

TOWN OF ADAMS

SELECT BOARD MEETING MINUTES

WEDNESDAY, January 21, 2015 - 7:00 PM

TOWN HALL, MEETING ROOM, 1st FLOOR, ADAMS, MA 01220

On the Above date the Board of Selectmen held a regular meeting at Town Hall at 7:00 p.m. Chairman Arthur Harrington presided. Present were Members John Duval, Joseph Nowak, Jeffrey Snoonian, and Vice Chairman Richard Blanchard. Also in attendance were Town Counsel, Edmund St. John III and Town Administrator Tony Mazzucco.

Meeting was called to order at 7:00 p.m.

The Pledge of Allegiance was recited.

READING OF MINUTES

- January 7, 2015
- January 14, 2015

Motion made by Vice Chairman Blanchard to waive the reading and approve the minutes for the January 7, 2015 meeting

Second by Member Snoonian

Unanimous Vote

Motion passed

Motion made by Vice Chairman Blanchard to waive the reading and approve the minutes for the January 14, 2015 meeting

Second by Member Duval

Abstention by Member Snoonian

Voted in favor were Chairman Harrington, Vice Chairman Blanchard, Members Duval and Nowak

Motion passed

CITIZEN'S CONFERENCE

Town Administrator Transition

Jeff Lefebvre welcomed new Town Administrator Tony Mazzucco and reported he had met with him. He also thanked Donna Cesan for being the Interim Administrator and commended her for the work she had done in that capacity.

Homeless Veterans Drive

Jeff Lefebvre reported that the Homeless Veteran Drive produced about 7 loads of donations and thanked Andy Brooks, and also the Select Board for allowing him to use Town Hall as a drop off point. He thanked St. Stanislaus, and the Parish of John Paul the Great for advertising the drive in their flyers, as well as WMB Radio and iBerkshires.



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Budget Process

Jeff Lefebvre inquired when the official date of "Budget Season" starts.

The budget process is expected to be finished around mid-February.

Annual Town Census

Town Clerk, Haley Meczywor advised that the *Annual Town Census* is under way and all residents are asked to send them back by mail, drop them off, or call in to give the information to her at (413) 743-8300 extension 176.

Town Elections

Town Clerk, Haley Meczywor reported that the *Town Elections* will be held on May 4, 2015. Nomination papers will be available in the Town Clerk's office beginning Jan 26, 2015, and a list of offices with open seats will also be available.

Vice Chairman Blanchard recommended putting the list on the Town Website showing the vacancies of the different boards.

PUBLIC HEARING

7:10 p.m. Community Development FY2015 Block Grant Program

Chairman Harrington gave an overview of the purpose of the Public Hearing.

Motion made by Member Duval to go into the Public Hearing for the Community Development FY2015 Block Grant Program

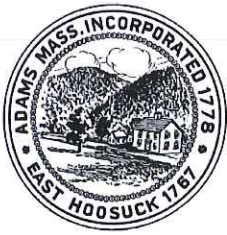
Second by Vice Chairman Blanchard

Unanimous vote

Motion passed

Community Development Director Cesan gave a brief overview of FY2015 Massachusetts Community Development Block Grant program. The eligible project activities are planning, housing rehabilitation, infrastructure improvements, community facilities and public social services. She reviewed how much money the state expects this year from HUD and broke out how it is allocated and which funds the Town is eligible to apply for. Under this year's fund, the maximum amount of funds a community can request is \$900,000. The application deadline is February 13th.

Director Cesan said the main purpose of the evening's public hearing is to obtain public input and to obtain the Board's approval for the Town's FY2015 Community Development Strategy and to obtain Board approval of the program activities proposed under the Town's 2015 CDBG application. She advised that the 2015 draft has been updated from the 2013 strategy that the Board had previously reviewed and approved.



