

# Meeting Minutes

## Town of Adams Board of Selectmen

**June 4, 2014**

On the Above date the Board of Selectmen held a meeting at Town Hall at 7:00 PM. Chairman Harrington presided, and present were Chairman Harrington, Member Duval, Member Nowak, Member Blanchard, Member Snoonian, Town Administrator Jonathan Butler, and Town Counsel, Edmund R. St. John III.

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

The Pledge of Allegiance was recited.

### **READING OF MINUTES:**

No minutes ready to be approved this week.

### **CITIZEN'S CONFERENCE:**

#### ***Strategic Planning Committee***

**Jeffrey LeFebvre** requested putting a strategic planning committee together.

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

**Jeffrey Lefebvre** inquired about Grant money, and how long it before we can start using it. He advised he called Mark at Community Development to tell him that we lost the building, and to get exact figures needed to get it done and wanted to make the Board of Selectmen aware.

#### ***Bulky Waste Electronics Disposal***

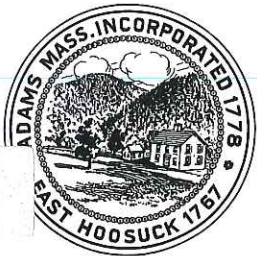
**Ed Driscoll:** Berkshire Solid Waste Management District is holding its 18<sup>th</sup> annual bulky waste electronics management disposal East Road Landfill Site, June 21<sup>st</sup>, 8:00am to 12:00pm for community convenience. The contact number is 743-8208.

### **Ratification:**

(Out of Order) ***Police Department Ratification Request by Town Administrator: Full Time Permanent Police Officer, Adams Police Department, Brenna Dorr, Colby Clark.***

**Chief Tarsa** gave background on both candidates Dorr and Clark.

**Member Nowak** inquired about Candidate Dorr's past injuries.



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**Candidate Dorr** advised she took physical rehabilitation and physical to be sure she was physically fit and ready to go.

**Chief Tarsa** advised of Candidate Dorr's self-motivation to rehabilitate from past injuries.

*Motion to Appoint to Full Time Permanent Police Officer both Brenna Dorr and Colby Clark  
by Member Snoonian*

*Second by Member Duval*

*Unanimous vote*

*Motion passed*

### Police Department:

**Chief Tarsa** gave a special thank you to Samantha Talora as the Administrative Assistant for Police Department for her service and for her assistance during the Police Chief transition process. He also welcomed Melissa Schaffer as the new Administrative Assistant for Police Department as Samantha moves to new position as Tourism Director.

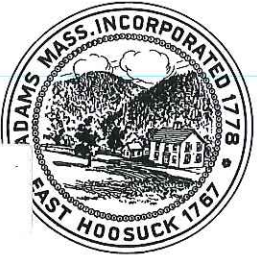
### PUBLIC HEARING

### OLD BUSINESS

#### *Town Administrator Transition Plan*

**Chairman Harrington** gave a follow-up from last week's workshop discussion. He acknowledged the suggestion to identify an individual from the Town Offices to stand in as an Interim Town Administrator, to shadow the current Town Administrator, and be an Acting Town Administrator until a new one is hired. If an internal person is not found to fulfill this position, an exterior search will need to take place. The intention is to create a Town Administrator Search Committee of approximately seven people. Public are invited to put in writing (email or letter) the desire to be on the Search Committee, and that they will dedicate the amount of time necessary. The Committee will meet, discuss strategy, advertising, and set up interviews for narrowing down candidates to submit to the Select Board, who will then initiate final interviews and make an appointment of the new Town Administrator. The hope is to have the names of those interested in being on the Search Committee by next week, and if there are not enough people the Select Board would re-advertise or contact those that served on the last search committee to inquire about serving again. This subject will be placed on the agenda for next week's meeting.





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**Members Nowak and Snoonian** request those interested give cover letter with reasons for their interest in being on the Search Committee, and inquired of Town Administrator Butler if there were any recommendations that he had for an interim person.

**Town Administrator Butler** advised he had a couple of people in mind and would be reaching out to them directly. He will give the Board of Selectmen an internal memo within the next week of his recommended interim person.

