

Meeting Minutes

Town of Adams Board of Selectmen

Board of Selectmen Meeting

July 2, 2014

On the Above date the Board of Selectmen held a meeting at Town Hall at 7:00 p.m. Chairman Harrington presided, and present were members **Arthur Harrington, Joseph Nowak, Richard Blanchard, and Jeffrey Snoonian**. Member **John Duval** was absent. Also in attendance was **Town Administrator Jonathan Butler**, and **Town Counsel, Edmund R. St. John III**.

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

Pledge of Allegiance was recited.

Reading of the minutes:

Town Administrator Butler advised there were no minutes this week.

Citizen's Conference:

Park Street Project

Jeff Lefebvre inquired about Park Street Project.

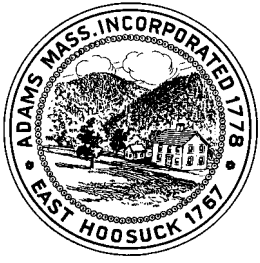
Commercial Street Project

Jeff Lefebvre advised Dick Kleiner fixed Commercial Street

Executive Sessions

Jeff Lefebvre advised since March 2011 there have been 38 Executive Sessions and the minutes have not been released. He inquiring when minutes will be released, as he had called the State, who advised him this is a violation of the Open Meeting Laws and was told if the items discussed in these meetings are taken care of, the Executive Meeting Minutes must be made public.

Town Counsel St. John III advises he does not have the minutes, and will need to review them prior to their release.



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Traffic Light at downtown intersection

Jeff Lefebvre inquired when the traffic light in the downtown area will be fixed because it is out.

Chairman Harrington advised it will be fixed shortly; the company responsible has been notified and will be sending someone to fix it.

Select Board Meetings

Jeff Lefebvre stated in response to the last Select Board Meeting, he and several other people he had spoken to felt the Selectmen should not be taking the summers off because they have so many projects to do. He inquired if the Select Board will be getting paid or would they be giving up their pay since they would not be working.

Chairman Harrington responded that the Select Board Members are not giving up their meetings during the summer, the regular meetings will still be held. Workshop meetings will not be held due to Board Members vacations and the impact on the quorum. Business is being taken care of, and will continue to be taken care of, and there will not be a 'cut in pay'.

Jeff Lefebvre stated Dick Kleiner, Joe Nowak, Rick Blanchard, and Jeff Snoonian are doing a great job.

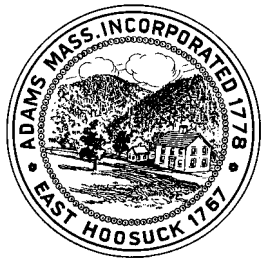
Events Planning Committee

Kelly Rice updated that concerts start this weekend, July 6th, at 4pm to 7pm at Visitor's Center on Sundays and no longer on Thursdays. The band on July 6th is *Live Wire*, and a food and drink tent will be done by the Adams Ale House. July 13th the band is *Shine*, from 4pm to 6pm on Sunday. The Farmers and Artisans Market will be held on July 13th from 11am to 2pm.

Old Business:

Interim Town Administrator Approval

Town Administrator Butler advised by letter to the Board of Selectmen at their request provided a recommendation for Community Development Director Donna Cesan to step up



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as the Interim Town Administrator to shadow him until his departure and to act as Interim Town Administrator until a new Town Administrator has been hired and is ready to assume the position. He requests a pay increase of \$350 per week to provide fair compensation for the additional responsibilities, beginning Monday, July 28, 2014.

Member Nowak, Chairman Harrington and Town Administrator Butler discussed Donna Cesan's currently heavy workload and whether she could take on the additional work. She indicated she was eager to serve in this capacity, and there would likely be additional evening and after-hours meetings and responsibilities, which justify the extra pay during this temporary commitment. She is very talented, capable and very well qualified and the Town of Adams is fortunate to have her fill in.

Town Administrator Butler does not have a formal end date for his time with the Town of Adams yet, but will submit one to the Board of Selectmen.