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Director Cesan said the strategy defines community developments priority and needs and outlines a plan of action on how to accomplish the goals. Also CDBG-funded projects and programs must be consistent with the Commonwealth's Sustainable Development Principals and the Strategy has to include a statement on how this will occur. Each activity for the CDBG 2015 application must to relate to and be reflected in the strategy. She said that the Strategy must also include a list of priority community development projects and explain how the community plans to accomplish these priorities over a 3 to 5 year period. Director Cesan requested the Board vote to approve the current FY2015 strategy.

Chairman Harrington asked for input from the public on the FY2015 Adams Community Development Strategy.

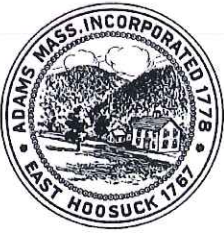
Ed St. John IV thanked Donna for her hard work with her staff. He noted the HVAC system replacement for the Memorial School reuse is a very important project and expressed the Youth Center's support for this process to go forward so the building can be used ultimately as designed, as a multi-generational community center to provide a safe place to enjoy recreational and educational services.

Jeff Lefebvre inquired about the validity of building studies done previously on Memorial School, since he said the building was once condemned and now the town is saying it has value.

Chairman Harrington replied that the evaluations done previous to the most recent one was done by the school district. Building use as a school has different requirements than that as a public meeting place, and he did not believe the building had ever been condemned. The cost to make the building meet current code as a school made it prohibitive to continuing to use it in that capacity. The consultants that did the evaluation were looking for certain criteria for the use they were evaluating it for. The uses the Town is now trying to pursue, such as a facility for the Youth Center, youth sports practice, and elderly housing meant the building was evaluated for different criteria. MassDevelopment sponsored this last evaluation of the building's condition and had engineers and architects come in to consider proposed new uses for the building. Chairman Harrington also noted that having the roof put on with assistance by previous CDBG funding, didn't cost the Town anything from taxpayer money, and alleviated much of the issues and problems with the building.

Mara Wooley, Cindy Bird, Lisa Odvar, and Christine Hoyt all spoke in favor of applying for Block Grant funds to replace the HVAC system in the Memorial School building to allow for the relocation of the Youth Center and its programs, allowing them to be able to expand and use the school again as more of a community space.

The sooner the Youth Center is able to move into the Memorial School building, the town property at 20 East Street can be placed back on the tax roll. The move to Memorial will make the Youth Center and its programs more marketable and accessible to the town's youth.



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Member Nowak supported adding an environment for the kids and noted that the Youth Center is a non-profit group that has a range of children's programming. He said he supports having the building be the new location of the Youth Center and its programs so they have improved facilities like the building's gym and auditorium and a computer center to be used for the youth of the community. He recommends viable financial plans for future tenants.

When the Town gets to point of leasing the property the Town will negotiate arrangements to approve each lease and tenant's financial plans. The Town is doing its best to make sure it doesn't impact the town residents financially.

There is a Memorial School Sub-Committee which includes Director Cesan, Vice Chairman Blanchard and Member Duval, who are working hard to make sure this interest by the Youth Center is addressed and they are moving forward as quickly as possible.

There were no other public comments received.

Motion made by Vice Chairman Blanchard to approve the draft of FY2015 Community Development Strategy

Second by Member Snoonian

Unanimous vote

Motion passed

Director Cesan proposed three program activities for the FY2015 CDBG Application. They included continued implementation of the Adams housing rehab program utilizing a proposed \$354,000 in direct funds for a housing rehabilitation effort for residential structures within the new Route 8 target area. \$85,675 is proposed for program delivery. If awarded, the goal would be to rehabilitate at least 12 units of low to moderate income housing.