### NEW BUSINESS

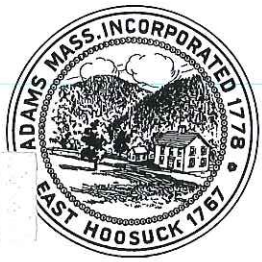
#### *Introduction of Tourism Director*

**Tourism Director Samantha Talora** introduced herself and gave an overview of the Tourism activities over the past month. Samantha reported she has been connecting to committees and local businesses, museums, Berkshire Visitor's Bureau to see how to make the Town of Adams more visible to those visiting in the area. Samantha reports doing the following in her role as Tourism Director:

- putting social events on the North Adams Visitor's Bureau and Berkshire Visitor's Bureau calendar
- staffing the Visitor's Center
- gave uniformed shirts to the staff to wear and is training returning and new staff
- promoting new events with signage and visuals, such as the Berkshire Scenic Rail, Mill Children Exhibit
- working to put together Adams Farmers' and Artisans' Market which will run Sundays 11am to 2pm from July 13<sup>th</sup> through September 14<sup>th</sup>
- hosting a reception for business owners mid-July to build partnerships

**Chairman Harrington, Members Nowak and Snoonian** emphasized the importance of tourism to be regional, to reach out to other organizations and communities, and not become an island. Member Nowak suggested reaching out to other organizations, theaters, venues in Berkshire County, and also looking into the "Half-Ticks" program reinstitution. He also suggested Samantha work with Berkshire Outfitters to have a bike rental area at the trail. Member Snoonian requested making sure the website is up to date and that information is available in one location. Chairman Harrington and Member Nowak suggested having a guest book and a world map for tourists to pin where they are from on.

**Town Administrator Butler** reported that Samantha meets with him and Donna Cesan weekly, that she is reaching out to stake holders, and creating synergy that is helping to put the Adams



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message out and standardizing it. He encourages the Board of Selectmen to get to know Samantha during her office hours Monday through Friday, to give her their input, and to work together with her. He also updated that *ProAdams* has been building the Town's website for the past year, and are looking forward to a Fall launch. He advised the website will be like a Chamber of Commerce Website, and will have information about music, events, information about Adams, the rail trail, and the local businesses will also be there. He invited the Board of Selectmen to look at the *ProAdams* beta version of the website.

**Chairman Harrington** and Samantha Talora discussed challenges with getting participants in Farmer's Market. She is currently making phone calls, sending emails, and that she has been working to create a logo, signage, and make it more visible to bring more awareness.

### *Cemetery Commission Vacancy*

Cemetery Commission is made up of three elected commissioners, and they have a vacancy that was unfilled from the election. The two current Commissioners have requested the process is gone through to fill it for the remainder of the year until the next year's election.

*The Vacancy Filling Process:* The Cemetery Commission and the Board of Selectmen must have a joint meeting to make an appointment to the board of a person to serve as commissioner until next year's election.

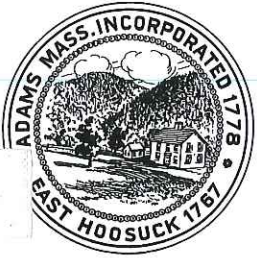
*Interest in the Position:* A written request was received from a town resident interested in the Cemetery Commissioner Position, and one other town resident also expressed interest. Town Administrator Butler requests the Board of Selectmen discuss this vacancy, and if they are willing to work with Commission to fill that seat they should invite those interested to submit a cover letter expressing their interest to the Town.

**Chairman Harrington** and **Town Administrator Butler** advise those interested in the position to submit a cover letter expressing interest in being appointed for this temporary one year position, including background information about what qualifies them for the position. The Board and the Cemetery Commission would consider them at that point and have a joint session to review and make a decision at the end of the month or early July. The person appointed this year would need to run again next year for reappointment. When the letters come in in a week or two the Board of Selectmen would contact the Cemetery Commission to set up a joint meeting to appoint one of the interested parties.