Motion to approve Interim Town Administrator Donna Cesan with the pay increase of \$350 per week for additional duties by Member Blanchard

Second by Member Snoonian

Unanimous vote

Motion passed

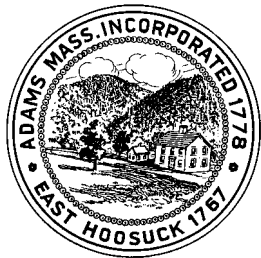
Town Administrator Search Committee

Seven members were chosen to serve on the Town Administrator Search Committee. They were chosen on a point system, and letters were sent to those on the committee as well as those who were not selected. Committee Members selected are James Brosnan, Carol Corrigan, Erica Girgenti, Jeff Grandchamp, Jeff Lefebvre, Michael Ouellette, and Chief Richard Tarsa. They will be setting up their first meeting shortly.

Park Street Improvement Project – Modified Budget

Bids came in above estimated budget. The Low Bid, plus accepted alternates, came in at \$880,355.00, and was by JH Maxymillian, Inc. The Town's original budget for the project was \$691,500.00 as estimated by Tighe and Bond.

2014 fiscal year is ending with about \$381,967.51 in Chapter 90 funds. The current proposed appropriation in the budget that is not yet finalized by the state is an additional \$291,000, giving the Town of Adams a likely total of \$673,000 in Chapter 90 funds.



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A large grant is covering the majority of this project. Additional fund request is proposed to come from existing Chapter 90 funds in the amount of \$223,500.00 to give a project budget of \$915,000.000. This is not changing any scope with bids that were received; it allows the Town to complete the project as designed.

Motion to approve the use of Chapter 90 funds in the amount of \$223,500.00 from existing Chapter 90 funds by Member Blanchard

Second from Member Nowak

Unanimous vote

Motion passed.

Annual Appointments

There is a vacant position on the Capital Improvement Planning Board that must be filled by a member of the Board of Selectmen.

Motion to approve Jeff Snoonian to be on the Capital Improvement Planning Board as the Board of Selectmen representative by Member Nowak

Second by Member Blanchard

Unanimous vote

Motion passed

Motion to approve all of the Annual Appointments on the 2014/2015 list (attached) by Member Blanchard

Second by Member Snoonian

Unanimous vote

Motion passed

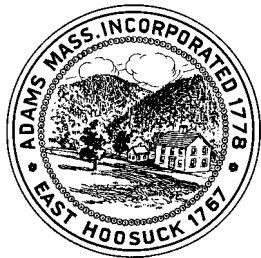
Motion to ratify the Appointments for 2014/2015 year for Committees by Member Blanchard

Second by Member Nowak

Unanimous vote

Motion passed

Member Blanchard advised the public that if a person is interested in being on a Committee, even if the Committee looks full, inquire because sometimes there are people who wish to get off the committee and there may be an opening available.



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Sub-Committee and Liaison Reports

School Budget

Member Nowak advised he spoke with Kristen Gordon regarding the School Budget. Some good teachers, paraprofessionals, and the Librarian are leaving due to financial constraints. There may be other ways of looking at this issue because it is counter-intuitive to lay off teachers but still try to have people come to this community because most people planning to relocate look at education.

Town Administrator Butler had reached out to Cheshire, School Board and Administration earlier this year and last year to look at the school model and there was only one response, from the Finance Board in Cheshire. The schools are losing state revenues, which is making this difficult.

North Adams Regional Hospital

Member Nowak attended the meeting with the corporation doing the study regarding the North Adams Regional Hospital. It was well attended, and the public consensus was that the desire is to have a full use hospital again, and the meeting went very well.

Town Administrator Report

Library Renovation Project

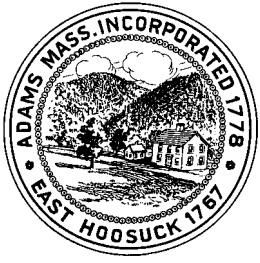
Library Renovation Project was awarded to Alegrone Construction, who was the low bidder, and there was an HVAC sub-component. The Town has \$335,000 in funds for the project.

DPW Director

Joe Bettis has accepted the position as DPW Director, and will begin on August 4th. Dave Nuwallie is also excited about Joe Bettis coming on board and there will be a strong team.

