



TOWN OF ADAMS SELECTMEN'S MEETING MINUTES

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TOWN CLERK
ADAMS MASS.

Board of Selectmen Meeting

September 17, 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 Joseph Nowak, Richard Blanchard, Jeffrey Snoonian and John Duval**. Also in attendance were **Interim Town Administrator Donna Cesan and Town Counsel Edmund 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

- September 3, 2014

Motion made by Member Blanchard to waive the reading and approve the minutes as written
Second by Member Duval
Unanimous vote
Motion passed

CITIZEN'S CONFERENCE

No citizens came forth with comments

PUBLIC HEARING

There was no public hearing

OLD BUSINESS

There was no Old Business to discuss

NEW BUSINESS

Cultural Council of Northern Berkshires looking for representatives from the Town of Adams

Motion made by Member Blanchard to remove this item from the table and open for discussion
Second by Member Nowak
Unanimous vote
Motion passed

Motion made by Member Snoonian to accept Cultural Council of Northern Berkshires to be part of MA Cultural Council
Second by Member Blanchard
Unanimous vote



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Motion passed

Cultural Council of Northern Berkshires Ratifications of Karylee Doubiago and Samantha Talora as Adams representatives.

Motion to remove Cultural Council of Northern Berkshires Ratifications from the table and open for discussion made by Member Blanchard

Second by Member Snoonian

Unanimous vote

Motion passed

Heather O'Brien, the Chairwoman of the Cultural Council of Northern Berkshires, shared information about the Cultural Council with the Select Board. The local Cultural Council covers 11 Towns, and is one of 329 subsidiaries of the MA Cultural Council in the State. They bring in locals to take advantage of grant money which is available to schools and individuals promoting arts, humanities, sciences and projects involving cultural activities. The representatives volunteer, and do not impact the budget of the Town.

Motion made by Member Snoonian to appoint and ratify Karylee Doubiago and Samantha Talora as representatives of the Town of Adams on the Cultural Council of Northern Berkshires

Second by Member Duval

Unanimous vote

Motion passed

Town Administrator Job Description

Interim Town Administrator Cesan and the **Personnel Sub-Committee** reviewed wording, and made additions and changes to the Town Administrator Job Description and submitted a final document for approval by the Select Board. Once approved it will be given to the Town Administrator Search Committee and sent to the Town Administrator Applicants to update them on the changes.

Motion made to approve the updated Town Administrator Job Description by Member Blanchard

Second by Member Duval

Unanimous vote

Motion approved



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SUBCOMMITTEE/LIAISON REPORTS

Member Blanchard reports he went to the *Parks Commission Meeting*, the *Zoning Board of Appeals Meeting*, the *Historical Commission Meeting*, *Downtown Adams Meetings*, last week's *Town Administrator's Search Committee Meeting*, the *Rotary Clubs* for North Adams and Williamstown's *Councils of Governments Leading Regional Cooperation Meeting*, which covered the topic of County Government. The *Councils of Governments* are the Selectmen from the Towns and City Councilors that get together and discuss issues for the county. He suggests this as a future discussion topic.

Chairman Harrington advised the *Berkshire County Selectmen's Association* will be having a dinner meeting to discuss those same issues, and the date will be forthcoming. He encourages attendance by all Select Board Members, Interim Town Administrator Cesan, and the Administrative Assistant. It will give information from the county and Legislators will be in attendance.

Member Nowak attended the *Cemetery Commission Meeting*, and found it informative and impressive. He also attended the *Park Street Public Meeting*, which was well attended, very helpful and constructive.

Member Snoonian met with Lee Town Administrator Bob Nason regarding the Eagle Mill Project to get a general idea about how that project was proceeding and to get his impression of Mr. Jeff Cohen. Mr. Nason had met with over two dozen developers in the last 15 years, and reported that Mr. Cohen has delivered on every promise he has made and has been very transparent in his process. Member Snoonian stated he felt good about this input.