### SUB-COMMITTEE LIAISON REPORTS

#### *Sub Committee Liaison List*





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**Chairman Harrington** advised the Liaison List would be final if no issues or concerns were brought up by the end of the meeting, and that the Select Board office would notify each of the committees who the liaison representative on the Board of Selectmen was.

**Member Nowak** advised he had some questions that he had submitted to Chairman Harrington regarding the list.

### *Cable Renewal License*

**Member Blanchard** reports attending the Cable Renewal License gathering in North Adams and he received a binder of materials to give to Town Administrator Butler to review. He reported the meeting was mostly public relations information about Comcast and Time Warner, and Attorney Da Rosa from North Adams said if the Board of Selectmen takes no action it is an automatic approval within 120 days. Attorney Da Rosa will contact the Town of Adams to set up a meeting to discuss it and vote on it. For those interested, the meeting was taped by Northern Berkshire Community Television.

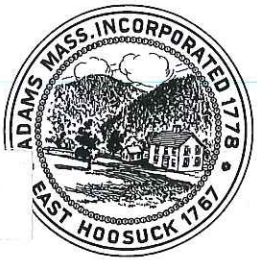
**Town Administrator Butler** advised there is an attorney that represents North County interests, and the other communities of Williamstown, Adams, Cheshire, and Savoy follow the North Adams lead. They work with that attorney who independently represents them all, and advises whether or not an individual municipality needs to consider taking action or whether what is being proposed is satisfactory, and he does the negotiation using his expertise on behalf of the region. He clarified that there are two issues, the renewal of the agreement which has to be reviewed every few years, and that Comcast is attempting to buy out Time Warner, which is subject to public scrutiny and hearings. He advised that typically the attorney advises whether or not to act, and if the General Public wants to weigh in on it they can do so to the Board Members.

**Chairman Harrington** advises the Town Administrator to look at the binder of materials and await direction from Attorney Da Rosa's office and suggested making this a future workshop agenda item.

### *Park Commission*

**Member Nowak** advised he attended the Park Commission meeting. The Park Commission was happy to have liaisons to communicate information through the Chair to the Town Administrator because they had felt it was confusing the way things were going and he was happy to have had representation on that Board.

**Member Snoonian** agreed and said he had also heard some feedback lately about communication issues, and once there is a full-time DPW Director it will help as well.



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### *Conservation Committee*

**Member Blanchard** advised both he and Member Nowak were at the Conservation meeting and the station project got approval for the End of the Scenic Rail Trail.

### **ADMINISTRATOR'S REPORT**

***Municipal Resource for Low Income Support:*** Town Administrator Butler attended a luncheon invitation by Linda of Commission on Aging and Berkshire Community Action Council which works to combat poverty in Berkshire County to provide support to low income individuals, veterans, seniors, families in transition, and provide advocacy for long-term to help institutional poverty. He felt there was good representation from North County and all of Berkshire County. He received great information regarding the type of poverty we have in Adams, specifically in the Elderly and Veteran populations, and there are different fixes which are important for the Town to understand so it can be addressed in Adams.

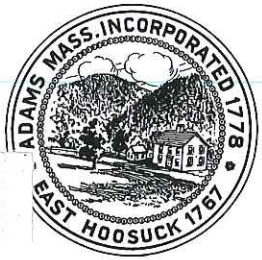
***BArT Ground Breaking Ceremony:*** Town Administrator Butler attended the Ground Breaking Ceremony at BArT for their \$4 Million addition and renovation project. It was BArT's 10-year anniversary and they are an investment in the downtown area. BArT is already partnering with Main Street Stage Company to use their auditorium space for evening performances, which will be adding an element of night life to Adams. They are one of the largest employees in Adams, bring vibrancy, and are a positive piece of the community.

***Adams Library Renovation Project:*** Pre-bid walk-through was this morning with a good turnout. There were about a dozen contractors there. Sub-bids are due by June 12<sup>th</sup> at 3pm, and June 19<sup>th</sup> 3pm general bids are due. Construction is tentatively scheduled for early July.