The second proposed activity is undertaking improvements to the Memorial School Building, to install a new energy-efficient HVAC system as the present system is antiquated and is no longer operable. The Town's Building Commissioner has indicated an adequate heating and ventilation system is going to be necessary in order to allow full use and operation of the building. The proposed project is expected to provide a new HVAC System which would also yield operational savings to the Town from its current state. This proposal is a result of a very active public process over the past 2 years including work of staff and Board committee members. The Town has been assisted by MassDevelopment and Arrowstreet Architects to complete the assessment of the building and its condition, and prepare recommendations for new uses and needed renovations, and the sequencing of these improvements. EDM Architects have been hired by the Town as the consultant to complete the design of the HVAC system and prepare bid-ready plans and specs and discussions have taken place with Berkshire Gas and National Grid, who have assisted in the initial design scoping study. Many public meetings have also taken place while carefully evaluating the future use of this building for the Town.



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The third proposal is a design project for the Adams Visitors Center parking facility at 3 Hoosac Street, which needs reconstruction. Director Cesan stated that the pavement is cracking and heaving, trees in the center island are overgrown and uplifting portions of the parking lot with their roots, and there are both access and drainage issues. Community Development is proposing use of grant funds to allow the town to hire an engineering consultant for the design, but also to develop bid-ready construction drawings and to supervise construction of the project. The following year the department would likely propose applying for construction funding for this project.

Member Nowak inquired what the method was for selection if demand overruns available funds in the housing rehabilitation project.

Community Development will try to address a number of priorities, first is whether the home or property owner is in the target area. They also will help female heads of household with young children, especially since many homes still have lead contamination or other hazardous materials. Additionally, they will address rehabilitation of historical buildings. The readiness of property owners will be a factor, and they will encourage interested residents to find out about the program. This program is for low and moderate income residents, and the Town is currently at approximately 58% low/moderate income. In 2013 the Town received \$900,000 and majority was for Park Street and then Housing Rehab and staff salaries.

Jeff Lefebvre inquired if not all of the grant money is received, what would be cut, and if the building breaks down, who picks up the cost. He also asked about having previous project participants to explain the status of their projects.

Director Cesan stated she was open to having a discussion about inviting building owners to come in and give a project progress report to date. She stated that many of the 351 communities in the Commonwealth are vying for this grant money and it is a very competitive program. There is no way to know what amount of grant funding Adams would receive. Each activity in the application is scored individually, and the town may get funding awarded in a partial application.

Motion made by Vice Chairman Blanchard to approve FY2015 CDBG proposed program activities and the application of the maximum grant amount of \$900,000

Second by Member Snoonian

Unanimous vote

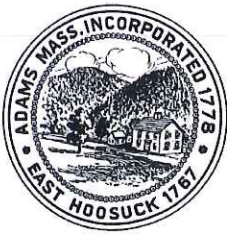
Motion passed

Motion made to exit the Public Hearing by Member Duval

Second by Member Nowak

Unanimous vote

Motion passed



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OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

There was no new business discussed.

SUBCOMMITTEE/LIAISON REPORTS

Historical Commission

Member Nowak attended the Historical Commission meeting where they spoke of refurbishing the War Memorial Tower and money will be put into Bascom Lodge replacement windows and replacement of beams. There was acknowledgement from MA Historical Society and those overseeing Mill #4 for possible housing and removal of auxiliary buildings. He recommended installing a lightning rod on the Quaker Meeting House as long as it doesn't affect the integrity of the building. He also said he felt the Town is underplaying the role of Susan B. Anthony in this community and would like classy entrance signs to Town showing this is the Birthplace of Susan B. Anthony.

Berkshire Regional Planning Commission

Member Duval attended the BRPC meeting. State law requires community assessments, which are set during February each year and BRPC voted to increase assessments to 35 communities by 2.5%, which will make the Adams assessment go up \$149.38 with a base of \$6,124.76. Stormwater regulations are coming soon and Adams is one of 3 communities that will be impacted. Member Duval asked BRPC to have someone come to a workshop in February to go over requirements for the regulations by DEP to inform the board of this info. This project may be a significant cost so it will be important to get information to find ways to minimize the costs. This program will be finalized in January 2016 and implementations will begin June 2016.

Zoning Board

Vice Chairman Blanchard attended the ZBA meeting where approval was given to a Paranormal Museum for the old McBride Funeral Home.

