

# Meeting Minutes

## Town of Adams Board of Selectmen

### Board of Selectmen Regular Meeting

May 21, 2014

On the Above date the Board of Selectmen held a meeting at Town Hall at 6:30 p.m. **Chairman Harrington** presided, and present were members **Arthur Harrington, Joseph Nowak, Richard Blanchard, John Duval, and Jeffrey Snoonian**. Also in attendance were Town Administrator **Jonathan Butler** and Town Counsel **Edward St. John III**.

Meeting called to order at 7:00 p.m. by **Chairman Harrington**.

The Pledge of Allegiance was recited.

### Reading of the Minutes

- March 18, 2014
- March 19, 2014

*Motion to Approve the Minutes from March 18, 2014 and March 19, 2014 as they currently read by Member Blanchard*

*Second by Member Snoonian*

*Unanimous vote*

*Motion passed*

### Citizen's Conference

### *Upcoming Events*

**Kelly Rice**, Volunteer for Adams Events Planning Committee updated on the summer program for upcoming events. Street Fair has been cancelled for the year due to difficult logistics for moving it. The Street Fair will be brought back next year with newly renovated Park Street.

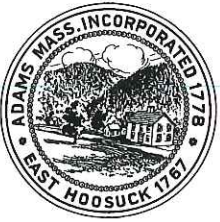
#### **June:**

- **June 22** is the *George Coop Memorial Race* that starts at the Visitor's Center.
- **June 26<sup>th</sup>** is Community Night at the Visitor's Center from 6pm to 8pm.

#### **July:**

- **July 6<sup>th</sup>** Summer Concert Series begins at the Visitor's Center, and was moved from Thursdays to Sundays, ending on August 24<sup>th</sup>.
- **July 27<sup>th</sup>** is the *Annual Pedal and Plod* on Summer Street
- **July 31<sup>st</sup>** is *Cruise Night* on Center Street

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### **August:**

- *Adams Agricultural Fair* takes place during the first week in August
- *The Quaker Meeting House* will be open Sundays from 1pm to 4pm
- **August 1<sup>st</sup>** is the *Lego* Movie
- **August 8<sup>th</sup>** is the *Despicable Me 2* Movie
- **August 9<sup>th</sup>** is the Town-Wide Tag Sale
- **August 10<sup>th</sup>** is the *Dash for Dana* Road Race
- **August 15<sup>th</sup>** is the *Smurfs* Movie
- **August 22<sup>nd</sup>** is the *Frozen* Movie

### ***Town Hall Decoration***

**Barbara Meczywor of Precinct 1** inquired what happened to the bunting that used to decorate the Town Hall around Memorial Day, because it wasn't up over the last two years. If the material deteriorated she suggests it should be replaced in the budget.

**Town Administrator Butler** will check on the status of the Bunting.

### ***Population Decline***

**Jeff Lefebvre** thanks Dan at the Grille and everyone who supported the *Maple Grove Civic Club* over the last year. Thanks also to Joe Malloy who spoke there regarding the population decline as well, which was not good news for the community.

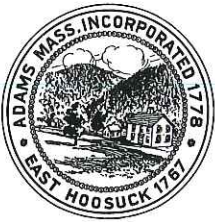
### ***CBG Grant Money***

**Jeff Lefebvre** inquired how long it takes before a project gets accomplished after an application for grant money.

**Town Administrator Butler** advised the time varies, depending on the scope of the project and how it plays out; sometimes it extends to a second or third year before they are closed out and they can file for extensions if necessary. He asked Mr. Lefebvre if he had specific questions, and if so if he submits them to his office he will be happy to get him answers to his specific questions.

**Jeff Lefebvre** stated that the Town has quite a number of projects going on and nothing ever getting done. He wouldn't submit questions but would make a few phone calls to get the answers.





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### Public Hearing

#### *Petition from Verizon for Gould Road Pole Relocation*

*Motion made to go forward with the Public Hearing by Member Duval*

*Second by Member Snoonian*

*Unanimous vote*

*Motion passed*

**Paul Davis of UC Synergetic from Sunderland**, an engineering contract company doing design work for Verizon and is representing Verizon on their behalf. The petition is for a piece of conduit on Gould Road that will be placed from pole 2 on Gould Road, to a small green box 116' away from pole 2. The objective of the conduit is to give an alternative route because the service is currently underground, and there is no aerial service there. It would give an alternative to use aerial service in the future if needed to serve the Glen area. The intention is to dead-end the electric right into the boxes.