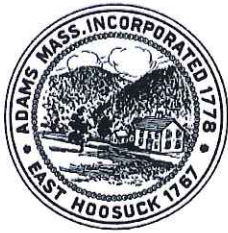
ADMINISTRATOR'S REPORT

MA DOT

Massachusetts Department of Transportation (MA DOT) issued a *Right Of Way Certificate* for the Roundabout Project at Route 8 and Friend Street on September 10, 2014. MA DOT advertised the project on September 13, 2014 and the Bid Opening Date is January 13, 2015.

Adams Station Project

September 12, 2014 three bids were received for the *Adams Station Project*. The apparent low bidder is Burke Construction, with a base bid at \$233,233.00. There were four add alternates in the bid documents, and the Town is proposing to take three of them, creating a total contract price of \$297,403.00, which is within the project budget. A *Notice of Award* will be issued to Burke Construction, and a contract for the project work is being developed. Community Development Staff will get a pre-construction meeting established, hopefully as early as next week.



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Park Street Project

The Park Street Project is advancing. A Public Meeting on this project was held on September 16, 2014. Sidewalk work will continue over the next 2 to 3 weeks. The contractor is still on schedule and expects to complete all of the paving work in advance of the Thanksgiving Holiday.

Library Project

The Library is having a progress meeting on Friday, 9:00 a.m. The contractor quickly dismantled the front steps, and is going forward at a rapid pace. The project is subject to weather, and the contractor is working hard to finish exterior work before the winter weather sets in.

PUBLIC WORKS DEPARTMENT

Ratification of Part Time Custodian Position

Subject to the Board's ratification as provided in Section 10 of the Town Charter, *Daniel Barrett* has been appointed to the position of *Part-Time Custodian* within the Department of Public Works. The position will have a rate of pay of \$14.24 per hour. 14 applications were received for the position, and Director Joseph Bettis and Deputy Director David Nuvalle interviewed the top three candidates. The recommendation of hiring Mr. Barrett is based on his work experience with the Adams DPW over the past 5 summers in the Parks and Cemetery Department. Mr. Barrett has been a consistent hard worker and would be an excellent addition to the Department Staff.

Motion Made by Member Duval to appoint Daniel Barrett to the position of Part-Time Custodian

Second by Member Nowak

Unanimous vote

Motion passed

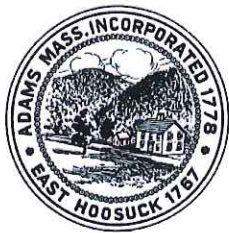
POLICE DEPARTMENT

Hazardous Waste Drug Roundup

Saturday September 27th, 10am to 2pm is the last *Hazardous Waste Drug Roundup*. Sharps must be in a sharps container or an old soda bottle that is sealed. Medications can be brought in at any time of the day, as there is a kiosk in the lobby, 7 days a week. Medications should be kept in their original prescription bottles for disposal.

Bicycle Helmet Donation

A very generous donation of 150 bicycle helmets was received from Lee Jagge of Health New England Medicare Advantage. It is very much appreciated, and was brought to his attention through Linda Greenbush and Erica Girgenti of the *Council on Aging*. The Police



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Department is extremely thankful for the donation and the helmets have been very well received.

Donation for K-9

Kumar, the K-9 Unit of the Adams Police Department received a donation of a bullet resistant vest through a non-profit organization called *Vested Interest*. *Vested Interest* does fundraising to put a vest on every K-9 Unit. The money from this donation came from a motorcycle ride that generated \$15,000 in revenue, and their price was \$1,000 for the vest. The Town's price for a vest through the Stanton Foundation Grant would have been \$2,000. This saved the Town \$2,000, which will help the grant money to go further. *Vested Interest* has outfitted over 400 dogs with vests, and this vest was donated in memory of another K-9 by the name of "Caesar".

Route 8 Projects

There have been numerous of speeding complaints on West Road, Notch Road, and Friend Street. Within the next week, hopefully construction on the water line will be off of Route 8. Adams Police Department has increased patrols in that area, and from the Adams/Cheshire line to McAndrews King they are running radar. Through a Community Policing Grant extra patrols are being put in place. East Road residents have not been forgotten, but the main problem right now is West Road so that is being taken care of immediately.

