

# Meeting Minutes

## Town of Adams Board of Selectmen

### Board of Selectmen Meeting

August 6, 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, Jeffrey Snoonian and John Duval**. Also in attendance was Town Administrator Jonathan Butler. Town Counsel Edmund St. John III was absent.

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

The *Pledge of Allegiance* was recited.

### READING OF THE MINUTES

*Motion made by Member Snoonian to include the Meeting Minutes from May 14, 2014 with the May 7, 2014 and July 16, 2014 Minutes for approval*

*Second by Member Duval*

*Unanimous vote*

*Motion passed*

*Motion made by Member Blanchard to approve May 7, 2014, May 14, 2014, and July 16, 2014 Minutes as they read*

*Second by Member Nowak*

*Unanimous vote*

*Motion passed*

### CITIZEN'S CONFERENCE

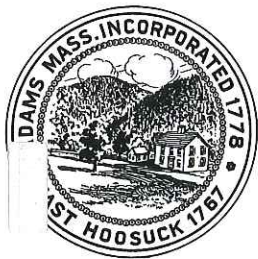
#### *iBerkshires Article*

**Jeff Lefebvre** clarified that Select Board Member Joe Nowak did not tell him to go speak with Attorney St. John III as was written in a recent *iBerkshires* article.

#### *Agricultural Fair*

**Jeff Lefebvre** commended the Agricultural Fair for being outstanding, and well put together.

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TOWN CLERK  
ADAMS, MASS.



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

**Jeff Lefebvre** asked when the Strategic Planning Committee would be in place, and reminded that he had brought this up a couple months ago.

**Member Duval** advised a sub-committee has been identified and that he and Chairman Harrington will be working on the issue.

### ***CSX Agreement***

**Jeff Lefebvre** inquired if an agreement has been reached with CSX on the Scenic Rail, because he had heard there had been problems with it.

**Town Administrator Butler** informed Mr. Lefebvre that the State is reaching the agreement, not the Town of Adams. It has not been finalized at this point. There are no problems with the agreement, periodic updates are received from the State, and meetings on the project happen every other week. There are no indications that an ultimate agreement won't be reached.

### ***5 Hoosac Street Gallery***

**Gail Colis Sellers** thanked the Town Administrator, Community Development Director, and Select Board, the Historical Society, and the Firehouse Café for support on the project. The Gallery has opened with the *Mill Children* and *Leonard Freed March on Washington* Exhibits, and in 12 days has received 364 visits. The Gallery is open daily from 12:00 p.m. to 6:00 p.m., and the Grand Opening will be held August 15, 2014 from 6:00 to 8:00 p.m., Refreshments will be served and artists will be attending. She feels the Gallery is helping to promote the creative economy.

### **PUBLIC HEARING**

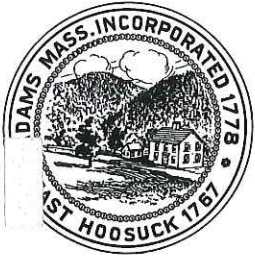
#### ***National Grid Petition for Pole and Wire Location***

**Member Duval made a motion to open up the Public Hearing for the National Grid Petition for Pole and Wire Locations**

**Second by Member Blanchard**

**Unanimous vote**

**Motion passed**



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**Public Hearing opened at 7:10 p.m.**

**Bonnie Brown from National Grid in North Adams** advised the Department of Transportation (DOT) has requested permission to remove a guy wire and an anchor off of pole 3 on Hoosac Street because it interferes with the location of an intended gate that allows access for emergency vehicles for the extension of the Bike Path. In order to do that, a new pole must be set, that will be the guying pole for the pole, and then it will have slack span wires to the pole, meaning the new pole will be 18' in front of the existing pole, and will have the guy and anchor on it. The wires will be slack spanned, to allow the gate to be placed where they want it.

**Barbara Bates** of 14 Allen Street inquired if the pole placement would impact her property.

**Bonnie Brown** advised the pole will not be on Allen Street, but will be on Hoosac Street across from the Visitor's Center.