No public questions or comments.

*Motion to come out of Public Hearing by Member Duval*

*Second by Member Blanchard*

*Unanimous vote*

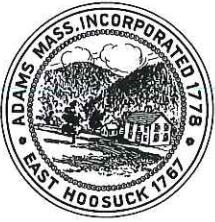
*Motion passed*

### Old Business

#### *Decision regarding League Payments*

In a budget hearing approximately a year ago, there was a discussion about putting in a sprinkler system at Valley Street Field, centering on having the leagues help out with the payment of the sprinkler system. The repairs were around \$13,000 for the existing systems. The agreement was that the Town would fund the repair project, and in exchange the leagues would give the Town management and control of the systems so they could be properly flushed out each year in order to preserve continuity, by making it part of regular DPW maintenance.

The Board of Selectmen made a decision and neither of the League representatives nor Parks Commission were in attendance. The vote was in favor of having Leagues help pay, and the Board now would like to change the decision, now knowing that the money that the leagues make goes back to the kids. The Town Meeting voted to pay \$15,000 for the sprinkler system so that has been paid for and is being kept up. It was a good investment for the town, and hundreds of families use the area. Town has the responsibility of protecting the investment and making sure the sprinkler system is maintained properly, so the taxpayers' money is protected in this



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investment currently in place. One check was received but never cashed because no checks were received from the other two Leagues, as there was confusion from the other two Leagues; in the process of getting it sorted out the check expired.

*Motion made by Member Duval to rescind the vote that the Board took at the Budget Session during Budget Hearings over a year ago, to have the Leagues pay for a portion of the repair of the sprinkler systems.*

*Second by Member Blanchard*

*Abstention by Member Nowak*

*Members Snoonian, Duval, Blanchard, Harrington voted in favor*

*Motion passed*

*Motion made by Member Blanchard to forgive the Leagues of the debt*

*Second by Member Duval*

*Abstention by Member Nowak*

*Members Snoonian, Duval, Blanchard, Harrington voted in favor*

*Motion passed*

### New Business

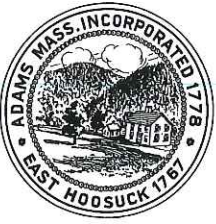
#### *Town Administrator Transition Plan*

The Town needs to post the Town Administrator position quickly and advertise on a wide basis to get the best candidate possible. The Town needs to develop a Transition Plan to carry the Town through until a new Town Administrator is on board. Town Administrator Butler indicated there may be another job opportunity before the end of his three year contract so the Board cannot wait until the end of the year to start the process. A Search Committee will need to be formed. In the past, the Search Committee was comprised of 5 members, interviewed approximately 15 candidates, and Members of the Select Board were not on the committee. The Committee submitted 3 finalists to the Board, who then conducted public interviews. Suggestions to either wait until formal notice is given by the Town Administrator or start the process at the 6 month mark prior to the end of the current Town Administrator's contract were heard.

Town Administrator Butler suggested finding an internal person to operate as *Interim Town Administrator* during the process so the Town is not left without a Town Administrator during the process. It would keep the professional transition secured.

This item will be on next week's Workshop Agenda.





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### *Add Warrant Article to Annual Town Meeting*

Adams Agricultural Fair requests to add a Warrant Article to make an expenditure of \$5,000 for much needed upgrades to Bowe Field. The restrooms are in need of painting, and for safety more lighting is needed in the restrooms, as well as upgrades to the electrical panel on that building. One outdoor light on the pole needs to be upgraded as it is on steadily day and night. This request was submitted to the Clerk's Office in March but never got to the Finance Committee, so the oversight caused it to be added at the last minute. Town Clerk advises the Select Board needs to take a vote to acknowledge it to be formally added to the Warrant.