Administrative Assistant II

Appointment of Town Clerk Administrative Assistant II Brenna Spencer, who will start at Grade 6, Step 3, \$16.93 per hour, with a start date of July 14, 2014.



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Motion to ratify Administrative Assistant II to the Town Clerk, Brenna Spencer, made by Member Blanchard

Second by Member Snoonian

Unanimous vote

Motion passed

Financial Assistant II

Appointment of Financial Assistant II Ashley Anderson to the Treasurer, who will start at Grade 6, Step 3, \$16.93 per hour, with a start date of July 14, 2014.

Motion to ratify Financial Assistant II to the Treasurer, Ashley Anderson, made by Member Blanchard

Second by Member Nowak

Unanimous vote

Motion passed

Community Development Specialist

Appointment of Community Development Specialist Stephanie Bosley, who will start at Grade 7, Step 5, with salary of \$35,411, and a start date of July 21, 2014.

Motion to appoint Community Development Assistant Stephanie Bosley, by Member Snoonian

Second by Member Nowak

Unanimous vote

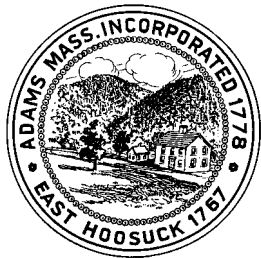
Motion passed

Department of Public Works

Police Department

Community Development

Town Departments



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Council on Aging

Council on Aging Ratification

Appointment of Substitute Van Driver Bernard Miller, as needed, at Grade 4, Step 1, \$13.56 per hour.

Motion made to ratify Substitute Van Driver to the Council on Aging, Bernard Miller, by Member Nowak

Second by Member Snoonian

Unanimous vote

Motion passed

Town Clerk

Annual Town Population Census for 2014 is 8,799, down by 115 residents.

Appointment of Election Workers

Request for appointment of Election Workers (see attached list), and request for Town Clerk to be given authorization to appoint Emergency Election Workers as needed.

Motion to appoint election workers as listed on the letter, by Member Snoonian

Second by Member Blanchard

Unanimous vote

Motion passed

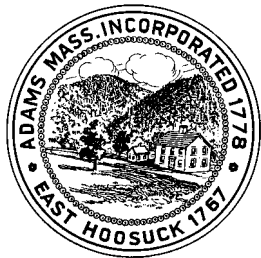
Motion to allow Town Clerk to appoint Emergency Election Workers as needed, by Member Nowak

Second by Member Blanchard

Unanimous vote

Motion passed

2014 State Primary Warrant for Constables to notify and warn inhabitants of the Town who are qualified to vote in primaries in precincts 1, 2, 3, 4, and 5 at the Adams Highway Department, 92 North Summer Street, Adams, on Tuesday, the 9th day of September 2014, from 7:00am to 8:00 pm to cast votes in the State Primary for candidates for political parties in the following offices: *Senator in Congress for the Commonwealth, Governor for the Commonwealth, Lt. Governor for the Commonwealth, Attorney General for the Commonwealth, Secretary of State for the Commonwealth, Treasurer and Receiver General*



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for the Commonwealth, Auditor for the Commonwealth, Representative of Congress for the First District, Councilor for the Eighth District, Senator in General Court for the Berkshires, Hampshire, Franklin and Hampden Districts, Representative in General Court for the First Berkshire District, District Attorney for Berkshire County, and Registrar of Probate for Berkshire County.

***Motion to accept the 2014 State Primary Warrant as written by Member Blanchard
Second by Member Snoonian
Unanimous vote
Motion passed***

Resignation

Frances Meier sent a letter of resignation from the Board of Registrars.

***Motion to accept the resignation of Frances Meier by Member Blanchard
Second by Member Nowak
Unanimous vote
Motion passed***

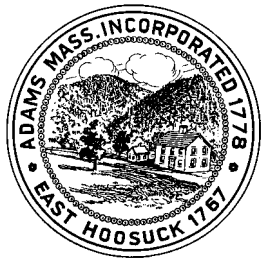
Nomination

John Cowie sent a letter of recommendation and nomination of John J. Tarsa to the Board of Registrars for the Republican Committee to replace Frances Meier.