***Update on Directional Signs:*** The directional signs for the downtown area are well underway. Five different signs will be installed, and the DPW is putting in concrete footings. One is at the entry to downtown North and South; signs will be placed along Park Street at the Registry of Deeds, Hoosac St, and at the Library. The Town cannot put for-profit entities on town signs but can put non-profit and new attractions on them. The signs are being spaced so they can be added to later on. A separate piece will need to be added to accommodate businesses. Hopefully they will be up and fully installed later on in the season.

***Station project:*** The Station Project has gone through the conservation commission; the building is being cleaned out and they are working toward building improvements. He expects to see significant site work done within this calendar year. The building work likely will be done next Spring.





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***Park Street Improvement Project:*** A pre-bid walk through for the second time is scheduled for tomorrow morning. Local contractors are lacking interest in projects like these after the way the Pittsfield and Great Barrington projects have been; they are difficult projects to work through because of high level traffic in downtown streets, plus dozens to hundreds of stakeholders of residences and businesses and other entities on the street. There were only two responses to the last bid, and outreach was done with our engineer to investigate the lack of interest. We were told that contractors are shying away from them because it is a high dollar project, and generally these are pretty competitive. The processes are cumbersome to go through for the contractor and

this project is being seen as a similar to the Pittsfield and Great Barrington type of infrastructure work.

### ***Ratification of Visitor's Center Seasonal Employees:***

Section 10, Town Charter: Employees to Visitor's Center compensated \$10.00 per hour: Marie Greenbush, Adams resident, and Tammy LaGuess, Adams resident.

***Motion made by Member Nowak to accept to ratify Marie Greenbush and Tammy LaGuess to work as Visitor's Center Staff***

***Second by Member Blanchard***

***Unanimous vote***

***Motion passed***

### **TOWN COUNSEL REPORT:**

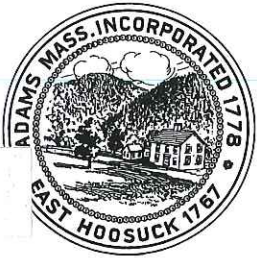
Since the last report, Town Counsel continued post-closing work on the former Ostrowski property, continued to review the research and legalities on the building permit application and reviewed and provided advice on issues raised by the Assessor.

### **ANNOUNCEMENTS:**

***Three Final candidates for DPW Director:*** David Nuvallie, Matthew Billetter and Joseph Bettis Jr; interviews are scheduled for Friday at 3pm, and Monday 6pm and 7pm. Interviews are public, open meetings that will be posted.

**Member Nowak** advised he is friends with one of the candidates and wanted be recused for one individual, but since he would need to recuse himself from all three candidates it would cause the Board to have an even number and be unable to break a vote that ended in a tie, so he agreed to sit in on all three.

**Town Counsel St. John** advises he didn't believe it was necessary to file a form for this with the Town Clerk as there was no financial interest.



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### APPROVALS:

#### *One Day Wine and Beer License*

**American Legion** requests approval for a One Day Wine and Beer License, June 29<sup>th</sup> 11am to 6pm for a Fund Raiser.

*Motion made by Member Snoonian to approve the One Day Wine and Beer License for the American Legion on June 29, 2014*

*Second by Member Blanchard*

*Unanimous vote*

*Motion passed*

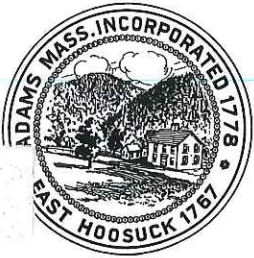
#### *Public Entertainment License*

**ZGI Productions, Inc. d/b/a Picadilly Circus c/o Jordan Foster and Zachary Gardner** requests a Public Entertainment License for an event at Bowe Field, proposing a Picadilly Circus. The late notification is causing difficulty getting inspections done in time for the circus. The Second issue is that event is taking place at Bowe Field, which already has an entertainment license for the year by the Agricultural Fair Organization. Though they have submitted a form for it, this event would not qualify for a full public entertainment license as a singular event does not qualify; when an outside entity comes in to do a singular event on a property that holds a full entertainment license the event is covered by the property that has the full license. Entertainment licenses are held on an annual basis. This was a last minute request, and there was not enough time to post this as an agenda item.

