

**TOWN OF ADAMS, MASSACHUSETTS**

ADAMS TOWN HALL BUILDING, 1<sup>st</sup> FLOOR, ADAMS, MA 01220

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**BOARD OF SELECTMEN MEETING MINUTES, AUGUST 7, 2019**

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**CALL TO ORDER:** The meeting was called to order by Chairman Hoyt at 7:00 p.m. Present were Vice Chairman Bush, Members Blanchard, and Nowak. Also in attendance was Town Administrator Green. Member Duval was absent.

*The Pledge of Allegiance was recited.*

**APPROVAL OF MINUTES:** The June 26, 2019 and July 17, 2019 minutes were presented for approval. *Motion made by Vice Chairman Bush to waive reading and approve the June 26, 2019 and July 17, 2019 meeting minutes as provided, second by Member Blanchard. Vote: unanimous.*

**PUBLIC COMMENT:** *No public comments were made at this meeting.*

**NEW BUSINESS:**

**Appointment of Election Workers:** *Chairman Hoyt* read the letter and list of election workers as provided by the Town Clerk. *Motion made by Member Blanchard to table this item until the next meeting, second by Vice Chairman Bush. Vote: unanimous.*

**One Day Liquor License Application:** *DeMarsico Wine Cellar*, September 7, 2019, 11:00 a.m. to 10:00 p.m., Bowe Field for Nashville in the Berkshires. *Motion made by Member Blanchard to approve the One Day Wine License for DeMarsico Wine Cellar on September 7, 2019 from 11:00 a.m. to 10:00 p.m. for Nashville in the Berkshires on Bowe Field, second by Vice Chairman Bush. Vote: unanimous.*

**Approval of Job Descriptions:**

**ACO/Parking Attendant.** It was noted that this job description was reviewed by the Personnel Sub-Committee. The parameters of the position and the split budget were reviewed. It was explained that this position is flexible for hours and days, and is under the direct supervision of the Chief of Police. It was pointed out that this is a new position for the combined job and duties and one person will do both jobs. *Member Nowak* noted several areas of the job description that he requested to have grammatical changes. A clarification was made about what the locking boot is. It was noted that the person in this position will interact with both citizens and visitors. *Motion made by Member Blanchard to table the job description to amend with suggested changes, second by Member Bush. Vote: unanimous.*

**Custodian/Transfer Station Attendant.** An explanation was given that the combination of the two existing positions is new. It was noted that this is a 35 hour per week position and will be posted as temporary since it will not have benefits for the first year as it is a trial position. It was explained that the budget has been approved for DPW and Public Buildings funding. Additional details on the duties and hours were reviewed. *Member Nowak* advised that he felt two people are needed at the Transfer Station because there is too much work for one person. It was noted that the current Custodian who has been staffing the Transfer Station has been doing an excellent job, and needs the assistant as he is working six days a week right now. *Motion made by Member Blanchard to approve the Custodian/Transfer Station Attendant job description as provided by the Personnel Sub-Committee, second by Member Bush. Voted in opposition was Member Nowak. Voted in favor were Chairman Hoyt, Members Blanchard and Bush. Motion passed.*

**Special Police Officer.** A brief review of the category of police officers was made. It was noted that the Police Department uses full time patrolmen for normal shifts, Reserves and Special Police Officers. It was noted that Special Police Officers are identified in the Town Charter and are used per diem by the Chief at his discretion. Funding for these officers comes from the Reserve Officer funding line item. They may be used for coverage of the desk as well as private details. It was explained that conversations took place at the personnel sub-committee meetings and the job description outlines the requirements and training levels of the position. It was explained that the changes made were to outline the clarifications needed in the position.