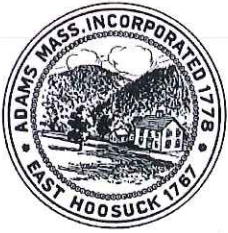
Berkshire Regional Transit Authority

Member Snoonian will be attending the BRTA meeting on Friday with its new administration and local leaders.

ADMINISTRATOR'S REPORT

Town Administrator Appointments

American with Disabilities Coordinator



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Town Administrator Mazzucco advised that traditionally the Town Administrator has been appointed as the American with Disabilities Coordinator for the Town of Adams. Though he

has had some experience and training in ADA, there are differences between ADA standards and the *Architectural Access Board* (AAB) standards, which is more in the field of expertise of the Building Commissioner than that of the Town Administrator. The Building Commissioner is more likely to keep up to date with changes in either law. He recommended that the Building Commissioner, Don Fitzgerald, be appointed as the American with Disabilities Coordinator, and the Town Administrator be appointed to the Chief Procurement Officer, Hazardous Waste Coordinator, and Right to Know Coordinator positions as traditionally held by that position.

Motion made by Member Snoonian to appoint the Building Commissioner, Don Fitzgerald, as the American with Disabilities Coordinator for the Town of Adams

Second by Member Nowak

Unanimous vote

Motion passed

Chief Procurement Officer, Hazardous Waste Coordinator, Right to Know Coordinator Positions

Motion made by Member Snoonian to appoint Town Administrator Antonio Mazzucco to the Chief Procurement Officer, Hazardous Waste Coordinator and Right to Know Coordinator positions

Second by Vice Chairman Blanchard

Unanimous vote

Motion passed

Town Administrator's Report

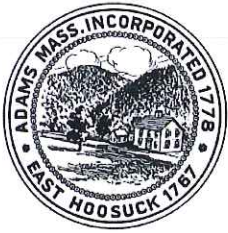
Transition

Town Administrator Mazzucco thanked Donna Cesan for the work she has done and for the seamless transition and her ongoing work in the community.

Meeting School Administration, Delegation

Town Administrator Mazzucco reported he had met with Jim Brosnan, the Superintendent of McCann Technical School, and will be meeting with Julia Bowen of BARt and Kristen Gordon of Adams Cheshire Regional School District to look at their facilities and to get to know them. He will also be reaching out to St. Stanislaus as well. He said he felt education and the relationship with the school systems is important. He also reports he will be setting up meetings with the delegation as well. Going forward he intends to create a campaign to meet all of the business owners.

Memorial School Reuse



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The HVAC system of Memorial School is an important issue, as well as the bleachers which need to be taken care of in order to use the gym. The Town must also get locker rooms

operational in order to support games in the building. He met with the DPW and it should not be costly or insurmountable. The model of reuse proposed will work as the Town brings organizations online. Installing mobile "scissor gates" to block off areas will assuage the Building Commissioner's concerns and assist with different uses in many areas of the building.

Staff Budget Meetings

Meetings have begun with staff to review department budgets, and hopefully a budget will be ready by mid-February. These will be posted online several weeks before joint meetings are held with the Finance Committee and the Select Board. Small changes will take place with the budget presentation to include any differences that the Town Administrator has compared with department requests. The full request will be submitted from each department, plus the Town Administrator recommendations of what the Town can afford so the Board and Finance Committee can see any differences. A joint presentation of both the Select Board and the Finance Committee will shorten the Budget process and also exchange of information before going forward to Town Meeting. FY2016 Budget starts July 1st so this will help to get it done by the end of May or early June.

Member Nowak encouraged having the budget online, and for those that do not have computers there will still need to be some hard copies available.

Copies of the Budget will be available at the Senior Center, the Library, and Town Hall. The Council on Aging runs computer courses so if people want to have access the Council on Aging and the Library are resources. At the Council on Aging someone will help people get connected to the internet and work on the computer. Volunteers willing to help at the Council on Aging are encouraged.