***Motion to accept the recommendation of John Cowie and to appoint John Tarsa to the Board of Registrars to be the Registrar of the Republican Committee by Member Nowak
Second by Member Blanchard
Unanimous vote
Motion passed***

Town Counsel Report

Town Counsel St. John III advises since the last report, research and written response was done regarding funding for the Park Street Improvement Project. Consulted with the Board of Health and reviewed documents concerning a housing court matter. Reviewed a request for advice from the Zoning Enforcement Officer and conducted research and written response. He attended the Annual Town Meeting. Town Counsel agrees it is important to review Executive Session Minutes for approval purposes. He requests to have the requested minutes submitted to him for review, but noted that there are circumstances where minutes have to remain non-public for issues, for example, litigation that remains pending, and other circumstances.



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Mass Contingency Plan

A letter was received Chairman Harrington from Matt Heil, of *Sanborn Head and Associates*, regarding the Massachusetts Contingency Plan. Phase 5 Status and remedial monitoring port #16 has been completed for the site. A copy is available for public review by referencing DEP Site 1-14410 at the Western Regional Office of the Massachusetts Department of Environmental Protection (DEP), located at 436 Dwight Street, Springfield, MA (413) 784-1100. Information may also be obtained by contacting Mr. Dave Buttelman at Specialty Minerals, Inc. at (413) 743-6279.

Approvals

Facility Request submitted by Corinne Case for *National Night Out* at Renfrew Field on Tuesday, August 5, 2014 from 5:30 to 8:00pm

Motion to approve the facility request for National Night Out by Corinne Case to use Renfrew Field on Tuesday, August 5th by Member Snoonian

Second by Member Nowak

Unanimous vote

Motion passed

Other Business

Forest Land Designation Advisory Board needs an appointee from the Town of Adams Select Board. This board is attempting to set up a partnership to encourage those within the woodland area map to designate their land as Forest Land for use to create wood products, recreation, etc. Federal money could be available for private land owners who use the woodland for this purpose.

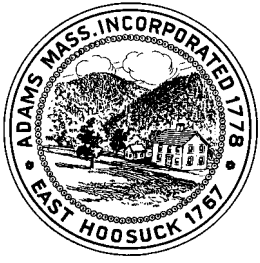
Member Nowak nominated Member Duval as he is on the Berkshire Regional Planning Committee, but he is not in attendance so would like to table the issue until the next meeting. Member Blanchard nominated Member Nowak.

Motion made to table the issue until next Select Board meeting on July 16, 2014 by Member Nowak

Second by Member Snoonian

Members Nowak, Blanchard and Snoonian voted in favor of tabling the issue, Chairman Harrington opposed

Motion passed



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Good of the Order

Tag Sales

Member Nowak advises for those that put tag sale signs on telephone poles and trees, please take them down after the tag sale is over.

An idea for the future is to have a general location for tag sales, with a booth, off-road where it eliminates a traffic issue.

Community Night

Member Blanchard says thank you to the volunteers, Fire Department and Ambulance Members and Police for volunteering their time, and it was a very nice event, and K-9 Officer Demonstration.

Route 116 Washout

Town Administrator Butler says thank you to MA DOT for a quick response and repair on the Route 116 road washout, which they have indicated will be completed on July 3rd or July 4th. It is tough to do a job of that scope so quickly.

Executive Session

- a. #3 - *To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares*

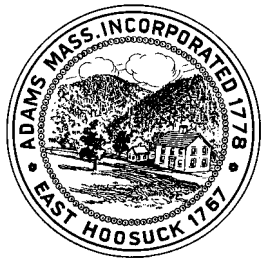
Motion for the Board of Selectmen and the Town Administrator to go into Executive Session by Member Blanchard

Second by Member Snoonian

Unanimous vote

Motion passed

Roll Call Vote: Chairman Harrington, Member Nowak, Member Blanchard, Member Snoonian



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*Motion for the Board of Selectmen and the Town Administrator to adjourn from
Executive Session by Member Blanchard*

Second by Member Nowak

Unanimous vote

Motion passed

Meeting adjourned at 8:43 p.m.