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*Member Nowak* pointed out that he felt the job description is wordy and clarified the responsibility of maintaining certification and carrying weapons. ***Motion made by Member Blanchard to approve the Special Police Officer job description as provided by the Personnel Sub-Committee, second by Vice Chairman Bush. Vote: unanimous.***

*DPW Director.* A brief review was made of the history of the DPW Director position and the process for filling the position. Town Administrator Green and Community Development Director Cesan reviewed the job description for regulatory compliance, road maintenance and the needs of the Town. It was noted that the road boss duties have been transferred to the Operations Supervisor position. The DPW Director will work with the Town Administrator on a broader range of qualifications. A brief review of the salary range was done and it was noted that it depends on the qualifications and experience of the individual. Praise was given to the addition of the person having the ability to do grant writing, and it was noted that engineering credentials would be difficult to find for this position. When advertised, it would be with the entire range and understanding that the Town would pay for qualifications if the right candidate is found. ***Motion made by Member Blanchard to approve the DPW Director job description as provided by the Personnel Sub-Committee, second by Vice Chairman Bush. Vote: unanimous.***

**Facility Use Requests**

***Greylock Glen:***

*BART Charter School*, September 18, 2019 from 3:30 p.m. to 7:30 p.m. for a Cross Country Meet. ***Motion made by Member Blanchard to approve the use of the Greylock Glen by BART Charter School on September 18, 2019 from 3:30 p.m. to 7:30 p.m. for a Cross Country Meet, second by Vice Chairman Bush. Vote: unanimous.***

*Berkshire Running Center*, September 8, 2019 from 8:00 a.m. to 11:00 a.m. for a running race on the Loop Trail. Concern was expressed that the race will be run on the gravel trail and asked that DPW take note of the condition of the gravel. ***Motion made by Vice Chairman Bush to approve the use of the Greylock Glen by Berkshire Running Center on September 8, 2019 from 8:00 a.m. to 11:00 a.m. for a running race on the Loop Trail, second by Member Blanchard. Vote: unanimous.***

***Memorial School Gymnasium:***

*BART Charter School*, November 4, 2019 to February 14, 2020, Monday through Thursday, 3:40 p.m. to 5:40 p.m. for basketball practice. HVAC work will be done at Adams Memorial School. The bid will go out in September and once scheduled the gymnasium will not be usable during construction. *Member Nowak* expressed concern about the Charter School using the facility to supplement curriculum and requested this be reviewed. ***Motion made by Member Blanchard to approve the use of the Memorial School Gymnasium by BART Charter School November 4, 2019 to February 14, 2020, Monday through Thursday from 3:40 p.m. to 5:40 p.m. for Basketball practice, second by Vice Chairman Bush. Vote: unanimous.***

*14u Greylock Thunder/Adams Lassie League*, July 4, 2019 to December 31, 2019 on Sundays, Tuesdays and Thursdays from 6:00 to 8:00 p.m. It was explained that the team practices hitting into nets through soft toss, pitching and catching. Protection mats are brought in by the league to protect the floors and a walk-through is made of the gym for cleanliness. Board Members suggested the Town look into getting mats to protect the floor. The league competed 14u in Connecticut and Nationals, and 18u competed in Maryland to bring Adams and Berkshire County to the national level. ***Motion made by Member Nowak to approve the use of the Memorial School Gymnasium by 14u Greylock Thunder/Adams Lassie League July 4, 2019 to December 31, 2019 on Sundays, Tuesdays and Thursdays from 6:00 to 8:00 p.m., second by Member Blanchard. Vote: unanimous.***

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***Russell Field:***

*BART Charter School, August 20, 2019 to June 17, 2020 Monday through Friday from 8:00 a.m. to 3:40 p.m. for Fitness Classes. It was noted that there are a lot of projects scheduled for Russell Field and work will take place in spring of 2020. Motion made by Member Blanchard to approve the use of Russell Field by BART Charter School on August 20, 2019 to June 17, 2020 Monday through Friday from 8:00 a.m. to 3:40 p.m. for Fitness Classes, second by Vice Chairman Bush. Vote: unanimous.*

*BART Charter School, March 16, 2020 to May 15, 2020, Monday through Thursday from 3:40 p.m. to 5:40 p.m. for Ultimate Frisbee Practice. Motion made by Member Blanchard to table this request until a future meeting to get additional information on Ultimate Frisbee, second by Vice Chairman Bush. Vote: unanimous.*

*Valley Street Field: BART Charter School, August 5, 2019 to August 19, 2019 Monday through Friday from 4:00 p.m. to 6:00 p.m., August 20, 2019 to October 31, 2019, Monday through Thursday from 3:40 p.m. to 5:40 p.m. for Soccer Team Practice. Motion made by Vice Chairman Bush to table this request for more information on scheduling, second by Member Blanchard. Vote: unanimous.*