**Member Nowak** advised that Pat Wojak had the insurance that was needed for this to approval to go through. (ZGI Productions, Inc. d/b/a Picadilly Circus) realized they were coming through the area and had time for one stop. In the past they have had a circus and the Agricultural Fair has been more than accommodating for the time frame if they knew in advance.

As long as it is insured by the Agricultural Fair, it just needs to be cited as insured, and sufficient time is needed by the Board of Health office and Building Inspector to sign off on their components. He brought it to the Board's attention because the Picadilly Circus' initial impression was that they needed a Public Entertainment License but they didn't need one. He advised animals can be inspected locally and requested to have more advanced notice in the future because appropriate time is needed to provide permits or licenses. For example, when approvals are needed such as the State Building Inspector, it is normal for a minimum ten to fourteen day wait to get them in the community.





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If there are rides they have to be inspected by the State Inspectors, which was too late to happen. The local approvals would probably be able to get done.

**Mr. Daunais** expressed concern because he saw advertisements about the biggest elephants in the world and racing camels and wanted to know how the animals were going to be kept contained.

The Animal Control Officer would need to do inspections if there are animals. If there are animals there at night, it is a fenced-in area and the gates can be secured so there is nothing to worry about.

These other concerns aren't the purview of the Board of Selectmen, but it is being facilitated through the Building Commissioner, which is the point of contact for the Town. Any areas that qualify for inspections beyond the Building Commissioner and Board of Health would be directed to the Chief to make contact. Town Officials are responsible to handle elements in their own purview. This was just brought to the Board of Selectmen for disclosure as to whether or not it was a Public Entertainment License that needed to be approved by the Board, that we reviewed it and didn't feel it was. Elements of this Circus might not happen because (the circus) had not been diligent enough in informing other Town Offices so they could get the appropriate inspections and permits needed in time.

### *Middle School*

The Memorial Building will be an item on the agenda for next Wednesday's Board of Selectmen Workshop Meeting.

**Member Nowak** requests Town Counsel to attend the meeting, and he felt this issue needs to be finalized one way or the other.

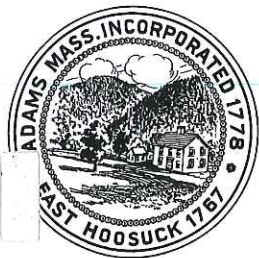
### OFFICIAL BUSINESS

### EXECUTIVE SESSION

### FOR THE GOOD OF THE ORDER

#### *Commercial Street:*

**Member Snoonian, Member Duval, and Member Nowak** advise they have received two dozen complaints about it so far, and the contractors need to do a better job. Some improvements were made, but it is still not acceptable and that they need to put the road back in the state it was in before they started; it is pretty much going to have to be repaved.



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**Town Administrator Butler** stated the project will be repaved, and a top coat will be done. The area that is patched up has to be re-excavated in the last piece of the project. Once the entire main is replaced they have to do the individual connections. At the end there will be a thorough top coat. The Town Administrator is not the Project Manager and the Water Department should be part of the Town. There are multiple people wearing hats trying to manage the project and we don't know who is accountable. It has been conveyed to the Water Department that the expectations being the owners of the road are not being met with terms of the nightly resurfacing of the road. He has called the PD on multiple occasions and on weekends, and has gotten complaints as well. He cannot be more adamant with the Water Department about this project without the Board's instruction. The only real purview is to shut the whole project down if road conditions are deemed unsafe to a level where the entire thing has to be improved. He stated if it was our project we could withhold payments from the contractor until a better quality was being presented on a nightly basis, but it's not our project.

Before the Board decides to shut it down the contractor needs to topcoat it so it is smooth. There is grave concern about the way people drive through it and driving in the other lane so they don't have to go over the section that is really dangerous.

**Chairman Harrington** recommended the Board see what happens between now and the next regular meeting and if conditions are not better it should be put on the agenda to review the Commercial Street Project so it can be voted on to instruct the Town Administrator have the Water Department correct the situation.

