

TOWN OF ADAMS, MASSACHUSETTS
ADAMS TOWN HALL BUILDING, 1st FLOOR, ADAMS, MA 01220

RECEIVED-POSTED **BOARD OF SELECTMEN WORKSHOP MINUTES 11/01/17**

17 NOV 16 AM 9:55
CALL TO ORDER: Meeting was called to order by Chairman Duval at 6:30 p.m. Members Hoyt and Nowak were present as well as Town Administrator Mazzucco. Member Blanchard arrived at 6:36 p.m.

DISCUSSION ON ZBA PROCESS: Town Administrator Mazzucco advised the Town has never had a process for appointing Zoning Board of Appeals Members other than appointing all interested parties and auto-reappointing them annually. Time and training commitments as well as creating job descriptions were discussed. A recommendation was made to interview candidates at a live, televised meeting. There are two full positions and two alternate positions on the Zoning Board that are open. Tony Donovan's resignation was not accepted at the last meeting. Berkshire Regional Planning Commission offers trainings and there is a recommended block of courses for the Zoning Board Members. The Town Administrator recommended setting a goal for all members to get the Level 1 and Level 2 certifications and not reappoint them if they are not making the trainings. It was noted by Board Members that there are ways to make training options local. It was noted that there are differences between committees. Some committees make decisions that are legally binding to the Town and can cost money or the Town could be sued because they carry legal weight. The importance of training was emphasized, and to have the knowledge of Massachusetts General Law and retain an attorney. A question was posed regarding the legality of requiring training on a volunteer board. The Town Administrator advised the Board can appoint them but cannot make them take trainings. The Board can hold a hearing to remove Members for poor attendance or not attending trainings. The Board was reminded that the Appointing Authority sets expectations. An inquiry was made about whether there are budget funds for training, and was advised the Town can always find money because it is not expensive to hire someone to do training locally. The Town Administrator or Town staff would drive Zoning or Planning Board Members to trainings. Applications for those interested were discussed briefly. Concern that applicants would be uncomfortable with the live televised interview style meeting was expressed. It was noted that all applicants should be held to the same standard for consistency. Town insurance and Legal Counsel may not cover all Boards and Members equally. The Board was advised that if a Member is acting in Good Faith they are covered but defense is not offered if they are not acting in Good Faith. Conflict of Interest areas were discussed as important information for applicants to have. Training designs were discussed as half day Board and Committee Trainings to cover Conflict of Interest, Open Meeting Laws and expectations of Board and Committee Members. Member Hoyt will work on an application and job description and get it in by next week.

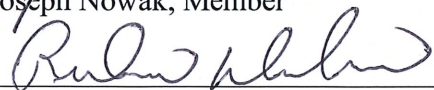
ADJOURNMENT

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

Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary



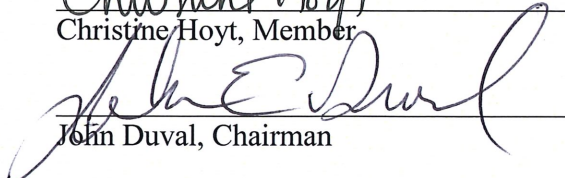
Joseph Nowak, Member



Richard Blanchard, Vice Chairman



Christine Hoyt, Member



John Duval, Chairman