***Motion to approve the plan for moving the pole made by Member Blanchard***  
***Second by Member Snoonian***  
***Unanimous vote***  
***Motion passed***

***Member Duval made a motion to close the Public Hearing for the National Grid Petition for Pole and Wire Locations***  
***Second by Member Blanchard***  
***Unanimous vote***  
***Motion passed***

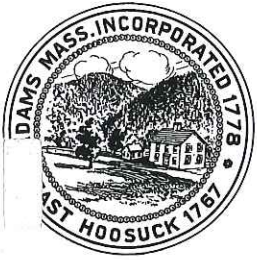
**Public Hearing was closed at 7:12 p.m.**

### **OLD BUSINESS**

#### ***Hats and Cell Phones***

**Chairman Harrington** requested the Select Board to discuss the public wearing hats and cell phone noises during meetings. Hats are freedom of expression, but should be removed if an individual comes to the podium to address the Select Board. Silencing cell phones and other technology devices prior to entering the meeting room is common courtesy.





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***Motion made by Member Snoonian to have "Please Silence Cell Phones and Electronic Devices" signs put up at the entrances of Select Board meeting rooms during Select Board Meetings***  
***Second by Member Nowak***  
***Unanimous vote***  
***Motion passed***

### **NEW BUSINESS**

#### ***Set date for Special Town Meeting***

*This topic will take place in September or October.*

#### ***Open Warrant for Special Town Meeting***

*This topic will take place in September or October.*

#### ***Town Administrator Search Committee (TASC) Progress Report and Input***

##### **TASC Status**

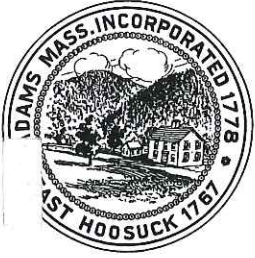
**Chairman Harrington** updated the public and the Select Board on the Town Administrator Search Committee (TASC) status and answered questions that the committee had. He advised they are a hard-working and dedicated group, meeting every week to go over criteria, advertisement, questions and other items. Chairman Harrington attended the meeting on August 5, 2014 to answer questions that they had.

##### **Community Input to TASC**

The TASC would appreciate any input that people from the community would like to give at the next meeting, Tuesday, August 12, 2014 at the Visitor's Center, 6:30 p.m.

##### **Advertising the Town Administrator Position**

The TASC had proposed a couple of additional terms to add to the advertisement, and Chairman Harrington and Interim Town Administrator Donna Cesan met to review the wording in order to expedite getting the advertisements out. If not already posted, it will be posted shortly.



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### **Town Administrator Job Description**

The TASC had proposed additions to the Town Administrator Job Description. The Personnel Sub-Committee, consisting of Chairman Harrington and Select Board Member John Duval, met with Donna Cesan to review the wording and determined that the job description needs to be updated. Changes to the Job Description need the Select Board approval. A regular updating process of job descriptions needs to be created to keep them more current. The Town Administrator's job description needs to reflect the responsibility for regular job description updating, noting the latest update on the job description. The Search Committee was concerned that while the job description was being updated the applicants would be applying to the old version. The solution is that once it is approved, the applicants will all be sent an updated job description prior to interviews. The job description will likely not be radically different, and mostly word crafting.

### **Criteria and Attributes**

The TASC was looking for a list from the Select Board of the criteria and attributes they would like in a candidate. Most of these items are in the job description, but will be discussed and a list created at a Select Board Workshop Meeting for Wednesday, August 13, 2014 at 7:00 p.m. Donna Cesan is creating some ideas from different sources for the Board to review at that workshop meeting for their input.

### **TASC Input to Select Board**

The TASC Minutes will be given to the Select Board regularly to review. If the Search Committee has input they would like from the Select Board, they will attend a scheduled Select Board Meeting. There will be a standard item on the agenda for input and updates from the Search Committee. If it is not needed, there will be time to discuss any questions or items in the TASC minutes.

### **Select Board Invitation to TASC Meetings**

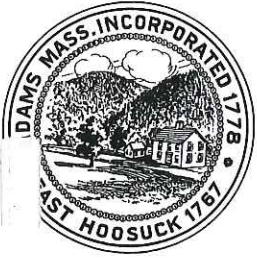
The Select Board is invited to sit in on the short, informative TASC Meetings, and Member Blanchard has attended previous meetings.