The project is at the point of tying in the branch lines now, and once that step is completed the last step is the topcoat.

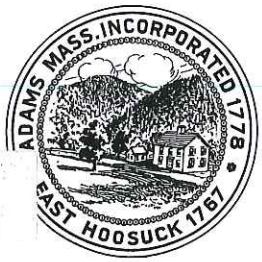
### *Park Street Buildings and Cohen Mill:*

**Member Snoonian** inquired what is going on with the Mausert Block, the Spinning Mill, and the Jones Block buildings. He states he feels the Town is being held hostage and very little is happening. He would like to have discussion about it for the future.

**Town Administrator Butler** advised against discussing 7 Hoosac as part of the buildings of concern because it was purchased a month ago and he has been in weekly dialogue and working with both their team and our team on that project. He doesn't want to group them with the Mausert and the Jones Block buildings because it causes an unfair view in the Town's perception, and there are a number of things that that particular developer has interest in that are all very positive and tie in to other things so it has been a very positive path.

**Member Nowak** stated he echoed Member Snoonian's concerns, and now he sees there has been a Stop Order issued. He said he had a long talk with the Building Supervisor who said the





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building contacts are not willing to talk to him, didn't want him in the building and they wanted a State Inspector to go in instead. Member Nowak reported the State Inspector came down, and both Don (Fitzgerald) and the State Inspector went over the plans, which are unbelievably bad. Member Nowak said if the Town invites people into town to do work, he expects good work to be done, and personally believes that these people don't have the money or the quality needed to do a good project. He stated as far as the Jones Block was concerned, he liked Jerry Sanchez, but Jerry ran into financial trouble, because of circumstances beyond his control. Member Nowak acknowledged he knows the Town can't do much because these are private sales, but when the Town is giving people money for facades and other things he feels the Town has to make sure that they do their part. Member Nowak stated he believed the building contacts are not being straight with (the Town). He advised he was aware that there have been problems on the building where there are people living in it now, that he knows two people that live in the space there, and there's constant trouble, including perhaps a court case.

### *Town Cemeteries*

**Member Nowak** stated he felt the Cemeteries looked great on Memorial Day, and wanted to thank the staff from the Waste Water Plant that pitched in and helped. He felt it was an important time, and that a good cemetery means a lot to people who have (loved ones) there laying in rest.

### *High School Graduation*

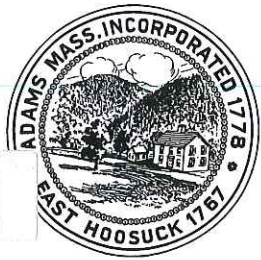
**Member Nowak** wished all the Seniors at Hoosac Valley High School the best on their graduation, and hoped that all their dreams come true; "Give 'em hell! Good Luck".

### *Solarize Mass*

**Member Nowak** advised there was a raffle for Solarize Mass and he would be doing the drawing because Lynette Bond in the Development office was not able to come. He advised the Townspeople that June 30<sup>th</sup> is the final date to sign up for solar panels to be put on their house. The public is encouraged to look at the program; the savings would be beneficial, and there is no obligation should there be an assessment of the property for solar. Call Lynette Bond at the Development Office at 743-8317. The winner of the Solarize Mass raffle was Terrence Moran. Congratulations to Terrence, our Council on Aging Van Driver.

### *Locking Vehicles*

**Chairman Harrington** thanked all those who are being careful, and echoed some concerns that Chief Tarsa had mentioned last week about locking things up and locking up cars, especially at the cemetery, when going away, and even at home and at night. People may take advantage of trusting souls, so thank you in advance for your vigilance. He asked if anyone sees anything suspicious to call the police.



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*Motion to Adjourn by Member Blanchard*

*Second by Member Duval*

*Unanimous vote*

*Motion passed*

**Meeting adjourned at 8:35pm.**

Respectfully Submitted

By Deborah Dunlap for Melissa Schaffrick

Recording Secretary

*Deborah Dunlap*  
*Melissa Schaffrick*  
*John E. Duval*

*Richard Nowak*  
*Joseph Nowak*