*Motion made by Member Snoonian to add the Warrant Article for the Adams Agricultural Fair, \$5,000 upgrades to Bowe Field*

*Second by Member Blanchard*

*Abstention by Member Nowak*

*Voted in Favor were Members Blanchard, Duval, Harrington, and Snoonian*

*Motion passed*

### *North Adams Regional Hospital Resolution*

Resolution from the Town of Adams Board of Selectmen for North Adams Regional Hospital, dated May 21, 2014 was read, and included a call from the Town of Adams upon the Governor of the Commonwealth, the House and Senate of the Commonwealth, all state and federal authorities, as well as Berkshire Health Systems to use all possible means to reopen North Adams Regional Hospital and return it to its level of function prior to closure with full services and fully staffed by reinstatement of the workers employed at the time of the closing.

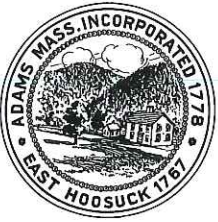
**Mike O'Brien**, former employee from North Adams Regional Hospital, advised that the Emergency Room is up and running, which is a good first step. The goal is to get North Adams Regional Hospital to be back open as a community hospital. A study is being done by an outside firm from Maine to assess the needs of the communities in Northern Berkshire to see if the area could support a full-service hospital again.

*Motion made by Member Nowak to accept the North Adams Regional Hospital Resolution as written*

*Second by Member Snoonian*

*Unanimous vote*

*Motion passed*



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### SUBCOMMITTEE/LIAISON REPORTS

#### *Fire District*

**Member Blanchard** reported that the Fire District had their annual meeting and the budget of \$1,433,544.32 was approved, and the rates will not go up.

#### *Commercial Street Project*

The project will extend to the Commercial Street Bridge, at Prospect Street. They will do their tie-ins, cross overs and services from where they started to where they end. Traffic is going along at a smooth rate, and Police Officers are helping it stay moving, especially ambulances needing to go to Berkshire Medical Center. The current Prudential Committee should address any questions about the project going forward. The road must be put back into its pre-existing state prior to the commencement of the project, and concrete must be put down. This will take 24 hours to set, so steel plates will be placed over top of that area.

#### *Alternate Routes*

Park Street, the Roundabout Project, and portions of Route 8 in Adams will be under construction during the entire Summer, and alternate routes are available to use to avoid driving through that area.

### TOWN ADMINISTRATOR'S REPORT

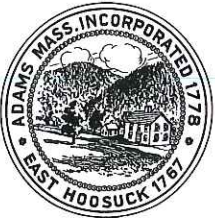
#### *Visitor's Center*

Visitor's Center will open Memorial Day Weekend. After that weekend the building will be open daily until Labor Day Weekend.

**Member Nowak** suggested making changes to the topics in the museum so it continues to capture the interest of visitors.

Thunderbolt Museum just completed a new *Hero of the Thunderbolt* exhibit Columbus Day Weekend last year, and added 4 new video kiosks with past information about the Trail, with history and footage of more recent races. A Phase 3 rollout of upgrades to the exhibit space is forthcoming. They have worked closely with the Historical Society and the Town and will continue to refresh it and find different ways to celebrate the history of the trail and the mountain and its impact in the downtown. It is updated by volunteers, who did a great job with it.





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### ***Park Street Improvement Project***

The Park Street Project is advertised for rebidding. The Town's project engineer will conduct a pre-bid conference on Thursday, June 5<sup>th</sup> at 10am. Bids for the project will be received until 3pm on Thursday, June 12, 2014 and if successful will expect to have a contractor under agreement before the end of June, and construction beginning in early July.

### ***Adams Library Renovation Project***

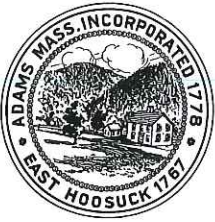
Bid documents will be available on Wednesday, May 28, 2014. A pre-bid conference will be conducted by Town staff and the architect on Wednesday, June 4, 2014. Filed sub-bids for the project will be due in on Thursday, June 12, 2014 at 3pm, and general bids will be due in on Thursday, June 19, 2014 at 3pm. Construction on this project is also expected to begin in early July.