Member Blanchard shared that on Facebook he read that Cheshire Police is also increasing patrols and writing speeding tickets on Fred Mason Road in Cheshire, and reminded the public of the speed limit.

COMMUNITY DEVELOPMENT

No updates shared at this meeting

OTHER DEPARTMENTS

TOURISM DEPARTMENT

Recap of Farmer's Market and Event Information

Tourism Director Samantha Talora reported the Farmer's Market has successfully completed a 10 week season. It averaged 180 visitors per week and there was recognition from both the community and travelers. The season ended with 23 vendors and live entertainment music with a singer/songwriter/guitarist. Topia brought in jazz musicians to perform ensembles on the second half of the season, and the music was extraordinarily well received by the public. Next year, she suggested keeping the Farmer's Market on Sundays because Saturdays are saturated with markets locally. She suggests extending hours to 10am to 3pm, and extending the season to begin in late June through Columbus Day. 20 of the vendors are interested in coming back next year.



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Tourism Director Talora gave special thanks to the Select Board for their support and approving signs which was the only way many people heard about the market. Surveys indicated 45% to 50% indicated the signage was the reason, and Facebook likes and posts, and information on Channel 22 also helped.

Holiday Harvest Market

Director Talora is working on putting together a Holiday Harvest Market in Late November or Early December. Vendors and public are both interested and the Tourism Department is looking for an indoor venue, but the Visitor's Center can be used as a smaller backup if an appropriate one is not located.

Steering Committee

A *Steering Committee* is being suggested to help manage the Farmer's Market. This committee will help vet applications, promote it, and assist with setup and breakdown. If anyone has an interest in being part of the *Steering Committee* contact Samantha Talora, Tourism Department, at (413) 743-8358 at the Visitor's Center.

Staffing the Visitor's Center

A big project was to get the Visitor's Center staffed and running efficiently. There was a great crew of volunteers and interns. Mark Latour, an intern for the Tourism Office and the Council on Aging, did a phenomenal job in keeping things moving and stocked. 580 people signed the Guest Book between Memorial Day and Labor Day, which represents 30 to 40% of people who actually visit. Most of the comments indicated the staff was helpful, courteous and that the Town of Adams was beautiful.

Autumn Hours

The Visitor's Center hours are changing to the Autumn Hours of 10am to 5pm on the weekends and 9am to 4pm midweek.

Bike Night

Pro Adams will be hosting *Bike Night* on September 27th at the Visitor's Center parking lot from 5pm to 8pm, and it will be run by *Custom City Cycle* and will include *Masons* and *Lion's Club* with food and beverages, a 50/50 raffle, Chinese auction, and a bike contest.

Fall Run

September 28th will be the 33rd annual *Fall Run* which leaves from *Bowe Field*. Registration is from 8am to 10am at *Bowe Field*, and the ride ends at *Mohawk Park* in Charlemont, where there will be food and music. The run departs from *Bowe Field* at 11:00 a.m., and proceeds benefit the *Shriner's Children's Hospital* in Springfield, MA. More information can be found at www.customcitycycle.com and also on the Facebook *Explore Adams* or *Adams Events Planning Committee* pages.



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Ramblefest and Greylock Ramble

Both the *Ramblefest* and *Greylock Ramble* are coming in October. www.exploreadams.com website has that information.

Mermaid Light Show

Ralph Brill at 5 Hoosac Street Gallery is working with Tourism Director Talora to create a light show immediately following the *Bike Night* that will take place on the Hoosac River. It will be called "*Hoosac River Lights*", and will be done by computer. "*Mermaid Beatrice*" will be projected onto the Hoosac River with both lights and sounds, and on surrounding Mill Buildings and up the Mill Stacks.

Berkshire Visitor's Bureau Half Ticks

Earlier in the season Director Talora discussed *Half Ticks* but the staff did not have a definitive schedule at the time and it was not good timing to be successful or efficient. Director Talora is working out details to hopefully have it next year.