### **SUBCOMMITTEE/LIAISON REPORTS**

#### ***Adams Cheshire Regional School District***

**Member Nowak** attended the regular meeting of the Adams/Cheshire Regional School District. The meeting topic centered on economic concerns that the district is facing. Another meeting was attended by Member Blanchard and Member Nowak, where discussion took place regarding both School and Select Board concerns. It is time to start looking for ways to help the school with their budgeting process.





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### **ADMINISTRATOR'S REPORT**

#### ***Park Street Construction***

Construction is under way, on schedule. One concern by a Park Street individual was addressed and resolved. No phone calls have been received regarding the pace of the project or the disruption of traffic, so all is moving smoothly.

#### ***Library Project***

The Library Project will formally kick off on August 18, 2014. There was a slight delay with getting contracts in place with the contractor, due to logistics. It will move quickly once begun.

#### ***Greylock Glen***

The Senate had proposed and accepted in their version of the Environmental Bond Bill \$5 Million for a welcome and education center at Greylock Glen, upon the Town getting it released. It has since gone through the House, has been enacted upon by both the House and Senate and is on Governor Patrick's desk to be signed.

**Member Nowak** added that the Conservation Commission has approved the Trail Network along with DCR. All of the wetland issues have been taken care of.

#### ***Downtown Signs***

The signs look good and are in a good placement but the size of the font is less than desirable. The Town has gone back to the Sign Developer to see if there are any quick fixes to get the size of the font larger to add 50 to 100 feet to the line of sight.

#### ***Middle School Roof***

The Middle School roof is 90% completed; the bulk work has been done for about a month, and finish work is being done now. They should be completed within the next couple weeks.



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### PUBLIC WORKS DEPARTMENT

#### ***Special Municipal Employee Designation – DPW Director Joe Bettis***

DPW Director Joe Bettis also serves on the Town's Prudential Committee as an elected Board Member, and though there is no direct conflict, just a disclosure, he is representing one Governmental Entity but being compensated and working full time for another Governmental Entity in Adams so he asked that the Board make the designation of Special Public Employee Designation.

***Motion made by Member Duval to approve the Special Municipal Employee Designation for Joe Bettis***

***Second by Member Blanchard***

***Unanimous vote***

***Motion passed***

### POLICE DEPARTMENT

#### ***Stop Signs at Burlingame Hill and Walling Road***

**Chief Tarsa** submitted a letter requesting stop signs at Burlingame Hill and Walling for safety concerns.

***Motion to approve stop signs at Burlingame Hill and Walling by Member Blanchard***

***Second by Member Duval***

***Unanimous vote***

***Motion passed***

#### ***Missing Signs at Elm Street and Enterprise Street***

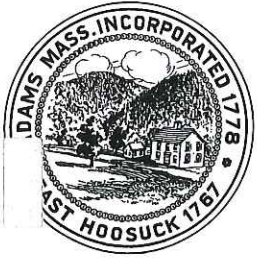
**Chief Tarsa** submitted a letter requesting the entire length of Elm Street and the East side of Enterprise Street to Fisk Road be formally made No Parking so they can be enforced.

***Motion made to replace missing signs on Elm Street and Enterprise Street and to recognize No Parking Zones by Member Blanchard***

***Second by Member Duval***

***Unanimous vote***

***Motion passed***



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### ***Farmer's Market***

**Chief Tarsa** complimented the phenomenal growth of the Farmer's Market.

### ***Donation of Bicycle Helmets***

**Chief Tarsa** donated to the Adams Police Department 50 children's bicycle helmets in the memory of Helen Tarsa. He encouraged kids in Adams who need them to take advantage of them.

### **COMMUNITY DEVELOPMENT**

### **OTHER DEPARTMENTS**

#### ***Council on Aging – By-Law Change Request***

**Erica Girgenti, Council on Aging Director** advised three absences in a term, or a year, would be the intended number of absences to determine whether a person was replaced from the Board. This will help those who have an opportunity and interest to be able to serve on the Board. The criteria would be a "no call, no show" circumstance. The 9-Person Advisory Board will make the decision of what is an excusable absence.