### ***Adams Station Project***

Final design is complete, and a notice of intent has been filed with the Adams Conservation Commission. The project will be considered by the Conservation Commission at their meeting on Thursday, May 29, 2014. With approval from the Conservation Commission, staff will submit the final park design to the Division of Conservation Services, which is a requirement as it is a federal grant program. At that point, more detailed plans will be focused upon for improvements to the existing structure.

### ***Commercial Street Target Area***

Community Development is working with Berkshire Regional Planning to undertake field work and analysis necessary to establish a new target area within Adams that will qualify under Community Development Block Grant *Slums and Blight* Designation. Currently the downtown corridor of Summer Street, Park Street, and Hoosac Street have had the benefit of the designation over the last 10 years, and the Town has had a number of other projects eligible for state funding by receiving this designation. The inventory and analysis is being done on Commercial Street so hopefully Commercial Street can be added from the Grove to Plunkett School. It would then open up the ability to apply for larger programs and projects within that corridor for larger activities and grants. The hope is to put the Town in a good position to begin to focus on Commercial Street.



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### ***Request to add Ratification of Visitor's Center Staff to Agenda***

Request made by Town Administrator to add to the Agenda the *Ratification of Visitor's Center Staff* for a few hours a week at \$10.00 per hour. The staff includes *Carol Cain, Lynda Shafer, Glen Diehl, Erin Connolly, Marta B* There is money in the budget for Visitor Center Staff, plus a \$13,000 per year state grant that offsets the operational costs at the Visitor's Center.

***Motion made by Member Snoonian to put the Ratification of Visitor's Center Staff on the Agenda and to ratify the 5 individuals as staff as proposed by Town Administrator Butler***  
***Second by Member Blanchard***  
***Unanimous vote***  
***Motion passed***

### ***Ratification of Administrative Assistant III for Town Administrator's Office***

Melissa Schaffrick is moving over to the Police Department, and subject to passing a physical and section 10 of the Town Charter, Deborah Dunlap is appointed to the position of Administrative Assistant III, is a Grade 8, Step 3, full time employee. A total of 40 applications were received and 5 interviews were done. She will serve the Board of Selectmen as well.

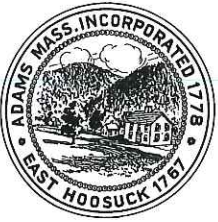
***Motion to ratify Deborah Dunlap as the Administrative Assistant III for Town Administrator's Office by Member Blanchard***  
***Second by Member Duval***  
***Unanimous vote***  
***Motion passed***

### ***Ratification of Operator I of Department of Public Works***

This appointment of a full-time position replaces a retired position for the DPW from February. Two dozen candidates applied for the Operator I Position; 5 interviews took place. Subject to passing a physical and Section 10 of the Town Charter, Vincent Hartman is appointed to the position of Operator I in the Department of Public Works. He will begin within the next few weeks at Operator I, Step 1.

***Motion made to ratify Vincent Hartman for the appointment of Operator I of the DPW by Member Duval***  
***Second by Member Blanchard***  
***Unanimous vote***  
***Motion passed***





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### **Police Department**

#### ***Steel Rail Half Marathon***

This past Sunday the Berkshire Running Center sponsored the Steel Rail Half Marathon. 750 runners took part, and they plan to increase with runners each year to possibly up to 1500 runners. They are trying to get the route certified. The event went well, and Adams can benefit from this on a yearly basis.

#### ***Lock Doors***

If tending to loved ones' graves, be very careful. Don't leave car windows open or doors unlocked with valuables inside of your car. Memorial Day Weekend is when the Police Department gets reports larcenies of pocketbooks, wallets, GPS and iPhones, and anything of value. Lock your vehicle in your yard as well at your home.

### **Town Counsel Report**

Work was done to follow up on the Ostrowski closing. Town Counsel reviewed the Town Meeting Warrant and provided comments to the Town Administrator. Also reviewed and responded to were two requests for advice from the Building Inspector.