COUNCIL ON AGING

Health and Wellness Expo

Thursday, September 25th is the 3rd Annual *Health and Wellness Expo* from 2:00 to 5:00 p.m. at the Visitor's Center parking lot. Food, music, and vendors will be there. This is for seniors, caregivers, neighbors, family and friends. Register at the desk to enter the raffle.

Walk to End Alzheimers

Saturday, September 20th is the *Walk to End Alzheimers* at the Cheshire Causeway between the first and second lakes in Cheshire. If anyone is interested in walking, the *Adams Council on Aging* has a team. Registration is at 8:30 a.m., the ceremony is at 9:00 a.m. and the walk starts at 10:00 a.m. Donations are also accepted. The Massachusetts Council on Aging pledged \$15,000 and asked all Senior Centers to create teams. The Adams Senior Center doubled their donation goal of \$1,000, and they are grateful for all the donations that have come in. Parking will be at the *Berkshire Mall*, and free transportation from the Mall will be provided.

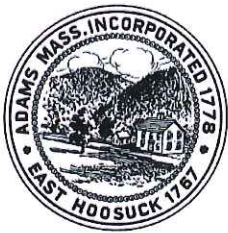
Flower Baskets

Samantha Talora put in a good deal of time and hard work to create flower baskets at the Visitor's Center, and many thanks to her for her phenomenal efforts.

Cultural Council of Northern Berkshire

The *Senior Center* utilizes the funds from the grant from the *Cultural Council of Northern Berkshires* to offer entertainment and events, so it is a valuable and appreciated resource when they support the *Senior Center* on their grant application.

TOWN COUNSELOR'S REPORT



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Attorney St. John III completed easement drafts and agreements relevant to the *Roundabout project*, and communicated to the attorney for the abutting owner as well as an attorney for the lessee of the property. He drafted a *Stay-Away Order*, researched and conversed with Town Officials regarding the potential of Fire District water liens. He performed additional work regarding the executive session minutes, and reviewed a *Public Record Request Form*.

ANNOUNCEMENTS

Member Nowak advised that Sunday is a *Maple Grove Civic Club* meeting at the *Polish National Alliance (PNA) Hall* on Victory Street. The speaker will be Richard Kleiner, who heads the *Water Department*. A representative of the construction company for the water line will also be present. For those interested in attending, the meeting will be held at 3:00 p.m. There is a \$25 membership fee, but membership is not required to attend the meeting. *Lazy Man's Golumpkis* will be served for lunch that day, and the *Maple Grove Civic Club* gives out scholarships and does a lot to help the community in Adams.

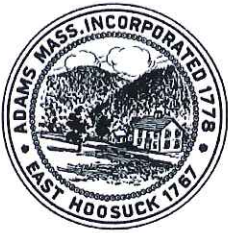
APPROVALS

Council on Aging Drug and Alcohol Policy

Council on Aging Director Erica Girgenti explained that the *Drug and Alcohol Policy* needed to be reviewed to be in compliance with State and Federal Regulations regarding drug and alcohol misuse and abuse. *Berkshire Regional Transit Authority (BRTA)* encouraged all Berkshire County towns using their vans to get into compliance in order to continue to utilize their vans. Each community has their own policy, but verbiage in the policy is from both the Federal Transportation Authority (FTA) and the Town of Adams.

The Town had used the DPW Shed for testing, but it will be less expensive for the Senior Center to go to Berkshire Occupational Health. Berkshire Occupational Health will call Director Girgenti to send drivers for random drug or alcohol testing. There may be a need to offer comp time or overtime to accommodate transportation trips, if an appointment is at the end of the day, or there is a significant wait in the waiting room. This has all been run by the Union. The Town has the opportunity to choose whether to follow BRTA's zero tolerance policy, and if the Town doesn't adopt it BRTA would no longer allow the Town employees to use the BRTA vans.

Interim Town Administrator Cesan advised she and Town Accountant Mary Beverly went through the draft of the policy from BRTA carefully. Other communities have used this policy, and every community customizes it. The Federal Transportation Administration (FTA) requires a zero tolerance policy.



