

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

**BOARD OF SELECTMEN WORKSHOP MINUTES 9/20/17**

**Call to Order:** Meeting was called to order by Chairman Duval at 6:04 p.m. Hoyt and Nowak were present, as well as Town Administrator Mazzucco.

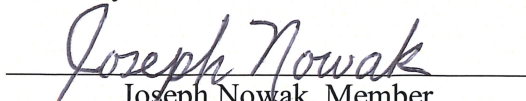
**Policy Guidelines Handbook:**

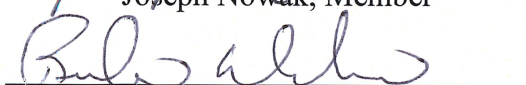
Town Administrator Mazzucco went over the process of reviewing the Policy Guidelines Handbook with Board Members, and outlined that it will result in the creation of several different policies. He reviewed his recommendations for rewording and deletion to make it administratively less cumbersome. Discussion took place regarding having two readings of a policy that is created, both in the workshop and then in a regular meeting prior to adoption. Rules of Order were noted as potentially being a second policy. Sections were reviewed for retention or deletion. A suggestion was made to move to only meeting once a month and adding flexibility by deleting the section on workshops. Rules for voting at workshops were discussed. A recommendation was made to delete the Executive Session section as the Open Meeting Law must be followed. Meeting posting requirements and recording of minutes were briefly reviewed. Clarification language was discussed regarding what constitutes a quorum and the term "Full Board". The meeting agenda structure, order, and contents were discussed, and a suggestion was made to include "Future Agenda Items". The adoption of the Remote Participation Policy was briefly outlined. The intent is to create a single binder with all policies in it, alphabetized. A desire to create a memo with staff recommendations as a cover letter before items in the packet was discussed. A change to the monthly report from the Town Administrator and distribution of the agenda were discussed. Citizens Petition was recommended to be changed to Public Input. Conduct of Board Members was reviewed. The Public Records Law was discussed in regards to communication to Board Members. Town Employee, Board and Committee appointments were reviewed. The process for transferring reserve funds, conflict of interest, and participation in Town Meetings were discussed. Also reviewed were professional and personnel goals and objectives for the Town Administrator, ADA policies and the goal of having a safe workplace. Changes will be made electronically and Board Members will give their inputs to be reviewed next week.

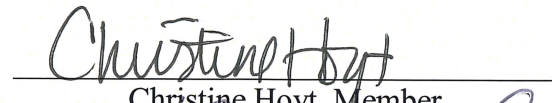
**Adjournment**

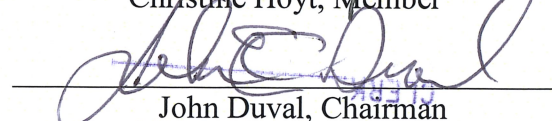
Move to adjourn by Member Hoyt, second by Member Nowak. Vote: unanimous. Meeting adjourned at 6:59 p.m.

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
Joseph Nowak, Member

  
Richard Blanchard, Vice Chairman

  
Christine Hoyt, Member

  
John Duval, Chairman

ADAMS MASS.  
TOWN CLERK

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