**DEPARTMENT REPORTS:**

***Town Administrator's Report:*** The DPW sidewalk repairs are anticipated to start in two weeks. New pedestrian crossing signs have been ordered as the signs have been damaged and run over by traffic. A couple of styles have been approved. DPW crews are working on vegetation control, spot paving, and structure repair on catch basins. Research is being done to line painting and crack sealing done before school starts. Final work is wrapping up on the Town Hall Roof Project and scaffolding should be down by end of the month. Reverse 911 system is transferring from the formerly paid Code Red system, and those with a landline are automatically logged in. Those that wish to receive this service may log-on to the Town's web page or go to any Town public building for applications to expand their options. For economic development, a local adult cannabis business is in progress renovating a retail space. A cultivation provider also located on Howland Avenue received their provisional license for cultivation. The Town Administrator's team met with two small businesses here and devoted a lot of time to the Greylock Glen as the project is a priority. Work is being done with legislators, engineering, architects and private businesses to make it shovel ready.

*Member Nowak* advised that the ASCCC has been meeting almost weekly. A sub-committee is starting to put together information on the parade. He noted there was a good turnout of residents interested in making the parade a success and there were some with past experience. He noted the ASCCC secured \$50,000 from the Commonwealth of Massachusetts toward the goal of \$300,000 for these events, and donations are currently at \$265,000. *Vice Chairman Bush* advised he attended the Prudential Committee meeting last week and discussion took place about the water tank overheating. *Chairman Hoyt* reminded Board Members that the Water Superintendent invited them to go see how the tanks work. She advised that the Personnel Sub-Committee met and reviewed job descriptions.

***Sub-Committee and Liaison Reports:*** *Member Nowak* recognized the Board's Administrative Assistant for work done with the ASCCC on the Nomination and First Ladies' Quilt Project. He expressed disappointment at the activity at the last Planning Board meeting on 40R and pointed out that we need to work together as a community. He acknowledged that it is healthy to respectfully debate a topic but if information is disseminated it should be done appropriately and accurately. He requested Peter Gentile from Northern Berkshire Community Television update the Board on the Federal Communications Commission (FCC) decisions and how they are impacting local television. *Mr. Gentile* advised that the FCC did not allow the cable companies to eliminate public access, but may get out of some commitments to smaller companies.



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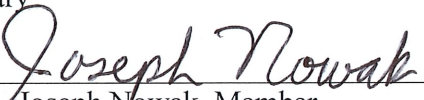
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He noted that increasing numbers of people are dropping cable which funds the local public access, and moving toward other economical options. Funding comes through the franchise agreement fees, on the contract that has six years left. *Vice Chairman Bush* concurred with Member Nowak's report about 40R noted this is not a good example of what Adams is about. He pointed out that there is a small faction in town that is providing information against town government initiatives and projects and he encouraged citizens to listen to and get the information from the source. He noted that social media pages are not an accurate place to get information about local government, and encouraged citizens to contact Town Hall directly. *Chairman Hoyt* agreed that the situation at the Planning Board meeting was not representative of the Adams she believes in. She noted a lot of conversations have taken place with citizens since then and she hopes that good information continues. She thanked the Board's Administrative Assistant for the work done on the Nomination and First Ladies' Quilt reception. She announced that the Town Wide Tag Sale will take place on August 10<sup>th</sup> and there are 68 residents participating. She reminded citizens to take down signs after the event.

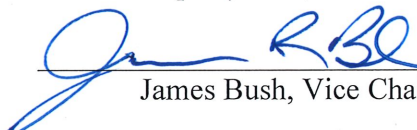
**Announcements and Good of the Order:** *Chairman Hoyt* announced a name omitted from the Nomination Board and appreciated the nominee.

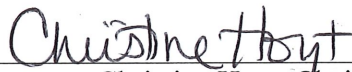
**ADJOURNMENT:** *Motion made by Member Nowak to adjourn the meeting, second by Member Blanchard. Vote: Unanimous. Meeting adjourned at 8:04 p.m.*

Respectfully Submitted by Deborah J. Dunlap,  
Recording Secretary

  
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Joseph Nowak, Member

  
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Richard Blanchard, Member

  
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James Bush, Vice Chairman

  
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Christine Hoyt, Chairman