PUBLIC WORKS DEPARTMENT

Wastewater Treatment Plant Superintendent Job Description and Reclassification

Chairman Harrington read a letter from the Town Administrator suggesting the reclassification of the Wastewater Treatment Plant Superintendent position to Step 11, and additional duties to add to job description.

Motion made by Vice Chairman Blanchard to approved new job description of WWTP Superintendent

Second by Member Duval

Unanimous

Motion passed

The changes to the job description include the Town of Adams being wage competitive with local positions of similar status. As it currently stands, if someone wants to step into the



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position internally they may take a pay cut to take the position and someone from out of the area would not likely want to be brought in to the position and make less than their team.

***Motion made to reclassify WWTP Superintendent Position from Step 10 to Step 11 by Member Snoonian
Second by Member Duval
Unanimous vote
Motion passed***

POLICE DEPARTMENT

Police Department Promotions

Chief Tarsa presented a letter to the Select Board and Town Administrator requesting Police Department promotions of two sergeant positions due to one retirement and also his promotion to Chief. Donna Malloy and Matthew Wright are promoted to Sergeant after passing exams pending ratification of the Board. Ratification of these positions would be effective February 2, 2015.

Town Administrator Mazzucco also submitted a letter to the Select Board recommending the ratifications from Patrolman to Sergeant as requested by Chief Tarsa. Officer Malloy will begin the position at Step 8, and Officer Wright will begin the position at Step 5, in accordance with Civil Service guidelines.

The last promotions were in 1998. All promotions go through Civil Service and both officers passed the exam in the fall. The promotions will make a huge impact on the Department with supervisory staff in areas that have not been supervised in a period of time.

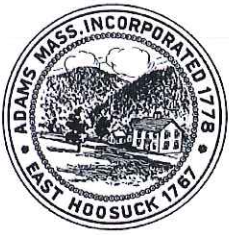
Member Nowak congratulated both officers in their promotions and noted that he was pleased to see a woman promoted as Sergeant especially since women are able to relate well to other women, and thanked both for their great work.

***Motion made to ratify the promotions of Officer Donna Malloy and Officer Matthew Wright from patrolmen to Sergeant by Vice Chairman Blanchard
Second by Member Duval
Unanimous vote
Motion passed***

Telephone Scams

Chairman Harrington received a memo from the *Council on Aging* regarding telephone scams, and there are many ongoing scams with phone calls and emails.

Chief Tarsa advised that predatory people out there looking for a quick way to get money. The IRS doesn't call you or threaten you to go to jail if you don't pay right away, and Microsoft does not call to let you know there is something wrong with your computer. If you have any



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questions, call the Police Department, the Council on Aging or Town Hall. Any door-to-door vendors must register with the Police Department as well.

COMMUNITY DEVELOPMENT

There were no Community Development items presented at this meeting.

OTHER DEPARTMENTS

Adams Cheshire School District

Kristen Gordon was not in attendance, so there was no report.

Town Clerk

Setting Dog License Fees

The present fees have been in effect since 2007. New licenses will be available in March and are due by April 1st. They are available at Town Clerk's Office and can be posted online. Fees are consistent with neighborhood towns and cities so there is no recommendation for increase. The application is online for convenience, and can be mailed in. There is a late fee of \$10 if the deadline is missed. The Town Clerk's office is working with the Police Chief and Animal Control Officer to get more dogs licensed since it is a law and dogs should be licensed. The Town receives approximately \$8,300 in dog license fees.