### **Announcements**

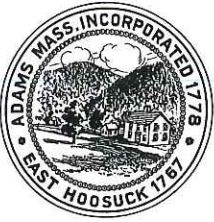
*Letter sent to Board of Selectmen from the VFW Post 1995; the Buddy Poppy fund raising campaign started May 14, 2014 and ran through the May 18<sup>th</sup>. If you missed the fund raising event, contact the VFW Post 1995 to make a donation.*

### **Approvals**

#### ***One Day Beer & Wine License***

**Adams Ale House** requests a *One Day Wine & Beer Permit* for June 8, 2014 at Hoosac Valley Coal & Grain Barbecue Competition

**Adams Ale House** requests a *One Day Wine & Beer Permit*, July 6, 2014 from 4:00 to 7:00 PM at the Adams Visitors Center



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**Adams Ale House** requests a *One Day Wine & Beer Permit* on August 24, 2014 from 4:00 to 7:00 PM at the Adams Visitors Center

*Motion made by Member Blanchard to approve One Day Wine & Beer Licenses for Adams Ale House on June 8, 2014 at Hoosac Valley Coal and Grain*

*Second by Member Snoonian*

*Unanimous vote*

*Motion passed*

*Motion made by Member Blanchard to approve One Day Wine & Beer Licenses for Adams Ale House on July 6, 2014 and August 21, 2014 at the Adams Visitors' Center at the Adams Visitors' Center*

*Second by Member Nowak*

*Unanimous vote*

*Motion passed*

### *Events Planning Committee*

- *Annual George Coope Memorial Road Race Sunday, June 22, 2014*
- *Cruz Night Thursday, July 31, 2014*
- *Town-Wide Tag Sale – Saturday, August 9<sup>th</sup>*
- *Dana Labbee Memorial Road Race Sunday, August 10, 2014*

*Facilities Request for Town Common – Annual Pedal and Plod July 27, 2014 Annual Pedal & Plod*

*Facilities Request for Town Common – Movie Committee August 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, & 22<sup>nd</sup>, 2014 rain date August 2<sup>nd</sup>.*

*Facilities Request for the Visitors' Center for the Summer Concert Series July 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, & 27<sup>th</sup> August 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, & 24<sup>th</sup>.*

*Facilities Request for the Visitors' Center for Community Night Thursday, June 26<sup>th</sup>, 2014*

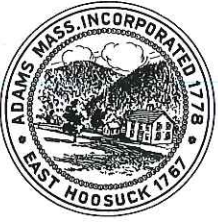
*Motion made to approve all Event Planning Committee requests as listed above by Member Blanchard*

*Second by Member Duval*

*Unanimous vote*

*Motion passed*





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### OTHER BUSINESS

#### *Unused Properties*

**Member Snoonian** suggested a workshop agenda item of inviting local Banks and Investors together for an informational session about unused and vacant properties in the area that may be a good investment and may encourage positive growth of Adams

#### *National Forest Designation*

**Member Nowak** would like to invite Tom Matuzsko to speak from the *Berkshire Regional Planning* about the National Forest Designation

#### *Memorial School*

**Member Nowak** would like to discuss *Memorial School* and get it settled, and also speak with the Youth Center about their plans are going forward

### Good of the Order

#### *Memorial Day Parade*

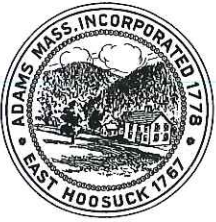
**Chairman Harrington** and **Member Duval** expressed thanks all of the Veterans for their service, and will be unable to march in the parade this year.

#### *Road Work*

**Chairman Harrington** thanks the public for being patient with the road work going on in town, and to continue to have patience with future road work coming.

#### *Post Office Square Pedestrian Light*

Town Administrator Butler updated the public that the Post Office Square Pedestrian Light has been malfunctioning, and a local electrician was used to resolve it over the last four weeks. They have been unable to fix it, and another company has been brought in to do analytics with the proper equipment with the hope that it will be resolved soon.



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*Motion to Adjourn by Member Blanchard*

*Second by Member Nowak*

*Unanimous vote*

*Motion passed*

**Meeting Adjourned at 8:40 p.m.**

Respectfully Submitted

By Deborah Dunlap for Melissa Schaffrick  
Recording Secretary

*[Signature]*  
*[Signature]*

*[Signature]*  
*Joseph J Nowak*