***Motion made to approve the Council on Aging By-Law Request by Member Duval  
Second by Member Nowak  
Unanimous vote  
Motion passed***

### **TOWN COUNSELOR'S REPORT**

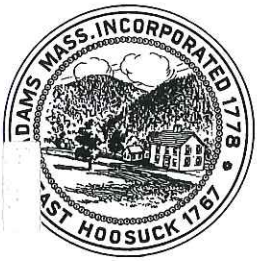
*No Town Counselor's Report at this meeting.*

### **ANNOUNCEMENTS**

#### **Community Access Monitor Training**

There will be a Community Access Monitor Training held on September 10, 2014 and September 11, 2014 from 9am to 4pm, to talk about sidewalks and curb cuts etc. Select Board Members were advised if they wished to attend to let the Administrative Assistant know by the next meeting so arrangements could be made. The last date for registration is August 28, 2014.





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### **APPROVALS**

#### ***Request for Permit to Place Sign on Public Way by Izzy's Diner & Pizza***

**Richard Solomon** requests to place a plain white metal sign to make the public aware of parking for Izzy's Diner & Pizza.

***Motion made to approve the parking sign on Armory Court for Izzy's Diner & Pizza by Member Blanchard***

***Second by Member Snoonian***

***Unanimous vote***

***Motion passed***

#### ***Facility Use Request by Adams Cheshire Football for Renfrew and Russell Fields***

**Adams Cheshire Football** requests use of Renfrew and Russell Fields, which was approved by the Park Commission.

***Motion made to approve the facility use by the Adams Cheshire Football for Renfrew and Russell Fields by Member Snoonian***

***Second by Member Nowak***

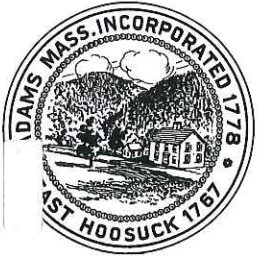
***Unanimous vote***

***Motion passed***

### **OTHER BUSINESS**

#### ***Letter to Select Board from Hampshire Council of Governments***

A letter was sent by the Hampshire Council of Governments, which works to provide green energy, to save taxpayer money, to keep investments local, and to contribute to a healthy sustainable environment that benefits the entire region. The Council has reached out to the legislative delegation representing Western Massachusetts to coordinate a *Fall Regional Legislative Summit* in November, after the elections, to work with the communities to create a regional legislative agenda. The Select Board will hear more from them when the date is decided.



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### GOOD OF THE ORDER

#### *Mausert Building*

**Member Nowak** inquired what the status of Mausert Building was, since the Town did give \$125,000 for the façade. He inquired if any action would be taken to rectify issues so they could continue to work.

**Town Administrator Butler** advised action was already being taken; a stop work order had been issued some time ago to resolve issues and to properly deal with them. The Building Commissioner has been in regular contact with the Stensons and the Town's intention is to get them operating again. The Town is making sure that everything is done properly and in a safe way. If there are more in depth questions, Board Members are encouraged to speak with the Building Commissioner.

#### *Agricultural Fair*

**Member Nowak** wanted to thank those that attended the Agricultural Fair. There was record attendance this year. A special thank you was given to the Highway Department for fixing the grounds before the Fair because the grounds had gotten rutted up from equipment and trailers.

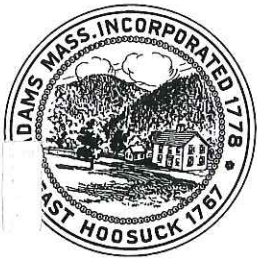
#### *Park Street Business*

**Member Snoonian** encouraged the Park Street business owners to follow Izzy's lead and anything the Select Board can do to help them to do business in a small business in a small town on the Main Street they will.

#### *Pow Wow*

**Chairman Harrington** reminded the public that the Pow Wow is coming to the Fair Grounds. It is a wonderful event, with cultural items and activities by true Native Americans with authentic Native American products. It is very educational and fun.





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### ***Time Warner Cable***

**Chairman Harrington** advised the Select Board received notification of changes to the Time Warner Cable lineup. The notification will be in the Town Administrator's office with the administrative assistant for anyone interested.

### **Executive Session**

*No Executive Session took place*

***Motion to adjourn by Member Snoonian***

***Second by Member Duval***

***Unanimous vote***

***Motion passed***

**Meeting adjourned at 8:00 p.m.**

Respectfully Submitted by Deborah Dunlap  
Recording Secretary

*[Handwritten signatures]*  
*Robert W. Harrington*  
*Joseph J. Nowak*  
*John E. Duval*