Motion made to set dog license fees as they currently stand by Member Duval

Second by Member Nowak

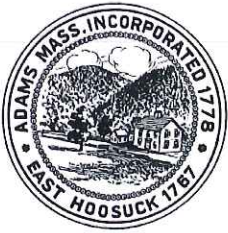
Unanimous vote

Motion passed

2015 Election Calendar

- **January 26, 2015**, 5:00 p.m. nomination papers will be available in Town Clerk's office.
- **March 9, 2015**, 5:00 p.m. is the deadline for incumbent Town Meeting Members to notify the Town Clerk that they are candidates for re-election.
- **March 16, 2015**, 5:00 p.m. is the deadline for all candidates to submit nomination papers
- **April 1, 2015**, 5:00 p.m. is the deadline to withdraw or reject nomination papers
- **April 14, 2015**, 8:00 p.m. is the deadline to register to vote for Town Election
- **April 26, 2015**, 4:00 p.m. is the deadline for filing initial campaign finance report
- **May 4, 2015**, 7:00 a.m. to 7:00 p.m. are Adams Town Elections
- **June 3, 2015** is the deadline for filing final campaign finance reports

A list of present office holders and term of office is available at the Town Clerk's office. The public is advised to call the Town Clerk if anyone is interested in any positions.



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Town Assessor

Independent Real Property Re-evaluation

Town Assessor Donna MacDonald was not in attendance.

Community Development Director Donna Cesan advised if the Board was able to discuss this topic the Town Assessor could go forward with Requests for Proposals (RFPs). She advised it would get the Town further information, but would not mean a contract would be entered into. If done in a timely way, the information would be received before adoption of the Budget.

Town Administrator Mazzucco advised he had done some research on this, and costs average about \$25 to \$50 per parcel. The cost of the re-evaluation could range from \$100,000 to \$180,000. Alternate options that could be considered are to bid only part of the work and have the Town do the other part, augmented by volunteers or part time or seasonal staff to dissuade costs. He also suggested it may be possible to split it out over 3 years to try to mitigate the costs.

Board Member Consensus was reached to go forward with an RFP to gather data.

TOWN COUNSEL REPORT

Town Counsel St. John III reviewed the question presented to him at the last meeting regarding whether the Town could prevent Section 8 housing within a particular building, and he provided a comment to Selectman Snoonian regarding it. He also reviewed and provided comments and revisions concerning a development agreement, sewer lines, the Town's Job Application Form, and an issue regarding property that was the subject of a tax foreclosure.

ANNOUNCEMENTS

Parking Meters Installed

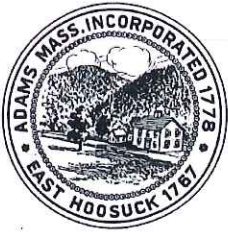
Parking meters are installed and easy to use. Please look at the meters to see which spot coincides with which side of the meter.

Seasonal Designated Parking

Designated parking places are being designed for winter seasonal parking in the Renfrew Parking lot. Fees and stickers will be available soon. Stickers will be made for Kearns Lane as well for year-round parking.

APPROVALS

Facility Use Request: BART School requests use of the Memorial School Building for Basketball Games.



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Facility Use Request: Local Soccer Leagues are requesting use of the Memorial School Building for Soccer Games, on Tuesday nights from 6pm to 9pm.

Chairman Harrington advised he has gathered some information since these requests came in. He connected with the Building Commissioner, who has concerns about utilizing parts of building on a more permanent basis. According to building codes, if there are games in the building there must be working showers available. Adequate air circulation and egress are also issues for this number of people to be worked out before games are scheduled. If people are using the bleachers they must be inspected every year to be sure they are safe. The Town wants to make sure they are all acceptable before going forward and will get back to both groups regarding their requests in relation to the building code. Ventilation is better when the doors can be opened, but is not currently adequate. The Board will discuss this further at a workshop to make a final decision after that. Previously, BART was approved to use the school for practice, but not games.

Motion made to table the approval decisions for BART and the Soccer Leagues to use Memorial School for games by Vice Chairman Blanchard

Second by Member Snoonian

Unanimous vote

Motion passed

OTHER BUSINESS

Cable Station Changes

Time Warner Cable sends a letter every two weeks announcing what may be eliminated or changed for stations. This letter will be posted in office in case anyone interested.

