase due to maintenance on the elevator and generator were noted as just conducting business and out of town control. It was explained that there is a roof issue on the Police Station building which will be assessed to plan for it before it gets critical. It was pointed out that during the last heavy rain another leak was discovered in a different part of the building.

**Animal Control Officer:** The Animal Control Officer (ACO) position is currently a part time position. Concerns were addressed regarding not being able to get ahold of the ACO or not getting a desired response. Public expectation of an immediate response was noted and it was explained that the ACO is sometimes on foot. It was explained that if there is a call the ACO responds, checks emails and messages and follows-up. Board Members inquired if Police Officers move expired animals off the road or dispose of them in the absence of the ACO, but there are no shovels in the cruisers. Wind damage to the dog pound occurred, and an insurance claim was filed. The contractor hopes to get it done before summer to provide shade. Chief Tarsa will manage the combined ACO and Parking Attendant position.

**Parking Management:** This combined position with Animal Control will be under the management of the Police Department. Full-time hours will be during the daytime for 32 to 35 hours and could have flexibility on the weekend. This would be part of the combined position with the ability to be flexible to the needs of both Animal Control and Parking Management. Sundays and holidays have no charge for parking. Brief discussion took place about the possibility of having paid parking on Sundays at the Visitors Center lot but the Town ByLaw would need to change. It was explained that this position will maintain and empty the meters, and the DPW will order batteries. Older meters were outlined as being complex, and the DPW may need to address them if repairs are extensive. It was explained that the combined position would be responsible for the Greylock Glen, the Ashuwillticook Rail Trail and other areas. This position will be under the Clerical Union, and it was explained that both positions were negotiated with the union a couple years ago. Once the position is approved and it goes through Town Meeting it will go forward. The process for approving job descriptions was briefly reviewed. Parking meter coins go to the parking meter fund. Downtown parking issues were discussed.



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**Discussion and Approval of FY2020 Budget:** *Town Accountant Beverly* advised she made some changes and as each area was changed, other areas were adjusted. The overall budget decreased by \$6,000. Chairman Duval advised that everything that had originally been taken out of the budget was put back in except the truck for the Wastewater Treatment Plant, but now that department has an engineering study. The Skilled Laborer position has been put back into the Department of Public Works, and they are down to 9 Seasonal Laborers. The Part Time Custodian position is in the budget to assist the current Full-Time Custodian. Brief discussion took place about the wind storm damage to the salt shed and insurance is covering half of it. A suggestion was made to replace the rest of the north side, but it was noted that the funds had already been spent on materials for McCann to build a break room this year. Concern was expressed about the amount of salt purchased this season. It was advised that the Governor's budget was all that is out for the state currently. The state process was reviewed. It was reported that the Town audit was completed today and the Board should receive completed copies for review during a meeting with the board. It was expressed that the Town is fortunate that Berkshire Health Group had a 0% increase over last two years. Concern was expressed about taking free cash to defray taxes. It was explained that the use of free cash for this purpose has been done annually, but at a reasonable and sustainable level. The amount of Free Cash was reviewed. It was noted that the average tax bill based on an average single family will result in an average increase of \$95 per family. The tax rate goal was \$.60 and this budget is \$.53. *Member Hoyt* advised she is not able to vote on overall budget due to her husband being on the Board of Health. \$9,689,945 is the amount of the total budget.

***Motion made by Member Blanchard to approve the Board of Health Budget of \$11,305, second by Member Bush. Abstention by Member Hoyt. Voted in favor were Chairman Duval, Vice Chairman Nowak, Members Blanchard, and Bush. Motion carried.***

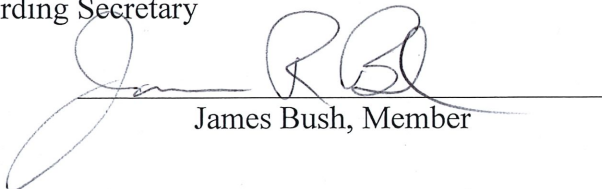
***Motion made by Member Bush to approve the rest of the Fiscal Year 2020 Town Budget as presented in the amount of \$9,678,640, second by Member Blanchard. Vote: unanimous.***

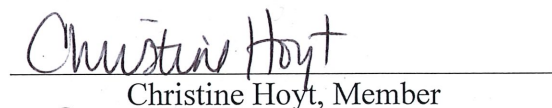
***Motion made by Member Blanchard to approve the Adams-Cheshire Regional School District budget in the amount of \$5,140,669, second by Member Hoyt. Abstention by Member Nowak. Voted in favor were Chairman Duval, Members Blanchard, Hoyt, and Bush. Motion carried.***

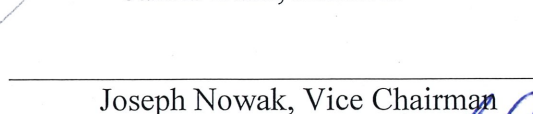
***Motion made by Member Hoyt to approve the McCann budget in the amount of \$1,010,634, second by Member Blanchard. Vote: unanimous.***

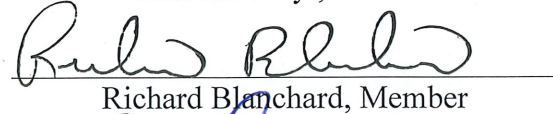
***ADJOURNMENT: Motion made by Vice Chairman Nowak to adjourn the meeting, second by Member Bush. Vote: Unanimous. Meeting adjourned at 7:34 p.m.***

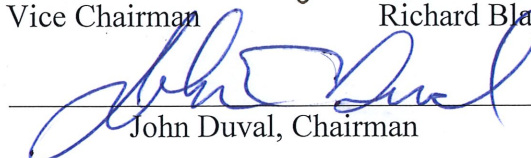
Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
James Bush, Member

  
Christine Hoyt, Member

  
Joseph Nowak, Vice Chairman

  
Richard Blanchard, Member

  
John Duval, Chairman