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Motion made by Member Snoonian to approve the Council on Aging Drug and Alcohol Policy

Second by Member Blanchard

Unanimous vote

Motion passed

OTHER BUSINESS

No Other Business was discussed

GOOD OF THE ORDER

Pledge of Allegiance

Member Nowak said he has been substitute teaching at the High School and is very pleased to see the school day is starting with the pledge of allegiance and moment of silence. He said he believes it is engaging and more needs to be done with civics, because it makes each individual a better person.

Town Common and Constitution Day

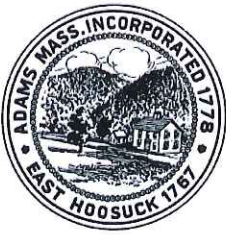
Member Blanchard mentioned there is question from the *Parks Commission* regarding whose purview the Town Common is, and it is something to look at in the future. He also wished everyone a happy *Constitution Day*, because on this day in 1787 the Founding Fathers signed the U.S. Constitution.

Future Agenda Items and Downtown Economic Development

Member Duval requested a section on the agenda for future agenda items. He also requested a workshop be created regarding downtown economic development. A former *Downtown Planning Committee* once developed a plan, and he suggested taking the past plan to evaluate what has happened since then. There is no group together at this point in the community that brings businesses together. He requests a round table discussion between the Select Board and the Town Administrator to discuss this subject and to try to bring development to the downtown.

There is a group that meets at 5 Hoosac Street, called the "*Downtown Adams Group*" that discusses downtown development. Someone from the original *Downtown Planning Committee* would have great input if they came back to explain why the committee disbanded.

Interim Town Administrator Cesan advised the plan was adopted in 2003 and she has a presentation that could give the Board and the audience a summary of what was done in 2003 and how the recommendations of the document have been being aggressively implemented consistently every year since. Once the Board has the summary of what has been done so far it would be a great foundation to have the discussion on it.



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The Community, the Town of Adams and the State through grants have invested a lot of money in the downtown through facades and part of the plan has been successful. There are now nice looking buildings that don't have any stores in them. The question is how to bring the businesses into this community, into downtown and onto Summer Street.

Member Nowak expressed that he felt the Town needs businesses to come in that have skills, business sense to start a business. There is a lot invested in façade programs and it is a good idea to do brainstorming.

Workshop meetings are posted on the Town's website and are videotaped and played at later times.

Chairman Harrington advised the Agenda Items will be added back into the Agenda before the Good of the Order.

Construction Projects

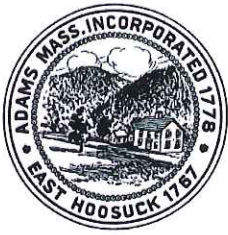
Chairman Harrington thanked the public for their patience on the two projects in the downtown. Some traffic issues that occurred could not have been foreseen, and sometimes in order to move forward it is temporarily a little painful.

Tax Classification Discussion

Chairman Harrington noted that discussion in a previous meeting about the Tax Classification was regarding the Tax Rate, not the Tax Split. More information is needed to understand why it appears to be higher in Adams than other communities. One item that is a factor is the sewer fee, since it is all included in Adams. He would like a number to show people what the sewer fee would be, then what the taxes would be if the Town had a sewer fee and how much it would decrease the Tax Rate in Adams. He suggested a workshop to cover those items and others because there are unknowns involved, such as the differential. DPW Director Joe Bettis is working on preparing numbers for this. He asked the other Board Members to bring up any other thoughts they have about it as well so the Board can get factual information out to the Community.

EXECUTIVE SESSION

#6, To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body



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8:09 p.m. Motion was made by Member Blanchard to enter into Executive Session, only to exit to adjourn the meeting.

Second by Member Snoonian

Roll Call vote – unanimous, all members present

Motion passed

A three minute recess took place to allow the audience to depart

8:30 p.m. Motion made to adjourn the meeting by Member Blanchard

Second by Member Snoonian

Roll Call Vote – Unanimous, all members present

Motion passed

Meeting adjourned at 8:31 p.m.

Respectfully Submitted by Deborah Dunlap
Recording Secretary

[Handwritten signatures in blue ink over lines]

Joseph J Nowak