AGENDA ITEMS

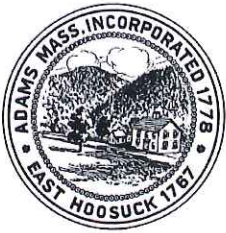
Workshop Recommended Topics

Town Administrator Mazzucco made suggestions for an upcoming workshop to include

- looking at revenues sources
- meals and lodging taxes
- the fee schedule
- the disposition of the East Street Property and moving the Youth Center with the RFP process
- look at the Town-owned property for sale or reuse
- compensated absences; where the Town is we are where the Town should go

GOOD OF THE ORDER

Cleaning Sidewalks and Catch Basins



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Member Nowak asked everyone to keep sidewalks and catch basins near their houses clean. He suggested people either get the catch basins opened or to call the DPW in advance of a storm.

Chairman Harrington advised if cleaning out catch basins to wear something bright colored because it could be very dangerous, especially if buses are letting out from school. On 116 or Route 8 cars go by fast and don't always notice someone out there.

Greylock Glen

Member Nowak explained that when *Governor Baker* was in town he mentioned Greylock Glen to him and is trying to get Secretary Matthew Beaton of the *Executive Office of Energy and Environmental Affairs* and Secretary Kristen Lepore of the *Executive Office of Administration and Finance* to meet to talk about the project. He said it could be a legacy project for the Governor to leave his footprint on, and he is working with both Member Snoonian and Community Development Director Donna Cesan on this.

Town Administrator Transition

Member Duval thanked Donna Cesan for her work as Interim Town Administrator and remarked there was a seamless transition between Jonathan Butler and Tony Mazzucco.

Chairman Harrington agreed that Donna Cesan's dedication to this community is truly significant and he hopes to get some of the top goals met quickly.

Youth Center

Chairman Harrington thanked those helping to get the Youth Center going into the Memorial School and advised the Board is trying to move forward with their project at the top of the list. The Town will need to look at other revenue sources if they cannot get appropriate funding.

EXECUTIVE SESSION

There was no Executive Session held at this meeting.

ADJOURNMENT

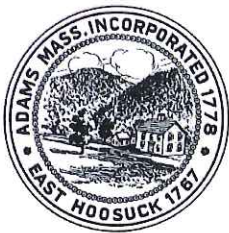
Motion made to adjourn by Vice Chairman Blanchard

Second by Member Snoonian

Unanimous vote

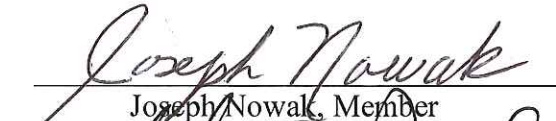
Motion passed

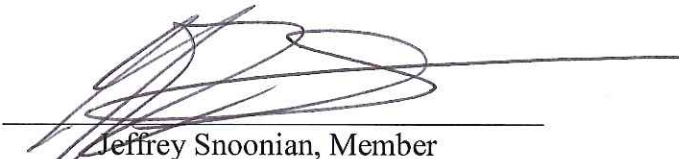
Meeting adjourned at 8:58 pm

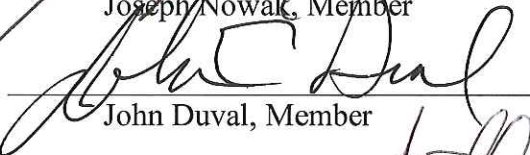


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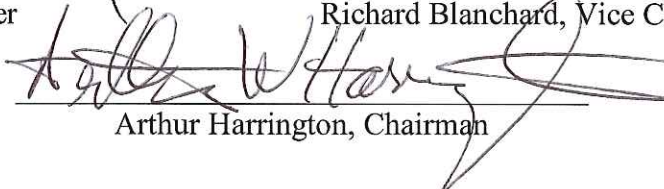
Respectfully Submitted by Deborah J. Dunlap,
Recording Secretary.


Joseph Nowak, Member


Jeffrey Snoonian, Member


John Duval, Member


Richard Blanchard, Vice Chairman


Arthur Harrington, Chairman